

Dear Drug Free Business client,

We are going through very trying times with the pandemic, economic difficulties, and political and social unrest. Your employees may be feeling the effects of all this turmoil, and, with that in mind, I would like to introduce you to Fully Effective Employees, Inc. – Drug Free Business' recommended Employee Assistance Company (EAP).

Fully Effective Employees offers an employee benefit program that assists employees with personal and work-related problems that may impact their job performance, health, and mental and emotional well-being. They provide free, confidential assessments, short-term counseling, referrals, and follow-up services for employees and their dependent family members. Fully Effective Employees also consults directly with managers and supervisors to help them deal with employee challenges.

Drug Free Business has partnered with Fully Effective Employees for over 25 years. Their in-house chemical dependency specialists are very experienced with drug testing programs and return-to-work agreements and are also professionally trained mental health counselors.

Fully Effective Employees can help your business reduce absenteeism, increase productivity, retain employees, and create a positive work environment. Their program is affordable and reliable – they have been in business since 1976.

Attached is an information sheet about Fully Effective Employee's program and services. I encourage you to look it over and consider the merits of adding an EAP to your employee benefits. (please let me know if you would like to add this program for only \$23 per employee per year or \$10 per employee per year for the telephonic Employee Assistance Program- (if your company is located outside of the 60-mile radius.) For those clients currently utilizing our EAP services, now is the time to update your employee count and send to accounting@drugfreebusiness.org.

If you would like additional information about how this program can help your business, please feel free to contact their owner, Audrey Rosenfeld, at 425-557-0907.

Sincerely,

Venus Mills | Executive Director

O: (425) 488-9755 | F: (425) 368-1567

www.drugfreebusiness.org



Fully Effective Employees

Employee Assistance Program

Now more than ever, employees are in need of mental health resources and employers are looking for ways to help their employees. Fully Effective Employees assists employees with personal and work-related problems that may affect their mental and physical health, as well as their job performance. Since 1976, we have been providing personalized EAP services to companies both big and small.

Here is what sets Fully Effective Employees apart from other EAP companies:

- We are not affiliated with insurance companies, managed care firms or agencies whose primary business is NOT employee assistance.
- We customize our services — recognizing that all employers and employees are different, we tailor services to meet each client's needs.
- Our professional counselors are chemical dependency specialists in addition to being mental health counselors.
- We have extensive experience with drug-testing programs and return-to-work agreements and offer specialized drug-free workplace support and assistance.
- With our emphasis on supervisor support, we provide management/supervisor consultations regarding performance problems and workplace issues, and staff counselors deal directly with both the manager and the employee. We will help train your supervisors to identify troubled employees and provide referrals to the EAP.
- Optional legal and financial services and a work/life program can be added to the telephonic EAP program.



Fully Effective Employees' employee assistance program includes the following services:

- Quick 24/7 confidential access to our own professionally trained counselors and related services.
- Assessments, brief counseling, referrals for ongoing services, critical incident debriefings and more.
- Easy to use website which includes a wealth of resources for both supervisors and employees.
- All promotional materials — including wallet cards, brochures, posters, monthly payroll stuffers, and two quarterly newsletters, one for human resources and managers and the other for employees and their family members.
- Regular utilization reports and contract management.
- This company paid benefit applies to all employees, their spouses and/or domestic partners and dependent family members living at home.

Our EAP offers an affordable and reliable service which will help your company reduce absenteeism and turnover, and improve productivity, thereby increasing your bottom line. It is an important part of your drug testing program and can help you with managing employees who test positive, keeping you out of the middle and leaving you to run your business. For more information about our services contact Audrey Rosenfeld at 425-557-0907 or audreyr@fee-eap.com. Visit our website at www.fee-eap.com.

Fully Effective Employees, Inc. is a separate company from Drug Free Business and is their recommended EAP partner.



Fully Effective Employees

Telephonic Employee Assistance Program

Now more than ever, employees are in need of mental health resources and employers are looking for ways to help their employees. Fully Effective Employees assists employees with personal and work-related problems that may affect their mental and physical health, as well as their job performance. Since 1976, we have been providing personalized EAP services to companies both big and small.

Here is what sets Fully Effective Employees apart from other EAP companies:

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- We customize our services — recognizing that all employers and employees are different, we tailor services to meet each client's needs.
- We have extensive experience with drug-testing programs and return-to-work agreements and offer specialized drug-free workplace support and assistance.
- With our emphasis on supervisor support, we provide management/supervisor consultations regarding performance problems and workplace issues, and staff counselors deal directly with both the manager and the employee. We will help train your supervisors to identify troubled employees and provide referrals to the EAP.
- Optional legal and financial services and a work/life program can be added to the telephonic EAP program.



Fully Effective Employees' telephonic employee assistance program includes the following services:

- Quick 24/7 confidential access to our own professionally trained counselors and related services via an 800 number.
- Assessments, referrals for ongoing services, case management and follow up.
- Easy to use website which includes a wealth of resources for both supervisors and employees.
- All promotional materials — including wallet cards, brochures, posters, monthly payroll stuffers, and two quarterly newsletters, one for human resources and managers and the other for employees and their family members.
- Regular utilization reports and contract management.
- This company paid benefit applies to all employees, their spouses and/or domestic partners and dependent family members living at home.

Our EAP offers an affordable and reliable service which will help your company reduce absenteeism and turnover, and improve productivity, thereby increasing your bottom line. It is an important part of your drug testing program and can help you with managing employees who test positive, keeping you out of the middle and leaving you to run your business. For more information about our services contact Audrey Rosenfeld at 425-557-0907 or audreyr@fee-eap.com. Visit our website at www.fee-eap.com.

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