

## Sample Recovery-Ready Workplace Policy Template

### Purpose

This policy aims to create a supportive, inclusive, and recovery-ready workplace by implementing practices that promote wellness, reduce stigma, and provide accommodations for employees in recovery.

The organization also seeks to provide equitable opportunities for all employees, including those with justice involvement, ensuring a holistic approach to recovery and reintegration.

### Policy Statement

Our organization is committed to fostering a workplace culture that values diversity, equity, and inclusion, including supporting employees in recovery from substance use disorders. We recognize recovery as a strength and are dedicated to providing resources and accommodations that promote employee well-being and productivity.

We further commit to implementing fair chance employment practices to provide opportunities for individuals with justice involvement related to substance use.

### Scope

This policy applies to all employees, contractors, and volunteers at [Organization Name].

### Definitions

1. **Substance Use Disorder (SUD):** A medical condition characterized by the recurrent use of alcohol or drugs that causes significant impairment or distress.
2. **Recovery:** A process of change through which individuals improve their health and wellness, live a self-directed life, and strive to reach their full potential.
3. **Recurrence of Use:** A temporary return to substance use during the recovery process.

4. **Fair Chance Employment:** Employment practices that ensure equitable opportunities for individuals with criminal justice involvement.

## **Accommodations**

The organization will provide reasonable accommodations to support employees in recovery, including but not limited to:

1. Flexible scheduling to attend treatment or recovery programs.
2. Access to confidential Employee Assistance Programs (EAPs).
3. A supportive work environment that fosters open communication and trust.
4. Opportunities to participate in peer support programs or mentoring.
5. Clear return-to-work policies outlining expectations and support for employees re-entering the workplace after treatment.
6. Comprehensive health insurance coverage that includes substance use disorder treatment and recovery services.

## **Stigma Reduction Practices**

To promote an inclusive workplace, the organization will:

1. Use recovery-friendly, person-first language in all internal and external communications.
2. Provide ongoing training on substance use disorders and recovery for all employees, including management.
3. Celebrate recovery milestones to acknowledge and support employees' achievements in a confidential or public manner, as appropriate.
4. Host annual recovery awareness events to educate employees and reduce stigma.

## **Prohibited Practices**

The organization strictly prohibits:

1. Discrimination against employees in recovery.
2. Use of stigmatizing language or behaviors toward individuals with substance use disorders.

3. Termination or disciplinary actions based solely on a recurrence of use without first offering support resources.

## Employee Responsibilities

Employees are encouraged to:

1. Seek support through the available resources, including EAPs and peer support programs.
2. Communicate their needs for accommodations in a timely and respectful manner.
3. Promote a recovery-friendly workplace by fostering inclusivity and reducing stigma.
4. Participate in anonymous feedback mechanisms to help the organization continuously improve its recovery-friendly practices.

## Manager Responsibilities

Managers are responsible for:

1. Ensuring employees have access to available resources and accommodations.
2. Maintaining confidentiality regarding employees' recovery status or needs.
3. Participating in ongoing training on recovery-friendly workplace practices.
4. Addressing stigma or discrimination within their teams promptly.
5. Supporting employees in utilizing return-to-work policies after treatment.

## Resources

1. **Employee Assistance Program (EAP):** Confidential support services available to all employees.
2. **Peer Support Programs:** Opportunities for employees to connect with peers in recovery.
3. **Local Recovery Organizations:** Partnerships with community resources to provide additional support.
4. **Health Insurance Benefits:** Comprehensive plans that include substance use disorder treatment and recovery services.
5. **Annual Recovery Events:** On-site or virtual events to promote education and awareness around recovery.

## **Policy Review**

This policy will be reviewed annually to ensure it remains aligned with best practices and organizational goals. Feedback from employees and managers will be collected anonymously and used to make necessary improvements.