MGS INCORPORATED	Employee Handbook Policy #: 4.15 Revision Date: March 2017

Policy Title: Employee Assistance Program

MGS, Inc. provides **confidential and voluntary** assistance through its Employee Assistance Program (EAP") to all employees and their family members who may be faced with dynamic challenges of financial concerns, legal issues, alcohol or drug problems, marital problems, illness of a family member, emotional worries, child care problems, etc. For the welfare of employees as well as effective business operations, MGS encourages its employees to take advantage of this valuable benefit of employment with MGS.

Employees and their family members can refer themselves to the EAP. The program may be reached 24 hours a day on weekdays and weekends. (1-800-327-7770)

EAP counselors are available to meet with employees or family members to assess a problem and develop a plan for resolution. The counselors may suggest a referral to an outside resource, such as a therapist, agency, physician, treatment facility or other professional that would be appropriate to assist in resolving the problem or situation. Where an employee may be in need of information, a referral or suggestion may be made over the telephone. Employees and their dependents receive three (3) free sessions of EAP services each plan year. The EAP counselors will make every effort to coordinate referral for ongoing treatment with the employee's health insurance coverage as well as his/her ability to pay.

Employees who want to visit the EAP during regular work hours must use vacation or personal time. If illness is involved, sick, vacation and/or personal time may be used for treatment or rehabilitation on the same basis that it is granted for other health problems.

When an employee's job performance or attendance is unsatisfactory or there appears to be signs of other problems during the work day, the supervisor should counsel the employee in consultation with the Manager of Human Resources or designee with an end toward resolving the situation. If the employee appears to be unable or unwilling to correct the situation, the employee may be referred to the EAP to assist in the resolution of the problem. Depending on the situation, the employee may accept or refuse participation in the EAP. However, there may be situations where continued employment at MGS may be contingent upon the employee calling the EAP for assistance.

Participation in the EAP Program does not jeopardize job security or promotional opportunities. However, it does not excuse the employee from following MGS policies and procedures or meeting required standards for satisfactory job performance except where specific accommodations are required by law.

REMINDER: All contact between an employee and the EAP is held strictly confidential. In cases where an employee's continued employment is contingent upon calling the EAP, the EAP counselor will only verify whether or not the employee has contacted the EAP and, if ongoing treatment is necessary, that the employee is following through on the treatment.