



Department of Human Resources  
Government of the Virgin Islands  
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***Helping Public Officers to walk and live in wholeness and Excellence***

### **EAP STATEMENT OF UNDERSTANDING**

1. The Employee Assistance Programme (EAP) is provided by the Government of the British Virgin Islands without cost to you as a Public Officer. This programme's main responsibility and commitment is to assist you in addressing your personal/ work-related challenges and to identify appropriate resources for resolving them. Therefore, EAP services may include assessment and referral or brief counseling.
2. Use of this programme is voluntary and participation in the EAP is solely at your discretion. In the event you have been offered EAP services, refusal to accept or utilize the EAP is not, in itself, a cause for disciplinary action. However, such refusal or failure to accept help may be taken into consideration when evaluating subsequent unsatisfactory job performance or behavior.
3. Participation in EAP does not constitute a waiver of the Government of the British Virgin Islands' right to take disciplinary measures in the event of unsatisfactory job performance or behavior prior to, during or subsequent to your participation in the EAP.
4. Public Officers may meet with EAP Counselors during working hours. When an appointment is made during working hours, it will be necessary, even in cases of self-initiated referrals, to obtain the appropriate permission from your supervisor. This can be done without divulging any specific information pertaining to the nature of your visit to the EAP.
5. Public Officers may contact the EAP on their own initiative and the Counselor will not disclose that this contact has been made. In the case of such self-referrals, feedback will be given to the supervisor only at the request of the Officer, or when required by law.
6. When a supervisor has referred an officer to the EAP, the Counselor may provide the supervisor with the following feedback:
  - a. Verification of time away from work to meet with an EAP Counselor or to obtain necessary treatment.
  - b. Verification of whether or not a behavioral problem exists, but not the nature of the problem.
  - c. Verification of whether the Officer has been provided with a recommended plan of action (i.e. an individualized treatment plan) for resolving his or her behavioral problem.
7. During the course of the participation of a Public Officer in the EAP, that Officer will be asked to provide certain personal information in order that the Counselor may provide effective service. Such information will be maintained by the Counselor and or Coach in the strictest of confidence. When it becomes necessary to provide relevant information to appropriate individuals or agencies, the Officer generally must provide consent to such disclosures in advance.

8. In order to keep track of your progress, a confidential personal treatment file will be created and maintained by your Counselor. This file will be securely kept in the counselor's office and will not be accessible to anyone other than your Counselor.
9. We will not discuss any information pertaining to a Public Officer's case to anyone unless that Officer gives us written permission to do so. However, it may be necessary to release information from an Officer's personal file under the following circumstances:
  - a. When the law requires disclosure; generally, in cases when life or safety is seriously threatened.
  - b. The EAP Counselor discerns a threat to security of the Government or a danger to oneself or others.
  - c. If we learn about child abuse or abuse of elderly or disabled adults, we are required by law to report it to the proper authorities.
10. You are expected to attend all scheduled sessions with your Counselor. If you are unable to make a scheduled session, please notify your Counselor 24-hours in advance in order to allow your Counselor sufficient time to reschedule the appointment.

I have read this statement and understand its content.

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Print Name	Officer's Signature	Date
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Print Name of Witness	Counselor's Signature	Date
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