

Any Local Union that is a member of the Ontario Communications Council (O.C.C.) requiring addictions counselling treatment for one of their members **MUST** follow the Policy below in order to enable the correct information to flow to the required teams, both in house and, at an approved treatment facility.

- 1.** Any Local who is a member of the O.C.C. is to contact Hoop Coordinator (Steve Wanless). If the coordinator can not be reached, contact the OCC Chair, if they cannot be reached, the OCC Vice Chair, if they cannot be reached contact the OCC Recording Secretary. The O.C.C. Treasurer **must be notified** via email indicating that a local has a member that requires help or treatment. This step will time stamp a request for treatment through the O.C.C. H.O.O.P. Fund.
- 2.** The Local must then forward (by email) the local's telephone number and local contact name along with the name of the member that needs help with their employee number, contact info, employer of member and any relevant info required to get that member assistance, to Steve Wanless, or any of the executive members outlined in 1.
- 3.** The local is responsible to make sure that the company benefits Provider has been contacted and an approval is in place. This approval must be in writing and sent to Hoop Coordinator ( cc O.C.C Treasurer) prior to admission to the program.
- 4.** Once approved, the Hoop Coordinator will advise the Local and/ or member to contact the treatment facility to do an intake interview.
- 5.** The process will move forward from there with getting the member to Newgate or any other facility that has been approved by the O.C.C., H.O.O.P. Fund process

**FAILURE TO FOLLOW THIS POLICY WILL RESULT IN THE POSSIBILITY OF THE COST NOT BEING COVERED BY THE FUND** (The financial obligation will fall to the Local and/or the individual member).