



## EMPLOYEE ASSISTANCE PROGRAMME (EAP) POLICY

Gongues Constructions Pty Ltd (Gongues Constructions) has a strong commitment to the health, safety, and welfare of its employees, their families, and its clients. Gongues Constructions recognises a variety of personal problems, such as emotional distress, family problems, alcoholism, and drug abuse, can be devastating to lives, business, and the community at large. Most people solve their problems either on their own or with the advice of family and friends; however, Gongues Constructions recognises that sometimes people need professional advice.

### Goal

The goal of Gongues Constructions is to establish an EAP to help and encourage those employees in need of professional assistance to use it.

### Scope

This programme applies to all employees and their eligible dependents who are covered under any of the various health and welfare programmes to which the organisation contributes.

While Gongues Constructions has no intention of intruding into the private lives of its employees, we recognise the personal problems may eventually take their toll on job performance. Our concern is to assure that employees report to work in condition to perform their duties safely and efficiently in the interest of their fellow workers, themselves, and our customers.

### Policy Statement

- It is the policy of Gongues Constructions to establish, implement, and support an employee assistance programme that will assist employees and their eligible dependents to resolve problems, such as emotional distress, family problems, alcoholism, and drug abuse, recognising these problems may adversely affect employee's personal health, family, and job performance.
- It is the policy of Gongues Constructions to commit the resources necessary to support the employee assistance programme.
- This policy will not exempt employees from job performance requirements.

### Procedure

Gongues Constructions' EAP will operate within the following framework: -

- Employees' current jobs and future advancement will not be jeopardised by using the EAP services.
- As with all health and personnel documents, the EAP records will be maintained in a confidential manner.
- Supervisors and managers are responsible for confronting employees about unsatisfactory as well as acceptable but deteriorating performance and referring such employees to the EAP when appropriate.
- Employees will be responsible for correcting unsatisfactory performance and maintaining acceptable performance.

### Implementation

Responsibility for interpretation of this EAP policy falls to the Managing Director.

The policy is a public document; it shall be clearly displayed and made available to all interested parties.

This policy applies to all sites where Gongues Constructions is performing work and covers all our activities and services.

This policy shall be reviewed every three (3) years to maintain suitability, adequacy, and effectiveness to the organisation and has been authorised for use by the Managing Director.

Carlos Gonçalves  
Managing Director