

**EMPLOYEE RESOURCE SYSTEMS, INC.**  
STATEMENT OF UNDERSTANDING

Employee Assistance Program (EAP) Services

Employee Resource Systems, Inc. is a private consulting firm retained by your employer to provide assessment, referral and/or brief counseling services to you and your eligible dependents.

Confidentiality

Your contact with the EAP is voluntary and confidential and strictly protected within the limits of the law. Any information you give to the EAP, its counselors or affiliates, will be treated with the utmost respect for confidentiality. Information regarding your contact with the EAP will not be given to your employer or any other party without your written permission, unless required by law.

As mandated reporters, EAP clinicians and affiliates are required to report to appropriate authorities the suspected abuse or neglect of a child or elderly person. The EAP is also required to take any action necessary to prevent imminent threats of harm to self or others.

Cost of EAP Services

The EAP is a free, pre-paid benefit. There is no cost to you or your eligible dependents for using the program. If, however, the EAP recommends further treatment or other services, *the costs incurred for such services are your responsibility*. Some expenses for outside services may be covered in part by your health insurance plan. It is also your responsibility to understand what services are covered and to verify your eligibility for benefits. The EAP will make every effort to help you locate resources that meet your personal needs and are within the parameters of your insurance coverage.

Your signature indicates that you have read and understand the above information.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
EAP Counselor's Signature

\_\_\_\_\_  
Client/Parent or Guardian Signature

\_\_\_\_\_  
Date



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