

Employee Assistance Policy Template

NOTE:

This template has been put together as a guide. Please ensure you customize and include any relevant legal requirements for your region.

Purpose:

To outline the support and resources available to employees impacted by natural disasters.

Scope:

This policy applies to all employees of [Company Name].

Available Assistance:

1. Mental Health Resources:

- Access free and confidential counseling through [EAP Provider/Service]. Contact them at [Phone/Website].

2. Financial Support:

- Employees affected by [wildfires/natural disaster] may request financial assistance or paid emergency leave by completing the [Emergency Assistance Form].
- Remote employees may apply for reimbursement for temporary relocation expenses if needed to ensure safety.

3. Flexible Work Options:

- Remote work and flexible schedules are available. Coordinate with your manager to make arrangements.
- Remote employees facing connectivity or power issues should communicate with their managers to explore alternative work solutions.

4. Community Support Programs:

- Employees are encouraged to participate in company-sponsored community rebuilding efforts, where applicable.
- Remote employees can join virtual volunteering opportunities or contribute through other company-coordinated programs.

How to Access Support:

1. Contact [HR Contact Name] at [Email/Phone] for guidance on resources.
2. Submit any required forms to [Email/HR Portal] for review.

Policy Review:

This policy will be reviewed annually to ensure it remains effective and compliant with legal standards. Updates will be made as necessary to reflect changes in law or company practices.

Acknowledgment of Receipt:

By signing below, you acknowledge that you have received and understood this policy.

Employee Name: _____

Employee Signature: _____

Date: _____

NOTE:

Please remove the following when using this form.



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