

# People Wellness Program FAQs

## What does the service provide?

Our People Wellness Program is a confidential and independent counselling and information service. The freephone support line gives access to telephone counselling, practical information and guidance for personal issues. If appropriate, therapy counselling can be arranged for you.

## Why is my company providing this service?

Your company is committed to caring for the health, safety and wellbeing of its people. It can be difficult to separate our home and work lives and it is not always possible to leave problems at home when you come to work, or at work before you go home. The service is provided as a resource should you wish to discuss your problems confidentially and outside the workplace. The service can also be contacted online through our Gewardz App.

## When is the service available

The service is available 7 days a week all year round.

## Who is entitled to use the service?

All employees in the UK and Ireland. In addition, the service is available to the following:

- Your partner or spouse and up to 5 other family members living in the same household with you
- Your dependent children in full time education living away from home between the ages of 16 and 23

## How often can I access the service?

You can contact the service whenever you need counselling support or information to help with a legal, money, debt or health and wellbeing issue. You may be referred, where appropriate, for short-term structured counselling sessions.

## Telephone services

### What happens when I call in?

You will initially be given a list of options to choose from. Your call will then be answered by a clinical co-ordinator, who will assess your needs and direct you to the appropriate service.

### What information will I be asked for when I call?

You will be asked for your organisation's name, your name and contact details (which are held securely) and other details to enable us to give your organisation the required general statistical feedback. No personally identifying information is passed back to your organisation. If your call is about counselling issues, you may be asked some standard risk questions for your own safety.

### What issues can I talk to the counsellors about?

Any issues that might be affecting your work or personal life, such as work/personal relationships, stress and work concerns.

### What information services are available?

The service provides information and guidance on:

- Legal matters such as consumer rights, property, landlord/tenant, family and motoring law
- Money matters, including managing creditors, budgeting and debt management plans
- Health and wellbeing information on lifestyle issues such as diet, exercise, sleep, health and medical concerns

### What happens if there is no clinical team member free to take a call?

Should this happen, you will be given an option to either remain on hold until a clinical team member becomes available or to leave a voicemail to request a call back. Alternatively you can access the Wellbeing Hub to book a callback from a counsellor.

### What counselling services are available?

A telephone assessment will be carried out and the counsellor will discuss with you the most appropriate counselling intervention for your needs and one of the following may be recommended:

#### Single session counselling support

This takes the form of a single counselling session to provide support in the here and now.

#### Structured counselling

Structured counselling sessions will be arranged with a dedicated counsellor at a time that is convenient for you. You will be contacted by your dedicated counsellor confirming your first session. These sessions can be delivered in person, by remote video or via the telephone.

### Other counselling information

#### How is our network of counsellors and psychologists selected?

We use a network of qualified counsellors, accredited by the Association for Counselling and Psychotherapy, Health and Care Professions Council.

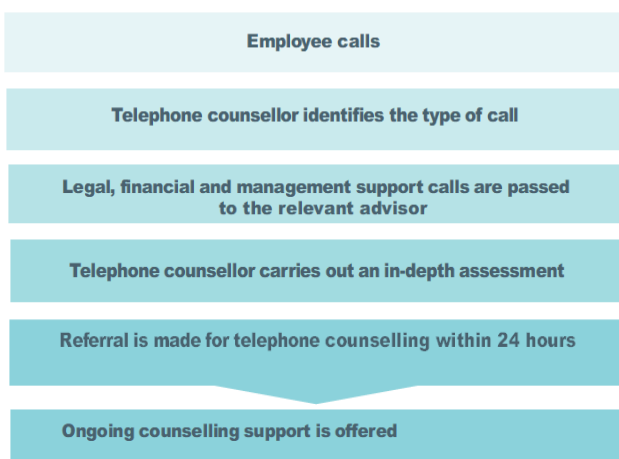
#### What happens at the end of my counselling sessions?

You will be asked to provide feedback on the service via an anonymous questionnaire. Should you need further help with the problem, additional local resources will be discussed with you.

#### Can I still access the service if I leave my company?

In the case of leaving the company due to resigning or dismissal, you can access support up to your last day. In all instances, if you are already receiving structured counselling, we will honour the arrangement and deliver the remaining sessions.

#### Here's how it works



### What if I am not satisfied with my counsellor?

You can call into the service to address this and discuss other options.

### What if structured counselling sessions are not appropriate for my needs?

Structured counselling may not be appropriate for all counselling needs. The team will discuss the suitability of this support during your initial call. If structured counselling is not appropriate for your needs now, you will be signposted to more appropriate support services, for example: your GP, local counselling groups, Citizen's Advice, Relate and local drug, alcohol and gambling support services.

### Company involvement

#### Does the service change my relationships with my Manager?

No. The service is provided as an additional and independent source of support. You should continue to communicate with your line Manager where appropriate.

#### Can my organisation insist that I use the service?

No. Contacting the service is voluntary. Even if your Manager says that you should call, it is still your choice whether you make contact and what feedback you choose to give, if any.

### Confidentiality

#### Is the service confidential?

Yes, the service is confidential, whether the issue is personal or work-related. No information about individuals or specific problems will go back to the organisation. Confidentiality may only be broken in a situation where you or someone else is in danger.

### Feedback

#### What information is passed back to my organisation?

The only information the organisation will receive is in the form of high level statistical and reporting information, essentially to confirm whether the service is being used and the types of calls. No individual identifying information is provided.