

South Bank Corporation Policy

Corporate Services

SUBJECT: Employee Counseling Policy
DATE CREATED: November 2006
REVIEW DATE: November 2007

Introduction

The Corporation recognises that the people who work for the Corporation are its single most important asset. Each person is different and is therefore affected differently by daily events in life. As part of the Corporation's well-being package an Employee Counseling Service is available.

Policy

The Corporation acknowledges that personal problems being experienced by employees can seriously affect both the employee's private and working life. Some of these problems may be resolved or alleviated by professional counseling. Examples of problems for which professional help may be obtained include personal and work relationships, personal issues, workplace change and pressures. Employees are encouraged to seek help and assistance as early as possible before problems start affecting their lives in a detrimental way.

An Employee Counseling Service has been established to offer confidential counseling to employees at all levels for a wide range of personal issues. The decision to seek counseling assistance is a matter of personal choice and would not in any way jeopardise the job security or status of any employee.

This service is available to all Corporation employees.

Counselling Service Provider

The Corporation has made arrangements with Interlock to provide confidential counseling to employees. Interlock is a not-for-profit organisation which pioneered the development of Employee Assistance Programs within Queensland in the early 1970s as part of a Commonwealth Government initiative.

Confidentiality

The Corporation will not receive any information from the provider concerning the employee's difficulties. No personal information will be revealed to the Corporation or to any other person unless the employee gives prior written authorisation for the release of information.

Cost

There is no cost to the employee for up to five counseling sessions with the approved provider. In some instances there may be the need for additional sessions which will be assessed on a case by case basis. Family members cannot access the service separately or directly but a staff member may choose to take a family member with them to the appointment.



Making an Appointment

To make your confidential appointment please contact Interlock direct:

Address: Interlock
Ground Floor
133 Leichhardt Street
Spring Hill Qld

Telephone: 1800 172 069

Appointments: 8.00am – 5.00pm

When making your appointment you will need to state that you are a South Bank Corporation employee and present a current payslip.

For strict confidentiality it is envisaged that when making an appointment that it be outside of working hours where possible. However it is recognised that this may not be possible at all times and arrangements should be made with your supervisor or manager.