

Tender Care Medical Services, Inc.

POLICY & PROCEDURES

Title: Employee Assistance

Original Issue Date: 10/01/25

Number: HR-C.4

Page: 1 of 1

Review Date:

Revision Date:

Originating Department: Human Resources

Approved By:



PURPOSE:

The purpose of this policy is to provide guidelines regarding the establishment of an Employee Assistance Program (EAP).

ELIGIBILITY:

All full-time and part-time employees.

POLICY:

The Company realizes that employees occasionally need some guidance and assistance with their daily lives. The Company provides a confidential professional counseling service to its employees and their dependents. The only exception to confidentiality are situations in which your safety or the safety of others is at risk. EAP counselors can provide assessments and referral services for assistance with personal issues such as substance abuse or physical abuse, legal or financial difficulties, marital and family relations, personal or job-related stress as well as parenting or care for the elderly.

This service provides employees with up to three in-person counseling sessions per event or unlimited 24/7 access to EAP resources and library once registered.