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SAMPLE INTERNAL COMMUNICATIONS

THIS DECLARATION CAN BE POSTED, SHARED VIA EMAIL, INSERTED INTO PAYCHECK ENVELOPES, READ ALOUD AT EVENTS, AND COMMUNICATED IN OTHER WAYS TO “PUT THE WRITING ON THE WALL.”

Sample statement:



“Our company has made a commitment to become a Recovery Friendly Workplace.

This means we value the health and safety of all employees who are willing to accept workplace-based help and support for substance use disorder.

It also means we are committed to fighting the stigma associated with addiction and mental illness.

As we become a Recovery Friendly Workplace, please know that we will be promoting policies and practices intended to bring about positive changes within our workplace and the community. If you have any questions about this new effort, contact.

[Name of contact.]”



Company Name:

Address:

Date:

It is the workplace policy of _____ that as of _____ we have made a commitment to our employees that together, we have the right to work in an environment free from substance misuse. Furthermore at _____ we recognize that it is in our interest to provide a work environment where employees are able to perform their duties safely and efficiently free from individuals under the influence of drugs and or alcohol.

It is the policy of _____ that employees shall not unlawfully manufacture, distribute, dispense, possess, use or be under the influence of a controlled substance not prescribed for him/her by a physician, while on the job or in the workplace.

Controlled substances are classified into Five (5) Schedules under federal law according to their degree of risk, abuse or harm. While the federal government classifies medical marijuana as a Controlled Substance I Drug (no current acceptable medical use), the State of Connecticut classifies it as a Controlled Substance II Drug (high potential for abuse).

In accordance with Conn. Gen. Stat. § 31-51t et seq., no employer may require an employee to submit to a urinalysis drug test unless the employer has a legal basis to mandate such a request. An employer has the legal basis to: (1) to conduct a pre-employment test of a prospective employee pursuant to Conn. Gen. Stat. § 31-51v, random testing pursuant to Conn. Gen. Stat. § 31-51x (b) and reasonable suspicion testing pursuant to Conn. Gen. Stat. § 31-51x(a).

Certain employees may be eligible for a leave of absence under the Family and Medical Leave Act or eligible for up to 40 hours of leave under the Paid Sick Leave law. Please contact human resources or the Connecticut Department of Labor for questions related to specific eligibility.



Our commitment to this Recovery Friendly Employer Policy recognizes that in addition to providing a substance free work environment, we must also provide a stigma free recovery friendly environment which encourages the following:

1. We recognize that drug and alcohol addiction is a disease to be treated the same as any other medical condition an employee may suffer from.
2. We encourage employees who are struggling to maintain sobriety while at work to reach out to fellow employees, supervisors and managers for assistance, and to voluntarily participate in the employer's Employee Assistance Policy ("EAP") if available.
3. We recognize that employees are most productive, effective and efficient when they work in an environment which is supportive of individuals and families who are affected by substance abuse. We will provide all accommodations allowed under state and federal law for individuals and families affected by substance abuse.
3. We are committed to providing our employees with the tools necessary to achieve recovery and will provide our employees with connections to services directly or indirectly which will help them to achieve and or maintain their sobriety and promote abstinence from substance misuse.
4. We are committed to providing our employees initial and on-going education and training information on the cause and effect of substance use disorders.
5. We are committed to hiring and maintaining employment opportunities for individuals who are or have been affected by substance abuse, seek treatment and maintain a history of recovery and sobriety.



New message



To

Subject News: We are becoming a Recovery Friendly Workplace

[Name of organization] is becoming a Recovery Friendly Workplace

In conjunction with the CT state Departments of Labor and Public Health, the decision has been made for this organization to become a Recovery Friendly Workplace (RFW).

Why? Two reasons.

One, because employees like you are our strongest assets. Two, because substance use problems in any form impact all of us - emotionally, physically, psychologically, socially, and economically.

