Recovery-Ready Workplace Action Plan Template

Purpose: This action plan template is designed to help organizations implement recovery-ready workplace practices. This template emphasizes diversity, equity, and inclusion (DEI), ensuring that recovery initiatives are accessible and supportive for employees from all backgrounds. The structured approach provides clear goals, actionable steps, and metrics for tracking progress.

Section 1: Vision and Goals

Vision Statement: Write a brief statement summarizing your organization's commitment to creating a recovery-ready workplace. Ensure the statement reflects inclusivity and cultural competence.

Example: "Our organization is dedicated to fostering a supportive, inclusive, and stigma-free workplace that values diversity, equity, and recovery. We are committed to providing resources, policies, and education that promote wellness and productivity for all employees."

Goals: Identify 3-5 specific, measurable goals for becoming a recovery-ready workplace.

Examples:

1. Implement a flexible scheduling policy for employees attending recovery programs within six months.
2. Train 100% of managers on recovery-friendly practices, including cultural competence, by the end of the year.
3. Launch multilingual recovery resources tailored to the needs of diverse employees by Q3.
4. Establish a peer mentoring program to support employees in recovery by Q2.

Section 2: Current Assessment

Strengths: List current practices, policies, or resources in your organization that already support recovery and DEI.

Example:

- Access to an Employee Assistance Program (EAP)
- Established relationships with local recovery organizations
- Inclusive workplace culture with active DEI initiatives

Gaps: Identify areas where your organization can improve to better support employees in recovery.

Example:

- Lack of multilingual resources
- Limited flexible scheduling options

- Insufficient training on recovery-friendly practices

Employee Feedback: Summarize key insights from surveys or discussions with employees about their needs and experiences.

Example: "Employees highlighted the need for clearer communication about available recovery resources and more opportunities for flexible work arrangements."

Section 3: Action Steps

Step 1: Policy Development
- **Action**: Create or update workplace policies to support recovery and inclusivity.
- **Timeline**: [Insert completion date]
- **Responsible Team/Individual**: [Insert name or department]
- **Resources Needed**: [List resources, e.g., legal support, HR time]

Step 2: Training
- **Action**: Provide training for managers and staff on recovery-friendly practices and DEI.
- **Timeline**: [Insert completion date]
- **Responsible Team/Individual**: [Insert name or department]
- **Resources Needed**: [List resources, e.g., training materials, external trainers]

Step 3: Resource Development
- **Action**: Develop or enhance Employee Assistance Programs (EAPs) and peer support initiatives.
- **Timeline**: [Insert completion date]
- **Responsible Team/Individual**: [Insert name or department]
- **Resources Needed**: [List resources, e.g., funding, program templates]

Step 4: Communication
- **Action**: Communicate recovery-friendly policies and resources to all employees.
- **Timeline**: [Insert completion date]
- **Responsible Team/Individual**: [Insert name or department]
- **Resources Needed**: [List resources, e.g., email templates, posters, meeting agendas]

Section 4: Evaluation and Accountability

Evaluation Metrics: List the metrics you will use to measure the success of your recovery-ready initiatives.

Examples:

1. Percentage of employees aware of recovery-friendly policies.
2. Number of employees utilizing EAPs or peer support programs.
3. Employee feedback on workplace inclusivity and support.

Review Schedule: Set a schedule for reviewing progress on your action plan (e.g., quarterly, biannually).

Example:

- First review: [Insert date]
- Second review: [Insert date]

Section 5: Additional Notes

Use this space for any additional thoughts, considerations, or resources that will support your action plan.

Example: "Partner with local recovery organizations to offer onsite workshops and resources tailored to employees from diverse cultural backgrounds."

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