FACES & VOICES
OF RECOVERY

Recovery-Ready Workplace Policy Template

Purpose: This policy template is designed to help organizations establish inclusive, recovery-ready workplace practices. The template emphasizes diversity, equity, and inclusion (DEI) while providing actionable guidance for implementation and ongoing evaluation.

Policy Statement

Our organization is committed to fostering a workplace culture that values diversity, equity, and inclusion while 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, productivity, and long-term success.

We further commit to implementing fair chance employment practices to ensure equitable opportunities for individuals with justice system involvement and those from diverse cultural backgrounds.

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 self-directed lives, 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.
5. **Cultural Competence**: The ability to understand, communicate with, and effectively interact with people across cultures.

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.

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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. Multilingual resources and training materials to ensure accessibility for all employees.
6. Clear return-to-work policies outlining expectations and support for employees re-entering the workplace after treatment.
7. 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, recovery, and DEI 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.

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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 and DEI workplace practices.
4. Addressing stigma or discrimination within their teams promptly.
5. Supporting employees in utilizing return-to-work policies after treatment.

Evaluation and Accountability

1. **Policy Review**: This policy will be reviewed annually to ensure alignment with best practices and organizational goals.
2. **Employee Feedback**: Anonymous feedback will be collected to identify areas for improvement.
3. **Metrics for Success**:
   a. Percentage of employees aware of recovery-friendly policies.
   b. Number of employees utilizing recovery-related resources.
   c. Employee satisfaction surveys related to workplace inclusivity and recovery support.

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. **Multilingual Resources**: Materials and programs available in multiple languages to ensure accessibility.
5. **Annual Recovery Awareness Events**: On-site or virtual events to promote education and awareness around recovery.

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