



## STATEWIDE GROUP TRAINING (SA) INC

### EMPLOYEE ASSISTANCE PROGRAM POLICY

#### **PURPOSE:**

Statewide Group Training (SA) Inc (SGT) recognises that an employee's work performance can be affected by problems in their personal life and is committed to assisting employees in dealing with these issues.

#### **SCOPE:**

This policy applies to:

- All staff, including Managers, Field Officers, Administrative Officers; full time, part time, casual, temporary or permanent staff; apprentices and trainees, contractors, sub contractors.

#### **POLICY:**

An Employee Assistance Program has been established by SGT to provide confidential counselling, guidance, and assistance for employees/apprentices and trainees, and their families, relating to personal issues that are affecting work performance. These include, but are not limited to, issues such as:

- Marriage and family problems.
- Interpersonal relationships.
- Grief and loss.
- Stress and trauma.
- Alcohol and drug dependency.
- Financial and legal problems.
- Work-related problems.
- Major workplace change.
- Gambling problems; or
- Life-threatening illness/Life debilitating illness.

The Employee Assistance Program relies on total confidentiality and trust from all employees/apprentices/trainees who are involved in the program, either as participants, or as managers/supervisors/contact officers who are requested to assist in the process. It is essential that this confidentiality is observed and always respected, to ensure the integrity and trust of the program so that it may achieve its objectives.

The Employee Assistance Program emphasises a positive approach to dealing with these issues and is designed to allow time for the employee to overcome their problems without the possibility for adverse consequences to their status of employment or promotional opportunities.

Any employee wishing to access the Employee Assistance Program will first be required to contact the SGT nominated Contact Officer who will provide the necessary initial information and contact/referral details.



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SGT will refer the employee/apprentice/trainee to an appropriate service to provide the Employee Assistance Program to employees of SGT. All initial costs associated with the Employee Assistance Program will be borne by SGT on behalf of the employee.

A vital feature of this Program is the high level of confidentiality and respect for the individual employee's privacy. Information shared by the employee will not be communicated to others, unless expressly authorised by the employee.

SGT will be advised by the referred company of the employee's attendance by the way of invoicing SGT. However, confidential details of the issues and problems will only be discussed with the employee's express authorisation, or where the law requires.

Should an employee have a need to attend counselling during normal work time, their Manager/Field Officer will coordinate the appropriate time off work, leave or other agreed approach to be taken. The responsibility for following any course of action rests entirely with the individual employee, even when their Manager/Field Officer offers help through the Program.

SGT may assist employees, in an emergency, with a small financial loan. This assistance is dealt with on a case-by-case scenario, at the discretion of Senior Management. Employees will repay the loan as soon as practicable, via payroll deduction at an agreed weekly amount.

Under no circumstances are any SGT Staff to advance, lend or give money to any Apprentice or Trainee employed by SGT, from their own wages. SGT will not be obliged to pay to a staff member any unauthorised money advanced, lent or given to an Apprentice or Trainee.

There will be no exemptions to this requirement. Failure to comply with this part of the Employee Assistance Policy will be regarded as a major breach of discipline and dealt with in line with the Efficiency and Performance Management Policy.

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APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL  
SIGNATURE:

DATE: 8<sup>TH</sup> MAY 2024