



Recovery Friendly Workplace Toolkit



Wilkes Recovery Revolution is a nonprofit organization whose mission is to create a community where recovery is possible through restoring hope, repairing lives, and rebuilding community.

Table of Contents

Introduction Pages..... Pages 2-6

Quick Reference of Resources for Help Page 7

Glossary of Terms Page 8

Recovery Language Page 9

Signs of Substance Use Page 10

Your RFA - Wilkes Recovery Revolution Pages 11-13

Employer Resources

NC Dept. of Commerce ReEntry Initiative Pages 14-15

Policies and Practices to Review as an RFW Page 16

Living Wage in Wilkes County..... Page 17

Sample Language Pages 18-19

Additional Resources Page 20

Employee Resources

Employee Agreement Page 21

Wellness Information Pages 22-23

Substance Use: A Quick Look..... Page 24

Works Cited Page 25





Recovery Friendly Workplace Introduction



Thank you for taking this step towards learning more about Recovery Friendly Workplaces (RFWs) and their critical role in fighting the disease of addiction.

The bottom line is that recovery is good for business. In this toolkit we will share stats on the economic, environmental, and social benefits of becoming an RFW, among other benefits that will be felt community-wide.

Together, we can fight the stigma associated with individuals who use substances and those in recovery, address barriers to employment and retention in our communities, and support each unique path toward wellness.

We can't do this without you—so again, we say, THANK YOU!

An employee in recovery saves their employer an average of \$8,500 per year

Benefits of being a Recovery Friendly Workplace (RFW):

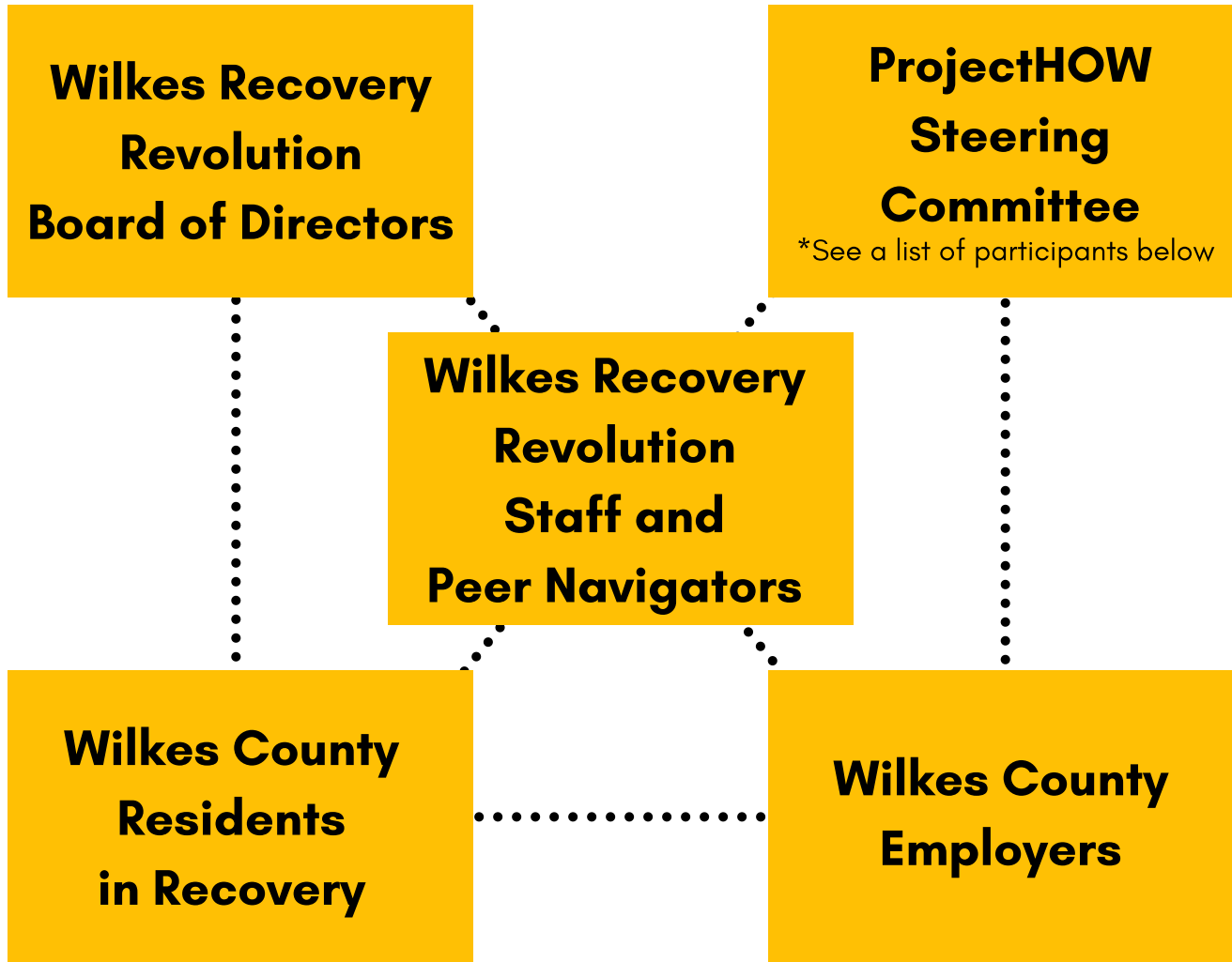
- Increased productivity
- Less absenteeism
- Healthier, happier employees
- Access to an RFW advocate (RFA)
- Better retention/less turnover
- Community Partnerships/Exposure
- Established avenues for action if an employee shows signs for concern

