

Checklist- Recovery Friendly Workplace Illinois



Recovery Friendly Workplace (RFW)

The mission of the Recovery Friendly Workplace (RFW) Illinois is to promote individual wellness by creating work environments that further mental and physical well-being of employees; proactively preventing substance misuse and supporting recovery from substance use disorders in the workplace and community.

Recovery Friendly Workplace Checklist

Initial Required Components

- Submit letter of interest to learn more about the Recovery Friendly Workplace.

- Ensure senior management and human resources personnel receive official RFW orientation.

- Make a written declaration to employees stating workplace's commitment to RFW principles and its participation in this initiative.
SAMPLE: "Our Company is committed to creating a healthy, safe, and stigma-free work environment through our participation in the Recovery Friendly Workplace (RFW). RFWs encourage environments where employers, employees, and communities can collaborate to create positive change and eliminate barriers for those impacted by addiction. In order to achieve a high level of employee health, safety, and productivity, we invite and encourage all employees to reach out for help and support."

- Receive RFW designation by Recovery Workplace Illinois

Additional Required Components - (to be completed within one year of RFW designation)

- Provide employees with information and resources to promote health, well-being, and recovery for themselves and their family members.

- Establish connection with local recovery support organizations as a resource for employees.

- Ensure supervisors and employees receive education on existing alcohol, tobacco, and other drug policies (ATOD) upon hire and on an annual basis thereafter.

- Ensure supervisors and employees receive annual training and education on substance misuse, behavioral health, and addiction.

- Complete and submit RFW checklist and application with assistance from the Recovery Friendly Advisor (RFA).

OPTIONAL Components

- Develop RFW Task Force or incorporate RFW focus into an existing health, wellness, or safety committee.

- Participate in one community-based prevention or recovery focused activity annually.

- Work with RFA to determine additional, customized workplace policy and/or training related needs.