



Agreement for Service Delivery Employee Assistance Program (EAP)

Breathe Counselling

admin@breathecounselling.com
breathecounsellingperth.com.au

Process and Procedures Appointment Bookings

- Employees can make contact with Breathe Counselling to book appointments directly for counselling.
- The Corporate Client can also directly refer employees for counselling.
- Breathe Counselling will arrange an appointment time with the employee.
- **To ensure anonymity of employees and confidentiality, employees cannot book appointments with Breathe Counselling directly through the Breathe Counselling website. Appointments must be made by phone call 0422 275 494 or email admin@breathecounselling.com**

Session Allowances

Breathe Counselling will see:

- Employers can choose how many counseling sessions they are willing to contribute for employee mental health and well-being
- Immediate family members living under the same roof as the employee are also entitled to a total of 3 6 12 other (please tick preference) sessions per calendar year unless otherwise directed by the Corporate Client
- Employees in accordance with a "List of Employees" provided with the amount of sessions per year
- Immediate family members living under the same roof as the employee only if listed on the above mentioned "List of Employees" provided. (see page 8)

Session Extensions

- Further sessions will be allocated at the discretion of the Corporate Client.
- If declined, no further sessions will take place under the Employee Assistance Program.

Request for Information

As part of providing a therapeutic service to the employees, Breathe Counselling will need to collect and record personal information from the employees that is relevant to their current situation. This information will be a necessary part of the assessment and treatment that is conducted.

Confidentiality

All employee personal information collated by Breathe Counselling during the provision of the therapeutic service will remain confidential and secure except when:

1. It is subpoenaed by a court, or
2. Failure to disclose the information would place the employee and/or another person at risk; or
3. The employee's prior approval has been obtained to -
 - a. provide a written report to another professional or agency. e.g. an employer (the Corporate Client), GP or lawyer; or
 - b. discuss the material with another person. e.g. an employer (the Corporate Client), or GP.

Confidentiality and limitations are explained to the employees at the beginning of the counselling process.

Cancellation Policy

If, for some reason the employee or the Corporate Clients needs to cancel or postpone the appointment, at least 24 hours is required, otherwise the Corporate Client will be invoiced for the cost of the session.

Invoicing and Payments

- Breathe Counselling will submit invoices for services to the nominated Corporate Client representative after each scheduled appointment.
- Invoices will be emailed to the nominated Corporate Client email address.
- Payments are to be made within 14 days of an invoice being issued. A Remittance Advice must accompany all payments.

Schedule of Fees

Unlike most EAP providers, Breathe Counselling is able to offer a competitive **fee-for-service** arrangement, rather than an annual fee that is often substantial. This provides our clients with low cost, value added service – you only pay for what you use. Additionally, counselling services are offered after hours as well as during the working day.

All administrative information including this Agreement, terms of service and payments are confidential and all enquiries can be directed to:

Breathe Counselling
Director: Nick Gwynn
0422 275 494
admin@breathecounselling.com
breathecounsellingperth.com.au

Service Description

SERVICE (60 min session)	TOTAL Day (9am-5pm)	TOTAL After-hours (5pm-9pm) / Saturdays
Individual Counselling or Coaching	\$150.00	\$160.00
Couples/Family Counselling	\$180.00	\$190.00
Professional Supervision (Individual, Skype, Phone)	\$100.00	\$110.00
Group Supervision (min 3 participants)	\$40.00 each	\$50.00 each

Fees will be reviewed on the 1st day of each financial year.

Corporate and Community Partner Information

I, _____ have read and understood the Agreement.
I agree to these conditions for the counselling services provided to employees by Breathe Counselling.

Company/Organisation (Corporate Client): _____

Number of Employees: _____

Name of Company Representative: _____

Position: _____

Business Address: _____

Telephone: _____

Email Address: _____

Authorising Signature: _____

Date: _____

This Agreement is valid until superseded.

- A. The parties intend to enter into an agreement for services.
- B. Under the agreement for services, Breathe Counselling is an independent contractor and will accept referrals to provide counselling services to the employees of the Corporate Client.
- C. Breathe Counselling ensures that quality counselling services are provided.
- D. Breathe Counselling will ensure that client confidentiality is protected at all times except where legally required in accordance with state laws.

IN WITNESS the parties have duly executed this Agreement on the last date written below.

Breathe Counselling

Signed By:

Date:

Print Name:

Job Title:

(EAP) Employee Assistance Program

We appreciate your time and consideration of our service. Our EAP program can be a great way for you and your staff to access confidential and professional support that is conducive to health, wellbeing and productivity.

An EAP is designed to provide counselling assistance to staff who are dealing with work/ personal issues and coaching for personal/ cultural benefit. The aim of an EAP is to assist your business or organisation to be more productive through the enhanced performance of staff... simply because they are happier, healthier and better equipped to deal with life's challenges.

There is no annual or upfront fee as our services are charged on a usage only basis. This means that you and your staff have the comfort of knowing that support is available if and when you need it, without additional cost and whilst OH&S obligations with regards to mental health are appropriately met.

