

## Are EAP Counseling Services Confidential?

YES! Confidentiality is the backbone of our services. Please see the **Code of Conduct and Standard for Counselors / Practitioners of the Employee Assistance Programme (EAP)** for further information on our confidentiality policy.

## Will records of my use of this service be kept on my personal file?

No records will be kept on your personal file in the Ministry of the Public Service or any other Ministry, nor will promotion or transfer opportunities be affected if you choose to use this programme.

## When can I use the EAP services?

The EAP services are conducted on scheduled weekdays during working hours. Therefore you will need to seek the approval of your Supervisor for time-off to attend an EAP counseling session(s). It is not necessary to disclose the nature of your issue with your Supervisor when you are requesting time to attend. Permission to attend EAP counseling sessions on duty will include travel to and from sessions.

make arrangements to use your department or vacation leave to access this service.

## How do I access the EAP?

For appointments, assistance or information on workshops, private and group counseling sessions please contact the Legal Unit at the Ministry of the Public Service via telephone or email.

## CONTACT DETAILS:

EMPLOYEE ASSISTANCE PROGRAMME (EAP)  
UNIT  
MINISTRY OF THE PUBLIC SERVICE,  
INFORMATION & BROADCASTING  
2nd Floor, Greaham Louisy Building  
Waterfront, Castries  
Saint Lucia

**Phone:** 758-468-2269/2230

**Fax:** 758-453-1305

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**Ministry of the  
Public Service, Information  
and Broadcasting**

**Employee Assistance  
Programme (EAP)**



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