WorkLifeMattersSM is administered by Integrated Behavioral Health, an independent national employee assistance firm. To be eligible for the free visits with an EAP professional, an employee must be participating in one or more of The Guardian Life Insurance Company of America's (Guardian) group coverages and must receive a referral and prior authorization from IBH.

WorkLifeMattersSM Program services are provided by Integrated Behavioral Health, Inc., and its contractors. Guardian does not provide any part of WorkLifeMattersSM Program services. Guardian is not responsible or liable for care or advice given by any provider or resource under the program. This information is for illustrative purposes only. It is not a contract. Only the Administration Agreement can provide the actual terms, services, limitations and exclusions. Guardian and IBH reserve the right to discontinue the WorkLifeMattersSM Program at any time without notice. Legal services will not be provided in connection with or preparation for any action against Guardian, IBH, or your employer.

www.ibhworklife.com

Call 1-800-386-7055

The Guardian Life Insurance Company of America, New York, NY 10004.
A variety of training resources are available to help you manage and develop your organization and to assist your employees in enhancing their quality of life. Tools include webinars, videos and powerpoint presentations on a range of topics like the following:

**Managing People**
- Managing Conflict within the Workplace
- Effective Team Building Techniques
- Successful Communication Skills and Techniques for Managers
- The Stepping Stones to becoming a Great Manager
- And more! Such as: Supervisory Orientation, Effective Team Management, Delegating in the Workplace, and Leading Effective Meetings

**Managing Stress**
- Stress Management Techniques for Supervisors
- Coping with Changes in the Workplace
- Tackling Job Stress
- Preventing Violence in the Workplace
- Managing Your Time Effectively
- And more! Such as: Staying Focused in Chaos, Office Organization, Coping with Difficult People, Conflicting Personalities in the Workplace, Anger Management, and Communication with Difficult Co-Workers

**Life Challenges**
- Balancing the Demands at Work and Home
- Developing Healthy Communication Skills in Relationships
- Effective Parenting Techniques
- Helping Your Elderly Parent and Taking Care of Yourself
- Living with Chronic Illness
- And more! Such as: Grief and Loss, Discipline and Safety, Getting Fit, and Substance Abuse Awareness

**Financial Trainings**
- Roadmap to Retirement
- Identity Theft: Prevention and Resolution
- Rebuilding and Maintaining Good Credit
- Home Buying Strategies
- And more! Such as: Making Money Work for You, Understanding Money Investments, and Basic Tax Planning
Your EAP benefit provides a variety of communication materials to support your efforts in communicating the program to your employees and providing ongoing education and tips to help balance home and work life.

**WorkLifeMatters Brochure**
A brochure overviewing the program is available to you to distribute to your employees. The brochure explains how the program works, the types of issues that the program can assist with and how to access the services. Available in English and Spanish.

**Posters to Announce your Program**
These posters can be hung in prominent areas such as break rooms and bulletin boards so your employees are aware of the services available to them. Available in English and Spanish.

**FrontLine Employee Newsletter**
Each month, you will receive an electronic newsletter to distribute to your employees. The newsletter includes short articles on timely topics helpful to employees, such as coping with holiday stress and helping children succeed in school. Available in English and Spanish.

**FrontLine Supervisor Newsletter**
Each month, you will also receive an electronic newsletter to distribute to the supervisors and managers in your company. It is designed to offer support to more effectively manage their direct reports.

**Monthly WorkLife Poster**
This poster highlights the topic of the month from the WorkLifeMatters website. You can place the poster in prominent places such as break rooms and bulletin boards to keep tips for leading a balanced life top of mind for your employees. Available in English and Spanish.

**Special Email Alerts**
Sent in response to significant current events, these emails contain resources and tips to help cope with the situation. Some examples of topics for past alerts include Avian Bird Flu, Hurricane Katrina, and the Virginia Tech Shooting.
WorkLifeMattersSM
Legal and Financial

WorkLifeMatters, an Employee Assistance Program, provides a range of legal and financial services to eligible members to help with issues related to:

- Budgeting
- Civil/Consumer Issues
- Criminal Matters
- Debt/Credit Counseling
- Estate Planning Law
- Financial Services
- Immigration
- IRS Matters
- Motor Vehicle
- Personal/Family Legal Services
- Real Estate
- Tax Consultation/Preparation
- And more!

Financial Services
Employees can receive telephonic consultations with seasoned financial professionals and certified public accountants (CPA). Each consultation is limited to 30 minutes per issue. Local referrals are available for more complex financial planning issues, such as: credit counseling, debt and budget assistance, basic tax planning, and retirement and college planning questions.

Legal Services
Employees can receive an initial 30 minute office or telephone consultation with an attorney. Plus, if the attorney is retained to provide legal services, the member can apply a 25% discount off the attorney’s normal hourly rate on legal fees. Virtually all types of legal matters are eligible for these services.

Assistance with Document Preparation
A simple and inexpensive online process enable members to complete their own legal document preparation from home. This eliminates the cost of an attorney or dealing with lengthy completion and delivery periods!

Dedicated Legal/Financial Website
Each member is provided with unlimited access to a dedicated legal/financial website, which includes legal and financial tools. Examples include legal and financial forms, financial calculators, helpful articles and answers to frequently asked questions.

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