Breathe Counselling offers an Employee Assistance Program that intentionally educates staff about the normality of mental and emotionally struggles, eliminating stigma and shame. Our approach is:

- o Proactive
- o Preventative
- o Professional

Breathe is able to deliver counselling in your premises or at any of our clinics (see website address for locations) or online

If you would like to know more about Breathe Counselling and our EAP service, or if you would like to meet in person to discuss further, please don't hesitate to contact us.



*Kind Regards
Nick Gwynn
Breathe Counselling*

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Employee Assistance Program

Who?

Breathe Counselling is a professional, confidential counselling service provided to you under your employers EAP (Employee Assistance Program)

What?

EAP is a service that enables employees to access free and confidential counselling or coaching sessions.

- o A safe rapport is built with a counsellor where you are supported to talk about issues that may be effecting you.
- o You may just need a 'one off' session to discuss a key issue
- o You may benefit from short term counselling, where you have opportunity to work through unpleasant thoughts or feelings.
- o You may want some coaching in an area of leadership, motivation, communication or work/life balance.

Why?

- o To address communication and relationship issues
- o To address anxiety
- o To alleviate and manage stress
- o To deal with grief and loss
- o To achieve a better work/life balance
- o To better deal with difficult people
- o To think and feel better

When?

- o If you are experiencing unhealthy stress with or experiencing circumstances that are troubling you, make the call.
- o If you need someone to talk to about your mood or a mindset that you are struggling to shake, make the call
- o If you are finding a relationship at work or at home difficult to manage, make the call.

How?

- o Breathe Counselling will provide your organisation with contact details which will enable you to confidentially arrange an appointment with a counsellor from your closest Breathe Counselling office.

About Breathe Counselling

Breathe Counselling is a confidential and professional counselling service with an emphasis on improved relationships and wellbeing. Our intent is to provide the most suitable and effective counselling solutions possible to individuals, couples and families. We understand from statistical evidence, research and practice that the counselling relationship itself is one of the most important elements of therapy. Subsequently, our approach reflects the value we place on this relationship.

Breathe Counselling provides counselling during the working week, after hours (to 9pm) and on weekends. With both male and female therapists, we offer a professional service that is affordable, solution focused and sensitive to the unique personal needs of the client.

In addition to counselling services, Breathe Counselling delivers training in the areas of Marriage and Preparation for Marriage Courses, Emotional Intelligence and Anger Management. Our qualified trainers have a combined history and wealth of experience in the delivery of PD education.

All counsellors and therapists associated with Breathe Counselling are appropriately qualified and engaged in regular professional development, professional counselling and psychology supervision. Our counsellors are members of either or both ACA (Australian Counselling Association) and PACFA (Psychotherapy and Counselling Federation of Australia) or similar peak bodies.

What is an Employment Assistance Program (EAP)?

An Employee Assistance Program provides confidential support to employees of businesses or organisations in dealing with work or personal related challenges that may impact on health, wellbeing, performance, health and safety and morale. The service is free to employees (and immediate family members living under the same roof - if agreed by the Corporate Client).

Why Have an EAP?

The aim of an EAP is to assist your organisation through the provision of supportive, preventative intervention for both personal and work related concerns that may be detrimental to wellbeing and performance of staff.

The Fact Is

Australian businesses lose over \$6.5 billion every year through their failure to assist staff into early intervention and treatment for employees struggling with mental health conditions.

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The Truth is

Stress related workers compensation claims have recently doubled, costing \$10 billion every year.



The Reality is

3.2 days per worker are lost every year through workplace stress, your OHS obligations include staff with mental illness.





Employee Assistance Program

It's Good for Business

- When employees feel respected and cared for, they generally feel better about themselves and the work they do. This leads to better morale, and a happier, more productive workplace.
- Supporting staff through nurturing a positive, safe and healthy work environment lessens absenteeism and negative work attitudes
- Staff loyalty and cultural excellence is nurtured and developed in the context of an authentically supportive workspace.
- Investment in relationships is investment in your most valuable resource - people.

What We offer

- **Counselling** is the most commonly accessed service from EAP. Counselling offers a safe, confidential space for an individual, couple or family to discuss and address personal and/or work related concerns with a skilled therapist. The number of sessions available to each employee is up to your organisation.
- **Coaching** is offered in a similar format to counselling, but is suited more for those who are seeking strategies with regards to motivation, time management, communication, leadership and work/life balance.

Confidentiality

All employee personal information collated by Breathe Counselling during the provision of the therapeutic service will remain confidential and secure except when:

1. It is subpoenaed by a court, or
2. Failure to disclose the information would place the employee and/or another person at risk; or
3. The employee's prior approval has been obtained to -
 - a. provide a written report to another professional or agency. e.g. an employer (the Corporate Client), GP or lawyer; or
 - b. Discuss the material with another person. e.g. an employer (the Corporate Client), or GP.

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Choosing Breathe Counselling as your EAP provider will be one of the best investments you can make for the health of your organisation and its people...

