

Recovery Friendly Workplace Checklist



Recovery Friendly Workplace (RFW)

The mission of the Recovery Friendly Workplace (RFW) initiative is to help businesses develop “recovery-friendly” workplace cultures and promote health, safety and wellness for Michigan employers and employees. These supportive work environments further the mental and physical well-being of employees, proactively preventing substance misuse and supporting recovery from substance use disorder (SUD) and opioid use disorder (OUD). This initiative also provides support for those who have loved ones with a SUD/OUD.

This checklist will serve as a guide to the steps an organization will take in becoming RFW.

Initial Required Components

- Submit letter of interest to learn more about the Recovery Friendly Workplace (RFW) initiative.
- 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: “ABC Company is committed to creating a healthy, safe, and stigma-free work environment through our participation in the Recovery Friendly Workplace (RFW) Initiative. RFW encourages 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 will be going through a series of trainings to be equip to provide resources and support.”

Additional Required Components (to be completed within one year)

- Complete the following trainings:
 - Understanding SUD/OUD, Stigma, Recovery and Workplace Wellness
 - Accessing Resources and Linking to Your Community
 - Training for Management/Human Resources: Navigating SUD/OUD Concerns and Building a Supportive Workplace
- Ensure all staff have received education on company’s alcohol, tobacco, and other drug policies.
- Ensure all staff receive annual training, education, and appropriate resources on substance misuse, behavioral health, and addiction.
- Establish connection with local recovery support organizations as a resource for employees.
- Complete and submit RFW checklist and designation application.
- Receive RFW Designation by Michigan Department of Health and Human Services (MDHHS).

Optional Components

- Work with RFA to determine additional, customized workplace policy and/or training related needs.
- Develop internal RFW Task Force or incorporate RFW focus into an existing health, wellness, or safety committee.