

## Employee Assistance (EAP) and Work/Life Benefits Program

### Support When You Need It

Don't let small problems become crises. If you are struggling with stress, anxiety or recent lifestyle changes, or want to learn how to improve your communication skills or strengthen your relationships at home, The Hartford's EAP and Work/Life Benefits Program can help.

Administered by Optum, the program offers a wide range of assistance and support for these concerns and more.

### Employees Assistance Program

Access **ten** confidential counseling visits with a licensed clinician each year at no cost to you for topics including depression, anxiety, family and/or workplace issues. You and your household members, as well as former employees, (up to 90 days after their last day worked) can see a counselor in your community, onsite in the Health and Well-being Centers (where available) or virtually if you prefer.

### Work/Life Benefits

Through Optum's Live and Work Well website you will gain access to a variety of services and resources such as:

- Free and discounted legal or financial service
- Locating quality child and eldercare support as well as convenience services like housecleaners, handymen, pet walkers, realtors, and more.
- Self-help resources on a variety of topics.

There is no cost for the initial consultation; subsequent sessions are available at a 25 percent discount.

**To Access EAP or Work/Life Benefits Call:** 1-800-563-4760, 24 hours a day, 7 days a week.

When you call, a specialist will ask you a few questions, listen to your needs and connect you to the appropriate resources. The Hartford allows employees time to attend EAP appointments without using paid time off ("PTO"). Please refer to the Timekeeping Policy for more information.

**You can also visit [LiveandWorkwell.com](https://liveandworkwell.com) using the access code: The Hartford** to access an online library of work/life articles, interactive discussions and a host of prevention and wellness resources.

### Resources for Managers – Management Consultation Service

Managers can consult with EAP, along with an HR representative, to address challenging employee situations. This team approach can help managers determine an appropriate course of action to take. When job performance is suffering and managers believe the cause may be an employee's personal issues, he/she should first discuss performance problems with the employee, and then consult with the EAP. Managers should also contact Employee Relations for guidance on any employee relations concerns.

