



Employee Counselling

Policy

Introduction

Fife Council recognises that the people who work for the Council are its single most important asset and every one of them is different.

We aim to create a healthy workplace where employees work productively, interact positively, realise their potential and form and maintain good relationships based on trust. We want everyone to feel appreciated, have good work experiences and feel fairly treated.

In line with our vision and values and to acknowledge the need to value and properly support employees at all levels, an employee counselling service is available.

Arrangements for offering employee counselling will form part of our Occupational Health Policy and should be read in conjunction with that policy.

The aims of Employee Counselling are:

- a) To provide help for employees who are having problems before they develop into more serious issues e.g. alcohol/substance misuse, increased accident rate, stress related illness etc.
- b) To offer counselling by fully qualified counsellors.
- c) Counselling will be accessed either through a management referral at the employees' request, or directly by the employee.
- d) Managers and Supervisors should suggest Counselling if it may be useful to support employees they have responsibility for. In discussion with the employee, Line Managers and Supervisors can refer employees directly to the counselling service for advice.
- e) To ensure that counselling is separate from disciplinary procedures.
- f) The service must be available to, and of benefit to all employees in Fife Council.

Managers should be supportive to all team members in offering counselling support.

The guidelines to this policy will assist in achieving such consistency.

Scope

This policy applies to all employees and elected members.

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