



The Anderson-DuBose Company

Dear Associates,

The COVID-19 pandemic that we are currently experiencing can be, understandably, very stressful. Our daily lives have been disrupted in many ways: our children aren't able to attend school, our significant others and other close family may be out of work, we are disconnected from our normal interactions with friends and extended family and we are also adapting to this new way of life that has quickly become our reality. While we have all these distractions, it is easy to forget about ourselves and not take the time needed to process the situation and circumstances upon us.

If you are feeling abnormally stressed and anxious, please understand that you are not alone and there are ways to reach out for help. I am more than willing to listen and help as much as I can. Your managers are also available to listen and offer their assistance. We are all here for you, but we are not medical professionals and sometimes it is helpful to talk to someone who can give professional advice that can be helpful to you. AD understands this and has invested in a 24 hour/7 day per week resource that is available for all our associates and their families. The Employee Assistance Program (EAP) through Guardian is a helpful resource for you to call for assistance. Guardian has counselors available 24/7 to help you and will connect you with other resources that may be needed. The EAP is a great place to start if you need help. Please see the information below about how to contact the EAP and the areas in which they can help.

Help for what matters most

WorkLifeMatters
Employee Assistance Program

Connect to a counselor for free support services

Email:
eapcounselor@ibhcorp.com

Phone: 1-800-386-7055
Available 24 hours a day, 7 days a week*

Web: www.ibhworklife.com
User name: Matters
Password: wlm70101

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WorkLifeMatters Employee Assistance Program offers services to help promote well-being and enhance the quality of life for you and your family.

Support and guidance is available online for assistance with family and personal issues at www.ibhworklife.com and by phone at 1-800-386-7055.

Health

- Healthy Living
- Stress Management
- Mental Health
- Diet and Fitness
- Overall Wellness

Family

- Parenting Support
- Child and Elder Care
- Learning Programs
- Special Needs Help

Financial

- Legal Issues
- Will Preparation
- Taxes and Debt
- ID Theft Services
- Financial Planning Tools and Assistance

*Office hours: Monday-Friday 6am-5pm PST. Live answer exchange available after hours.

You can either call or email to connect with a counselor. The phone number is 1-800-386-7055 and the email address is eapcounselor@ibhcorp.com.

As always, if you have questions please reach out to me and I will help in any way that I can.

Sincerely,
Linsey Gray
HR Manager - The Anderson-DuBose Company