



**DID YOU KNOW YOUR EAP HAS RESOURCES TO
HELP MANAGERS WITH :**

Supervisory Consultation:

Termination Checklist
Alcohol & Drug Abuse
Cost of Workers' Comp
Workers' Comp Links
Workplace Trends
Mental Health Matters

Employment Practices Manager:

Who Is Required to Have a Drug Free
Workplace
Affirmative Action Policy
Sexual Harassment Policy
Equal Employment Opportunity Policy
Violence Prevention Policy
Drug Free Workplace Act - Compliance

Administrative Referral Program:

Administrative Referral Guide
The Process
Administrative Referral Form
Release of Information Authorization Form

DOT Drug & Alcohol Testing

Compliance:

Legal obligations
Written policy
Approved testing
Role of an EAP
Hiring obligations
Employee education
Supervisor education
Who & when to test
Recordkeeping
Glossary of Terms
Stay current with laws

Crisis Management:

Online Crisis Resources
Workplace Violence
Prevent Work Violence
Grief in the Workplace

Web Resources:

Useful Web Tools
State & Federal Links
Business Publications
Professional Organizations

**Supervisor Training - How to
Use Your EAP**

Online Training:

Hiring
Progressive Discipline Termination
D.O.T for Supervisors
Harassment for Employees/Supervisors
Discrimination
Violence Prevention

Go to www.theEAP.com and click
on the "Employer Login" red button.
Enter your company name and the
password is "s1497".