



# 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 ..... Page 2-5**
- **Quick Reference: How to get help ..... Page 6**
- **Glossary of terms .....Page 7**
- **FAQs ..... Page 8**
- **Your RFA - Wilkes Recovery Revolution ..... Page 9-10**
- **Policies and Practices of an RFW ..... Page 11-12**
- **Community Involvement ..... Page 13**
- **Statement from local government..... Page 14**



# Recovery Friendly Workplace Introduction



Thank you for taking this step towards learning more about Recovery Friendly Workplaces 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 substance use disorder, address barriers to employment and retention in our communities, and support each person in recovery on their 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 \$3,200 per year  
\*according to Recovree.com

## Benefits of being a Recovery Friendly Workplace:

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

The UNC School of Law correlates barriers to employment with triggers for return to use.

Access to the latest science and evidence-based practices

Relationships with local agencies committed to the health of local businesses.

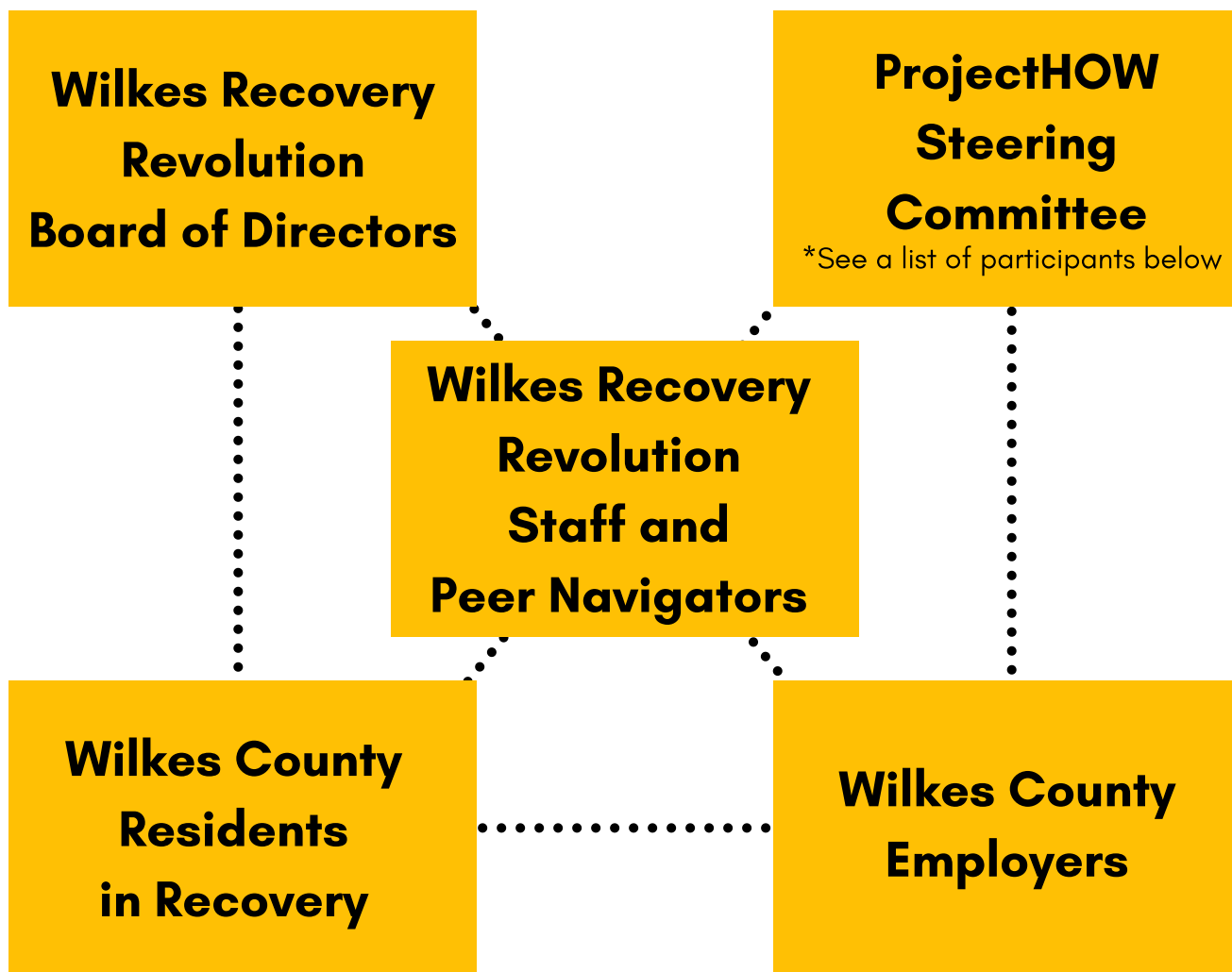
Employees who share the values of recovery in a productive way.





# Recovery Friendly Workplace Introduction

## Organizational Outline



## Steering Committee Members – Support for ProjectHOW

- Office of the Town Manager of Wilkesboro
- Office of the Town Manager of N. Wilkesboro
- NCWorks
- The Health Foundation, INC.
- Sunrise Community for Recovery and Wellness
- Wilkes Regional Medical Center
- Wilkes Public Health Dental Clinic
- Vaya Health
- Wilkesboro Police Department
- Wilkesboro Probation Offices
- Wilkes EDC
- Wilkes County Chamber of Commerce
- Finley Properties
- Mountain Health Solutions
- Wilkes Community College
- Interflex
- Lowe's
- Tyson
- Daymark
- Dom Bakeries
- The Dispensary
- Goodnight Brothers
- Unified City Church
- Project Lazarus



**ProjectHOW**  
Healing Our Workforce

**Golden LEAF**  
FOUNDATION



**Appalachian  
Regional  
Commission**

## 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 fit to your needs - we are flexible!

### 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 Stickering

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 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 ensuring the wellness of your employees. Thank you, and congratulations!

## Initial Required Components

- ☐ Submit a letter of intent and participate in orientation.
- ☐ Ensure all 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.
- ☐ 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.



# Recovery Friendly Workplace Toolkit

## Glossary of terms

**Substance Use Disorder (SUD)**

**Alcohol Use Disorder (AUD)**

**The Disease of Addiction**

**Recovery**

**Return To Use**

**Medication Assisted Treatment (MAT)**

**Transitional Housing**

**Detox / Treatment Center**

**Recovery Community Organization (RCO)**

**Recovery Friendly Workplace (RFW)**

**Recovery Friendly Advocate (RFA)**

**Short Term Leave**

**FMLA Leave**

## Stigmatizing Language

### Popular Term

Relapse  
Substance Abuse  
Clean/Sober  
Alcoholic  
Addict  
Substitution  
Replacement Therapy  
Former Addict/Alcoholic  
Testing Dirty

### Preferred Term

Return to Use  
Substance Use  
In Recovery  
Person with Alcohol Use Disorder  
Person with Substance Use Disorder  
Medication Assisted Treatment  
Medication Assisted Treatment  
Person in Long Term Recovery  
Positive Screening Result





# 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 Disorder (SUD) and addiction, creating an environment conducive to the journey of recovery, and working to reduce the stigma often associated with the disease of addiction, SUDs, 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 making 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.

### Is there a cure for Substance Use Disorder?

The short answer is, "No." The latest science tells us that there is no cure for SUD or the disease of addiction. While this is true, **recovery is possible**. Participation in personal wellness is key to recovery, and support from the community is a big part of that. The steps you are taking now to becoming a Recovery Friendly Workplace will encourage recovery, prevent SUDs, and save lives. THANK YOU for your participation.







# Recovery Friendly Workplace Toolkit

## Works Cited