75% of people who use substances are employed. Employers are incurring the costs.

1 in 3 people are affected by substance use personally or through the use of loved ones.



Organizational Outline



Steering Committee Members - Support for ProjectHOW

- Office of the Town Manager of Wilkesboro
- Office of the Town Manager of N. Wilkesboro
- NCWorks Career Centers
- The Health Foundation, INC.
- Sunrise Community for Recovery and Wellness
- Wilkes Regional Medical Center
- Wilkes Public Health Dental Clinic
- Goodwill Project Re-entry
- Goodwill Industries of Northwest NC
- NCDHHS Div. of Vocational Rehabilitation
- Wilkesboro Probation Officers
- Wilkes EDC
- Wilkes County Chamber of Commerce
- Finley Properties
- Mountain Health Solutions
- Wilkes Community College
- Vaya Health
- NC Department of Commerce
- Lowe's
- Tyson
- Daymark
- Dom Bakeries
- The Dispensary
- Goodnight Brothers
- Unified City Church
- Project Lazarus
- Interflex

Process of Engagement

Phase 1

Letter of Intent

Write a letter of intent stating your interest in becoming a Recovery Friendly Workplace. Preferably, this will be on your company's letterhead. Samples and templates are available.

Phase 2

Orientation

One-on-one sessions or group events assessing your needs, introducing your toolkit and your Recovery Friendly Advocate, reviewing language and policies for a RFW, and more. This is customizable to each employer's needs.

Phase 3

Implementation

Complete all requirements on the Initial Requirements Checklist, establish a working relationship with your RFA, address any barriers or concerns that may have been missed in initial planning during orientation.

Designation and Stickers

Display this sticker in your window, in your office, on your website and on job postings!



Your employees and your customers in recovery now feel seen, welcome, and appreciated!



Recovery Friendly Workplace Toolkit

Frequently Asked Questions (FAQs)

What is a Recovery Friendly Workplace (RFW)?

A Recovery Friendly Workplace supports the health, wellness, and safety of its employees by educating about substance use and addiction, creating an environment conducive to the journey of recovery, and working to reduce the stigma often associated with the disease of addiction, substance use, and recovery.

What is the cost of participation?

Our RFW program, this toolkit, and access to a Recovery Friendly Advocate at Wilkes Recovery Revolution (WRR) are free of charge. This also includes specialized services for successful implementation, connection with an organization of local agencies and businesses, and referrals for employment where appropriate.

What is a Recovery Friendly Advocate (RFA)?

An RFA is an advocate who works in the recovery community. Whether they are staff at Wilkes Recovery Revolution or a peer navigator working directly with individuals in recovery, your RFA will be available to answer questions, support you in implementing and customizing your RFW toolkit, and more.

What are the benefits of working with individuals in recovery?

There are many benefits to working with individuals in recovery. First, there are measurable economic benefits. Whether it is improved productivity, less days out of work, or increased job retention, hiring someone in recovery comes with savings for your organization. Further, the values of recovery - accountability, holistic wellness, assessing avenues for help when the need arises - are social benefits you will see affecting positive change, too.

Who is Wilkes Recovery Revolution and what do they do?

Wilkes Recovery Revolution is a recovery community organization (RCO). An RCO works with individuals in recovery to re-establish connections in the community that may have been broken in a struggle with SUD. WRR supports Phases Transitional Housing, Revolution Thrift Store, R3 Recovery Center, and ProjectHOW-Healing Our Workforce, which is the project whose funding supports this program and toolkit. We are funded by Golden Leaf Foundation, Appalachian Regional Commission, and private donors. A donation portal is available on our website.

