

## Notice to All Employees

### ***New Employee Assistance Programme (EAP) available to all Cheshire Ireland employees as from 1<sup>st</sup> October 2008***

We all know that, from time-to-time, people experience issues or difficulties in life. These may be to do with family concerns, financial worries, relationship difficulties or with issues arising through work. Generally, we all manage to cope with and overcome these events but sometimes we might need some additional help or support. We also know that it is in everyone's best interest to try to ensure that personal and work-related problems are resolved as early as possible.

As a good employer, Cheshire Ireland is concerned to assist employees in those circumstances where additional support would help people. Therefore we have joined with a number of other voluntary agencies (The Alzheimer Society, The Peter Bradley Foundation and Headway Ireland) to provide a new Employee Assistance Programme (EAP).

This new service to employees is in place as from **1<sup>st</sup> October 2008**. The Programme offers a **confidential** information and counselling service to employees. The EAP is provided on behalf of Cheshire Ireland by *VHI Corporate Solutions*.

Through the EAP service, **free** professional counselling and information services will be available to you and your family. You can access the service by phone or email 24 hours a day, 365 days a year. You can also see a counsellor locally for one-to-one counselling if this would help with your individual situation.

The EAP service can help you or your family with any of these areas:

- *Family issues*
- *Emotional concerns*
- *Relationship difficulties*
- *General information*
- *Work related issues*
- *Financial matters*
- *Welfare & benefits*
- *Legal matters*

A booklet giving details of the EAP service is being distributed to all employees, including a small wallet card showing the Free Phone contact numbers. Posters will also be displayed on staff notice boards. Further information is available from your manager/supervisor or from Central Office HR.

I would encourage employees to use the EAP service should the need arise. Remember the service is **FREE** and **CONFIDENTIAL** – I particularly want to assure you that there will be no reporting of any individual information back to your employer. I hope the EAP service proves of benefit to you and your family.

**Niall Byrne**  
**Head of HR & Service Quality**

*EAP Free Phone: 1800 300 061      Email: [eap@vhics.ie](mailto:eap@vhics.ie)*