

# Arete BAS

## Business Assistance Services

**Want access to confidential and professional guidance that helps you support employees, navigate human resources, financial and legal situations, as well as critical incidents that may arise?**

Arete's Business Assistance Services (BAS) is for you.

Designed to help your business thrive, BAS combines access to a carefully curated online library of business information and resources (sample forms, guides, articles, podcasts and videos) with one-on-one guidance from experts who understand the challenges you face.



# What's Included

Contact Us  
1-877-412-7483 | aretehr.com

<b>Access to the Healthy Business Bookmark</b>	Exclusive access to an online library of curated information and resources for managing your business, your people and yourself.
<b>General Human Resources Support</b>	Unlimited human resources guidance (up to 2 hours per issue) per calendar year for general support (phone).
<b>Specialized Guidance</b>	Up to 9 hours (total) per calendar year for specialized consultation (phone) in the areas of human resources, legal and financial guidance.
<b>Counselling Referral</b>	Referral* of up to 3 hours of goal-oriented counselling sessions per employee per calendar year (including owners) to address personal or work-related challenges (in-person, phone, video).
<b>Critical Incident Stress Debriefing**</b>	Unlimited hours of support per incident per calendar year from a trained professional (in-person, phone, video) in the event of an armed robbery, unexpected death of a coworker, major occupational injury or other critical incident affecting the workplace.

\*Employees must be referred by their employer (not self-referred).

\*\*Additional fees may apply.

## What to Expect

**With Arete, you are merely a phone call away from confidential and professional support for your business—whenever and however you need it. If you need support, simply:**

- 1 Call us at 1-877-412-7483 and provide your policy number.
- 2 You'll have a confidential conversation with a member of our intake team who will actively listen to your concerns and match you with the human resources, legal or financial professional from our extensive Canadian network best suited to meet your needs and most likely to produce a successful outcome for your business.
- 3 The professional will connect with you by phone and you'll work together to address your issue.
- 4 To refer an employee for counselling, have them call us at 1-877-412-7483 and provide them with your customer number and their employee number (note they may also be asked for their referring manager's name). We'll take care of the rest.