

Employee Assistance Program Policy

Section 1 - Purpose

(1) This document sets out Charles Sturt University's policy on the Employee Assistance Program.

Scope

(2) This Policy applies to all staff of the Charles Sturt University (the University).

Statutory Requirements

(3) Section 19 (Primary Duty of Care) of the Work Health and Safety Act 2011 requires that:

- a. A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of:
 - i. workers engaged, or caused to be engaged by the person, and
 - ii. workers whose activities in carrying out work are influenced or directed by the person, while the workers are at work in the business or undertaking.
- b. A person conducting a business or undertaking must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.

Section 2 - Glossary

(4) Nil.

Section 3 - Policy

Part A - Employee Assistance Program

(5) The Employee Assistance Program (EAP) offered by Charles Sturt University is designed to provide free, confidential counselling to employees and their immediate families for a wide range of personal and/or work related problems, as outlined in the booklet Charles Sturt University - Employee Assistance Program , available from the Division of Human Resources at each campus.

(6) An initial contact phone number for the EAP can be obtained from your campus Human Resources Office.

(7) The EAP is not intended to replace existing procedures within the University for resolving problems relating solely to work-related stress, but is available to complement these procedures and provide additional assistance.

(8) The EAP is not designed to remove from management the responsibility of addressing issues in the work environment which may impact on a staff members work performance.

Part B - Other Options

(9) Other internal options available for staff experiencing stress are to contact the:

- a. supervisor
- b. Grievance Advisor;
- c. Manager, Human Resources (EO); or
- d. Director, Division of Human Resources.

(10) It may be appropriate to use more than one option in resolving the issues relating to the causes of the stress or stresses.

Section 4 - Procedures

(11) Nil.

Section 5 - Guidelines

(12) Nil.

Status and Details

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