

# THE ROAD TO RECOVERY: 10 STEPS TO BECOMING A RECOVERY FRIENDLY WORKPLACE (RFW)

Here's an overview of the steps you can take to enact an Recovery Friendly Workplace initiative in your place of business. It's offered as a guideline only; the exact steps you need to take are up to you. Remember: the RFW toolkit has complete information and communications tools to help.



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## GO TO DRUGFREECT.ORG

- The path to becoming a Recovery Friendly Workplace starts at [drugfreect.org](https://drugfreect.org). You can learn about the program and identify local resources that are ready to help your organization.



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## BUILD CONSENSUS

Get acceptance of the RFW program from key stakeholders. The materials in this toolkit are a place to start.

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## DO AN INTERNAL ASSESSMENT

Sample questions to get started:

- Is your company in a safety and security-sensitive industry?
- Do you have an EAP?
- What are your current policies related to drug use and drug testing?
- Whose responsibility is it to address substance use disorder (SUD) in the workplace?
- What is your current culture as it relates to drug use?
- What are the legal ramifications of becoming an RFW?
- In your hiring process, do you automatically discard anyone with a "criminal background?"



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## MAKE A DECLARATION

The best way to do this is up to you. It could be a company-wide email posted to your intranet, posters displayed around the workplace, the topic of a company-wide meeting, or a combination of these things.



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## MOBILIZE STATE AND LOCAL RESOURCES

**Connecticut Community for Addiction Recovery (CCAR).** CCAR can provide training for participating RFW employers. CCAR has online and in-person training sessions, and can connect your organization to local Recovery Community Centers (RCCs) that can assist employees with substance use disorder (SUD).

**Regional Behavioral Health Action Organizations (RBHAOs).** RBHAOs can provide education and training in: mental health, problem gambling, opioid education, suicide prevention, Narcan administration training, and more.

**Regional American Job Center Peer Navigators.** Peer navigators in each of the state's American Job Centers hubs are trained to help individuals affected by the opioid crisis as they prepare for new careers and help them obtain employment that is particularly suited to their recovery efforts.



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## DESIGNATE A PEER CHAMPION

Find a person inside your organization who will serve as a Peer Champion – an ally to anyone facing SUD at work. This person serves as a confidant and a liaison between the person with SUD, your company's managers, supervisors, and outside support.



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## MAKE RESOURCES AVAILABLE

Being an RFW means providing employees with information and community resources, including local recovery assets. Your willingness to offer information about recovery is a significant part of setting the tone for success as an RFW.



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## TRAINING & EDUCATION

CCAR – the Connecticut Community for Addiction Recovery – is the lead organization for RFW training. They can educate and advise your managers and supervisors and connect anyone with SUD to local resources that help facilitate recovery.



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## DO AN ANNUAL ASSESSMENT

RFW program performance should be assessed annually. Some metrics to consider:

- **Employee engagement.** Number of employees served.
- **Outcomes.** How have employees benefited from working at an RFW?
- **Management acceptance.** If being an RFW something that leadership values?
- **Organizational impact.** What has been the time impact on the people responsible for managing the RFW program?
- **Sick days used.** Compare sick days year-to-year.

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## KEEP GOING!

Make being an RFW a permanent part of how you do business. Celebrate successes. Make adjustments. Keep recovery alive!