Will I have to change policies or commit to hiring people in recovery?

No. We are not asking that you change any specific policies. We do ask, however, that you use the information provided to you through engagement with this initiative to review your policies and ensure that they value the recovery process, that they do not contribute to the stigma surrounding those affected by substance use, and that they honor your employees' health, wellness, and ability to access available resources. In terms of hiring people in recovery, chances are you already have hired out of the recovery population and we don't encourage that you ask people to self-identify in the application or interview process. This program is designed to honor recovery, combat stigma, and provide resource navigation to employees and their loved ones.





Recovery Friendly Workplace Introduction

Checklist



Follow this checklist to ensure your enrollment in the RFW program. Don't hesitate to reach out to your RFA for help. You are taking the first steps to ensure the wellness of your employees. Thank you, and congratulations!

*This Checklist was adapted from the New Hampshire Recovery Friendly Workplace Initiative.

Initial Required Components

- Submit a letter of intent and participate in orientation.
- Ensure senior staff and HR management receive trainings and information.
- Make a written declaration to all employees and staff. Sample text is available.

Additional Required Components

- Provide employees with information and resources to promote their overall health and wellness, as well as that of their family and loved ones. We can help with this.
- Refer employees with signs of substance use disorder to WRR / local resources.
- Operate a drug-free workplace, and review your substance use policy annually.
- Educate employees on the components and risks of substance use and addiction.
- Track your completion of this checklist for the review of WRR and other agencies.

Optional Components

- Create a taskforce to incorporate RFW values into existing health/safety practices.
- Participate in one recovery or prevention based community activity per year.
- Work with your assigned RFA to create RFW protocol specific to your workplace.
- Identify a peer based communication system for employees seeking recovery.

Works Cited

Amadeo, K. (2020, August 30). Living Wage and How it Compares to the Minimum Wage. Retrieved from <https://www.thebalance.com/living-wage-3305771>

Glasmeier, Amy K. Living Wage Calculator. 2020. Massachusetts Institute of Technology. livingwage.mit.edu.

North Carolina Department of Commerce Workforce Solutions. (n.d.). NC Commerce Reentry Initiative. Retrieved from <https://public.ncworks.gov/TRAINResources/Prod/ReEntryBSR3.pdf>

SAMHSA. (2016, April 1). Creating a Healthier Life - A Step-by-Step Guide to Wellness. Retrieved from <https://store.samhsa.gov/product/Creating-a-Healthier-Life-/SMA16-4958>

Crane, M. (Ed.). (2021, March 18). How to Tell if Someone is on Drugs: Opiates, Marijuana, and More. Retrieved from <https://americanaddictioncenters.org/adult-addiction-treatment-programs/know-is-someone-on-drugs>

North Carolina Institute of Medicine. (2020, January 1). North Carolina Health Profile. Retrieved from <https://nciom.org/counties/wilkes-county/>

National Safety Council. (2020, December 2). New Analysis: Employers Can Save Average of \$8,500 for Supporting Each Employee in Recovery from Substance Use Disorder. Newsroom. Retrieved from https://www.nsc.org/newsroom/new-analysis-employers-stand-to-save-an-average-of#_edn1

Know the Risks of Using Drugs. (2021, June 3). Retrieved from <https://www.samhsa.gov/adult-drug-use>

U.S. House of Representatives. "Fair Labor Standards Act of 1938." Accessed Feb. 13, 2020.

National Safety Council . (2020, December 2). New Analysis: Employers Can Save Average of \$8,500 for Supporting Each Employee in Recovery from Substance Use Disorder. Retrieved from https://www.nsc.org/newsroom/new-analysis-employers-stand-to-save-an-average-of#_edn1



Thank you to the state of New Hampshire and the state of Nevada's Recovery Friendly Workplace Initiative for sharing resources, successes, consultation, and data.

.....

Visit their websites at www.recoveryfriendlyworkplace.com (NH) and www.workplace.forrecovery.org (NV)



.....

Special thanks to Samantha Steele, Recovery Friendly Workplace Ambassador with Foundation for Recovery in Las Vegas, NV, for integral consultative support and dedication to all Recovery Friendly Workplace Initiatives nationwide.



.....

This toolkit was created by Ariana Williamson with the guidance and support of Wilkes Recovery Revolution's Executive Director, Devin Lyall, and the ProjectHOW steering committee.