



Partner Policy: Expatriation

Introduction

The EAP provides a service whereby employers can refer employees who have accepted a work assignment outside their home country to engage with a clinician and/or work-life consultant for a series of conversations, aimed at ensuring they are properly prepared for both the initial assignment and their return to their home location upon completion of the assignment. The service is designed to encourage the participant, and where appropriate, their partner to proactively assess the challenges they face as they take on the assignment and prepare for any adjustments required on their return. In addition to preparation for either starting or completing the assignment, the service ensures they are equipped with the support they require.

Policy

On occasion WPO may request that a Partner provide all, or part of, this service.

Should a Partner receive a request from an employer to provide the service and the Partner has not been specifically requested by WPO to do so, the Partner should transfer immediately to WPO.

Participants (and their partners where appropriate) will sign an Expatriation Referral Form; this will signify their consent to participate in the program. No information disclosed during any conversation between the participant/their partner and the EAP will be released back to their employer without the participant/their partner's consent.

Participants referred to the service will be offered a Pre-Assignment Consultation with a clinician specially trained to administer the Clinical Expatriation Questionnaire. This Consultation can take place with their partner, where appropriate, jointly, or they can attend the Pre-Assignment Consultation separately if they prefer. The Consultation will be held telephonically or via video with an EAP internal clinician and offered 90 days before they are due to depart on the assignment.

Within 2 business days of the Pre-Assignment Consultation being completed, the participant/partner will be invited to a second Consultation, again administered telephonically or via video, with a work-life consultant specially trained to administer a Work-Life Expatriation Questionnaire.

Three months after the initial Pre-Assignment Consultation the participant/their partner will be contacted (telephonically or via video) to check-in, remind them about the service and establish whether there is any further support they require.

Six months after the initial Pre-Assignment Consultation the participant/their partner will again be contacted (telephonically or via video) to check-in, remind them about the service and establish whether there is any further support they require.

90 days prior to the participant/their partner returning from the assignment, the EAP will be informed and will contact the participant/their partner to complete a Repatriation Consultation to prepare the participant/their partner for a smooth return by identifying appropriate resources and supports.

Within 2 business days of the Repatriation Consultation being completed, the participant/partner will be invited to a second Consultation, again administered telephonically or via video, with a work-life consultant specially trained to administer a Work-Life Expatriation Questionnaire.

None of these consultations (Pre-assignment or Repatriation) constitute clinical interventions and so a safety-check, rather than a full clinical risk assessment, will be completed as the norm. Clinicians will use their clinical judgement to determine whether a full clinical conversation and risk assessment is necessary. If any risk of harm is identified during any of the consultations held with the participant/their partner appropriate steps will be taken to mitigate the risk.

The participant and/or their partner may be offered a telephonic/video assessment for EAP clinical services, if appropriate, during any of the Pre-Assignment or Repatriation consultations,

Participants can choose not to proceed further with the program whenever they wish.

Clinical Practice

- Minors, (i.e. those under the age of 18), will not attend any of the Pre-Assignment or Repatriation consultations. The participant (and/or their partner) as the parents/legal guardian of any minors affected by the transition, can request a telephonic/video clinical assessment of the minors needs. The Partners Minors Policy will be applied in full during this assessment.

CHANGE HISTORY:

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Stakeholders: Global Infrastructure, Clinical Operations, Quality, Learning & Development, Sales & Account Management.

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