



## EMPLOYEE ASSISTANCE PROGRAM POLICY AND PROCEDURE

**A.M.Y. Nominees Pty Ltd is committed to providing and maintaining a safe and healthy workplace for all workers (including contractors and volunteers) as well as clients, visitors and members of the public. An Employee Assistance Program can be of assistance for employees who feel they would benefit from talking to someone externally from the workplace regarding workplace or personal issues that they feel may be affecting their performance in the workplace.**

### PURPOSE

The purpose of this policy is to support employees by providing access to professional counselling assistance outside of the workplace for any issues that may affect the employees ability to work, regardless of whether those issues are work related or originate from personal experiences.

The management of Antakarinja Matu-Yankunyjtjara (AMY) - AMY Nominees and it's entities are committed to supporting employees when addressing personal or work related concerns through counselling and support services and aims to:

- Provide confidential Employee Assistance Program (EAP) services to assist employees address concerns that may be directly or indirectly affecting their performance at work and/or their general well-being.
- EAP counselling is short term and solution focussed in nature, encouraging self-management strategies and practices.

While mentors and managers may be able to offer advice and assistance on some occasions, there may be occasions where individuals seek, require or can be referred to professional services in order to assist individuals learn personal coping tools that may be of assistance when facing personal hardships in their working or personal lives.

### PROCEDURES

EAP Counselling sessions are limited in number per incident/occasion, however the employee may wish to continue the services at their own cost. Most people will find benefit within one to two sessions.

**Who to contact?**

Depending where you work will depend on who you contact for EAP Counselling services.

**THIESS Partnership / ROM contract**

Employees employed with the “Run of Mine” or ROM contract will be entitled to utilise the services of “Gryphon Psychology”.

**Gryphon Psychology: 1800 056 076**

**AMY Nominees / Anangu Mining / AMY Environmental Services**

Employees employed with AMY Nominees, Anangu Mining and Environmental Services are able to access “Corporate Health Group” or CHG EAP Services. In order to access these services, AMY Nominees have provided employee names to the service, to facilitate nameless confidentially invoicing.

**CHG EAP Services: 08 8352 9898**

**E: [eap@chg.net.au](mailto:eap@chg.net.au)**

**Brochures are attached for Gryphon Psychology and CHG EAP services.**

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Signature:	_____	Date:	22 June 2020
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