

Benefits & You

Your Life • Your Health • Your Well-being



EMPLOYEE
ASSISTANCE
PROGRAM
AND
WORKLIFE
SOLUTIONS



Employee Assistance Program and Work/Life Solutions

*Confidential programs that provide help
and resources for you and your family.*

NORTHROP GRUMMAN

WHAT IS *the Employee Assistance Program*

As part of the **Benefits & You** program, the EAP is a benefits program that provides Northrop Grumman employees and their eligible family members with confidential telephonic or in-person counseling services and referrals for support services at no cost. The EAP connects you immediately with experienced and licensed professional counselors to help you resolve personal problems and work challenges that can interfere with your health, relationships and/or job performance.

How the EAP Works

- The EAP is available 24 hours a day, seven days a week by calling **1-800-982-8161**. EAP services are confidential and there is *no cost* to you or your family members. Employees and family members can call the EAP phone number anytime. When you call the 800# and select the EAP prompt, you'll be connected immediately to a representative ready to assist you in real time.
- The EAP provides each member up to eight face-to-face counseling sessions, *per* problem or issue *per* benefit year. The EAP also provides unlimited telephone consultations to assist you in resolving workplace and/or personal problems. EAP counselors are experienced, licensed behavioral health professionals, located close to your home or work. Northrop Grumman partners with Beacon Health to provide you with access to a network of expert counselors in your community.
- Counselors will assist you and/or your family members in getting the help you need, or refer you to another specialist, if needed. (If you receive services outside of the EAP, you are responsible for the cost.)
- Counseling sessions through the EAP, and its companion program, Work/Life Solutions, are 100% paid by Northrop Grumman.
- A host of informational articles, resources, self-assessment tools, audio clips and videos are available through our EAP partner's website, Achieve Solutions, which is accessible via the EAP Work/Life page on **Benefits & You OnLine** at <http://benefits.northropgrumman.com>.



(EAP)?

Areas of Focus

The EAP is committed to improving the overall well-being of Northrop Grumman employees and their families. EAP staff and services help to address difficult personal and professional challenges, including:

- Marriage, family, and/or relationship issues
- Divorce and/or separation or interpersonal conflicts
- Depression, anxiety and stress
- Parenting education and support
- Special needs parenting
- Eldercare or caregiver issues and support
- Workplace conflicts
- Anger issues
- Loss and grief counseling
- Alcohol and/or substance abuse problems
- Coping with change and gaining resilience
- Life events and career transitions
- Achieving healthy work/life integration
- Personal growth and development
- Support for employee and family military transitions

**All calls are confidential and
your privacy is protected.**

No one is told of your call or about any treatment that you receive, unless authorized by you or required by law.

WHAT IS *Work/Life Solutions?*

Work/Life Solutions is a personalized resource and referral program designed to support many of your day-to-day needs. Work/Life professionals can save you time and energy by bringing you specialized services to answer your questions and help you manage the demands of work and life.

How Work/Life Solutions Works

- You can request resources for all types of day-to-day needs, from information about moving/relocation to eldercare advice/resources to special needs parenting to finding local contractors.
- You can contact Work/Life Solutions at the same toll-free number as the EAP, at **1-800-982-8161**.
- As with the EAP, Work/Life Solutions provides confidential support for the whole family, at no cost to you.

Areas of Focus

- Child care
- Eldercare/adult care
- Special needs family members
- Adoption agencies/support
- Financial relief options
- Home repairs
- Help for new parents
- Financing college
- Moving and relocation services
- Infertility clinics
- Adjustment to retirement
- Legal information





Call 1-800-982-8161, 24 hours a day/7 days a week for free, confidential programs that provide help and resources for you and your family.

- **EAP**—improve your emotional well-being and experience greater success with *confidential* counseling services for you and/or your family members
- **Work/Life Solutions**—save time and energy with support services and resources for your personalized day-to-day needs
- **No cost to you**

You can also access the EAP Work/Life page on **Benefits & You OnLine** at <http://benefits.northropgrumman.com>.

If you are a manager, supervisor or Human Resources and/or Employee Relations Representative and need advice or a workplace consultation, call the EAP line at **1-866-683-4401**.



How do I know whether to call the EAP or Work/Life Solutions for my problem?

You don't need to know in advance which program to access. Just call **1-800-982-8161** and you will be directed to the appropriate resource to get the help you need.



EMPLOYEE
ASSISTANCE
PROGRAM
AND
WORKLIFE
SOLUTIONS



This communication contains information for employees eligible for the Benefits & You programs. This communication and the content on the Benefits & You OnLine website provide a summary of important information about your participation in the Benefits & You programs. Complete details about the plans are contained in the legal plan documents that govern plan operation and administration. If there is a discrepancy between the information provided in this communication or the websites and the provisions of the plan documents, the plan documents will govern. Northrop Grumman reserves the right in its sole discretion to terminate, suspend, withdraw, amend or modify the plans at any time and for any reason.