Here's what being a Recovery Friendly Workplace means to all of us:

- **Anyone with a substance use disorder (SUD) should feel free to come forward in confidence** to his or her manager or supervisor and acknowledge that a problem exists.
- **An employee who agrees that his or her on-the-job performance is being affected by an SUD is entitled to help**, and managers and supervisors will be able to connect the person with resources for treatment and recovery.
- **When substance use impacts our organization it will be treated with fairness and respect for the individual's privacy.**

The goal is to help any employee at any level who has a substance use problem to recover their health and keep their job. We believe it's the right thing to do for everyone involved.

If you have questions, please direct them in confidence to [Name of contact] by email.

Thanks for your time and attention.

Send



IF YOU HAVE A SUBSTANCE USE PROBLEM, DON'T KEEP IT A SECRET



WE ARE A RECOVERY FRIENDLY WORKPLACE

- Employees are the most valuable asset this organization has. Without you, our work cannot continue.
- That's why any employee who has a substance use issue is encouraged to come forward in complete privacy to his or her manager or supervisor.
- We as an organization will help anyone with a substance use problem to access the right resources to get help – and keep their job.

IF YOU HAVE QUESTIONS, PLEASE DIRECT THEM IN CONFIDENCE TO [NAME OF CONTACT] BY EMAIL.



Building an RFW can be made easier if you understand how people think and feel about substance use that affects the workplace. A short, online confidential survey (done through Survey Monkey or another online tool), distributed by email, can give leaders and managers insight about their current culture. Here are recommended questions.

Introduction:

[Name of organization] is becoming a Recovery Friendly place.

This means we will work develop practices and policies that help employees with a substance use disorder (SUD) to get treatment so they can recover – and keep their job.

Part of the effort is understanding how employees like you perceive substance use issues. Taking this completely confidential survey will help. It should only require a few minutes of your time – thanks for your help.

Survey questions:

1. Rate how strongly you agree/disagree with this statement:

Substance use – whether it’s alcohol, prescription drugs, or any other substance – is definitely a problem at our company.

- Strongly agree
- Somewhat agree
- Somewhat disagree
- Strongly disagree

2. Rate how strongly you agree/disagree with this statement:

Substance use – whether it’s alcohol, prescription drugs, or any other substance – should be dealt with compassionately.

- Strongly agree
- Somewhat agree
- Somewhat disagree
- Strongly disagree



3. Rate how strongly you agree/disagree with this statement:

Substance use – whether it’s alcohol, prescription drugs, or any other substance – should be dealt with by punishing the employee.

- Strongly agree
- Somewhat agree
- Somewhat disagree
- Strongly disagree

4. Rate how strongly you agree/disagree with this statement:

Substance use – whether it’s alcohol, prescription drugs, or any other substance – is a private health problem.

- Strongly agree
- Somewhat agree
- Somewhat disagree
- Strongly disagree

5. Rate how strongly you agree/disagree with this statement:

It’s possible for someone at our company to face a substance use issue – whether it’s alcohol, prescription drugs, or any other substance – and still keep their job.

- Strongly agree
- Somewhat agree
- Somewhat disagree
- Strongly disagree



6. If you had a substance use problem, what would be your main concerns if you admitted it to your manager or supervisor (Feel free to check more than one)

- I'd lose my privacy
- I might lose my job
- My co-workers would find out
- I'd have to get help
- I'd be demoted
- I'd have to file an insurance claim

7. Rate how strongly you agree/disagree with this statement:

There are people at work who have a substance use issue but it doesn't affect me.

- Strongly agree
- Somewhat agree
- Somewhat disagree
- Strongly disagree

8. If I wanted to learn more about my company's policies as a Recovery Friendly Workplace, the ways I'd like to learn about them are (feel free to check more than one):

- Confidential email exchange with my manager/supervisor
- Confidential one-on-one meeting
- Company-wide presentation
- Meeting of my department only
- Website
- Video