

Colleague Assistance Plan

Table of Contents

Introduction	2
What Is the Infineum Colleague Assistance Plan?	3
Why Do People Call CAP?	3
How Can CAP Help?	3
Who Can Use CAP?	3
How Does the CAP Work?	4
A Word About Confidentiality	4

Colleague Assistance Plan

When You Need Someone to Listen

The Infineum Colleague Assistance Plan (CAP) provides confidential counseling to eligible participants and their family members to help with the complex problems of our everyday world.

Talking to a third party can help you solve difficult personal, family, or work-related problems. Often, CAP counselors can help you develop a course of action to resolve your concerns in just a few visits. The plan has retained the services of Cigna Behavioral Health to provide CAP counseling and referral services. Available counselors include trained psychologists, family and marriage counselors, social workers, and therapists who specialize in resolving personal problems.

We encourage you to become familiar with the benefits that are described herein.

Counseling is provided at no cost to you for up to eight visits for each problem where assistance is sought from CAP.

Contact Cigna

If you have questions about the Colleague Assistance Plan, please call Cigna Behavioral Health at 1-800-554-6931.

This summary plan description contains a plain-language overview of this Infineum benefit program. Additional required information is contained in [*An Overview of Your Infineum Benefits*](#). While Infineum has made every effort to ensure the accuracy of this summary, the formal plan documents are the controlling descriptions for the Infineum benefit plans. These formal plan documents govern in the event of a discrepancy between information in this summary and the plan documents. The formal plan documents are available for your review if you have questions concerning your benefits not answered by this summary.

What Is the Infineum Colleague Assistance Plan?

CAP is sponsored by Infineum and is designed to help individuals successfully address personal, family, and work challenges.

Why Do People Call CAP?

Crisis in the Family

Divorce or separation, problems with children at school, problems with teenagers, balancing work and life responsibilities, stress overload, child abuse or family violence, problems with the legal system, serious illness, and death.

Ongoing Problems

Anxiety, depression, unsatisfying relationships, family or marital conflict, dual career difficulties, job dissatisfaction, and single-parent responsibilities.

Referral Services

To community resources that can help you find home health care, quality daycare and elder care, nursing homes, consumer credit information, and information on child custody issues.

CAP offers professional counseling in a confidential environment for problems requiring limited intervention and referral services for more complicated problems.

How Can CAP Help?

CAP counselors help participants understand their individual situations and determine how to change their lives, then assist them in making these changes.

Who Can Use CAP?

- Regular U.S. dollar-paid colleagues of Infineum;
- Eligible family members of regular colleagues and other covered participants. Eligible family members include:
 - Your spouse;
 - Your domestic partner (see “Domestic Partner Benefits” section under the title *Health & Well Being Benefits in An Overview of Your Infineum Benefits* for information and considerations);
 - Your eligible dependent children until the end of month age 26 regardless of marital status; and
 - A totally disabled, unmarried child incapable of self-sustaining employment by reason of mental retardation, physical handicap, or mental illness due to psychosis or severe behavioral health disorder that occurred prior to otherwise losing eligibility;
- Expatriate colleagues on assignment in the U.S.; and
- Those who elect continued coverage at the time of ineligibility (separation, or loss of full-time student status). See “Continuation Coverage Rights (COBRA)” section under the title *Health & Well Being Benefits in An Overview of Your Infineum Benefits* for more information.

How Does the CAP Work?

Up to eight visits are provided at no cost to you.

Many problems can be resolved in just a few visits with an experienced counselor. In such cases, CAP provides you or your eligible family members with **up to eight visits for each problem** where assistance is sought. You pay nothing for these visits. If you need counseling visits beyond those provided under CAP or if you need specialized services not offered by CAP, your CAP counselor refers you to available outside services. The cost of these additional or specialized services is not covered under CAP, but may be partially covered by your medical plan if the problem is of a medical or mental health nature. Consult the description for that plan or contact your Medical Plan Administrator to better understand your coverage.

How Do I Contact CAP?

No matter where you are, you can reach professional and confidential help—24 hours a day—by calling 1-800-554-6931. Or log into www.cignabehavioral.com (Employer Id: Infineum)

A Word About Confidentiality

No notification is made to Infineum unless your leader has made prior contact with CAP and directed you to their services to address a job-related problem. In this case, Infineum is only to be told that you visited CAP as directed. CAP professional counselors are not located on Infineum premises.

In situations involving real or potential harm to individuals (for example, child abuse cases), laws require that certain notifications be made. CAP counselors abide by these public safety laws and disclose required information. Any disclosure would be in accordance with the particular law.