



## Michigan 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 and their families, proactively preventing substance misuse and supporting recovery from substance use disorder (SUD) and opioid use disorder (OUD).

### Background

- Substance use disorder (SUD) cost the State of Michigan \$113 billion in 2019. These costs are related to the loss of productivity of individuals and businesses, as well as criminal justice, health care, and other related costs. (CDC, 2017)
- There are an estimated 629,000 individuals in Michigan in recovery. (2018-2019 NSDUH data for Michigan). People in recovery are our employees, our customers, our friends, and our family members.
- Prevention, treatment, and recovery supports and services save lives and save resources.
- The Recovery Friendly Workplace initiative encourages healthy and safe working environments where employers, employees, and communities can collaborate to create positive change, eliminate stigma, and support recovery.

### Benefits of Becoming a RFW

**Get connected** to substance misuse and behavioral health information, resources, trainings, and services to meet the needs of businesses and organizations of all sizes and levels of readiness.

**Receive support** from MPHI, Recovery Community Organizations and networks, and Recovery Friendly Advisors, who will aid with additional, customized workplace policy, training, or education related resources.

**Retain** a healthier, more productive, and more motivated workforce through the delivery of evidence-based health and safety programs, policies, and practices.

**Receive designation** as an RFW by the Michigan Department of Health and Human Services. By joining this initiative, you will send a strong message to current and potential employees about the positive culture of your workplace.

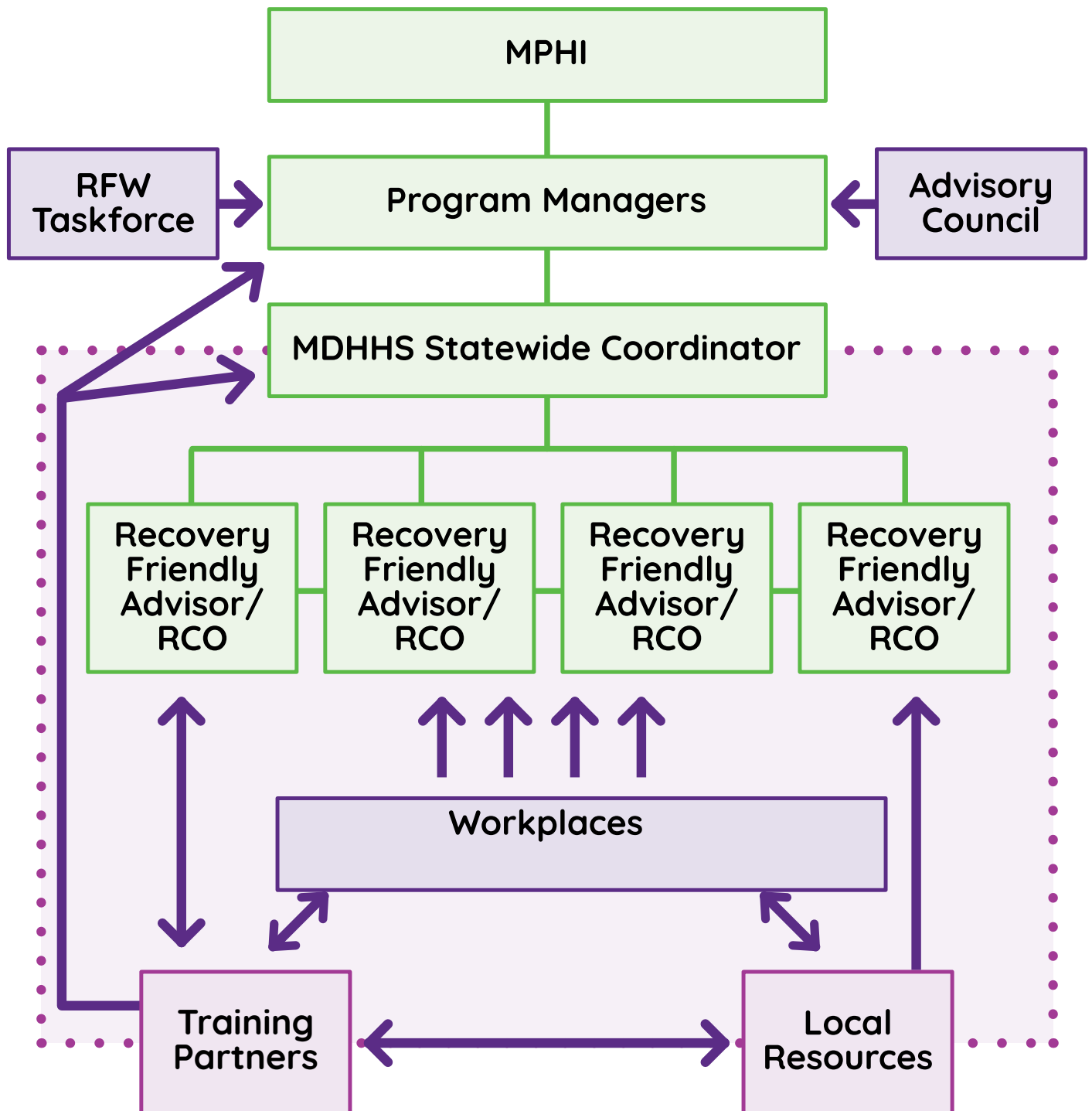
**Receive resources and recognition** as an RFW. Organizations will have their company name and logo listed on the RFW website with the link to career page, Narcan Safety Box for worksite, connection to workforce development organizations and access to free training videos for employees.

### Learn More

Visit [RecoveryFriendlyMI.com](https://RecoveryFriendlyMI.com) to learn more about becoming a Recovery Friendly Workplace. Submit a Letter of Interest to get started and check back frequently for the latest resources and toolkit materials to support your workplace.



# Organizational Chart



**Acronym Key:**

**RCO:** Recovery Community Organization

**MDHHS:** Michigan Department of Health and Human Services

**MPHI:** Michigan Public Health Institute

**RFW:** Recovery Friendly Workplace

# Recovery Friendly Workplace Checklist



## Recovery Friendly Workplace (RFW)

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**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 and Recovery
  - 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.



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### What is a Recovery Friendly Workplace?

RFW campaign was originally envisioned and developed in New Hampshire and has since grown to include several initiatives across the country including Michigan. An RFW is a business or organization that chooses to go above and beyond in supporting employees by creating a workplace culture that supports people in or seeking recovery from substance use or mental health disorders, as well as those family members, loved ones, and community members impacted.

### How much does it cost to become a Recovery Friendly Workplace?

There is no financial costs associated with becoming RFW designated— only a commitment to positive change. The Michigan RFW program is funded through grants from the Michigan Department of Health & Human Services.

### How long does it take to get designated?

Businesses and organizations will receive the RFW designation after completing the required components on the Checklist.

### What is the checklist?

The Checklist is a guide with steps that businesses of all sizes will use to become designated as Recovery Friendly. It includes a list of required components that must be completed initially and within a one-year timeframe. In addition, the Checklist includes other optional steps that are recommended, but not required.

### What is a Recovery Friendly Advisor?

Recovery Friendly Advisors (RFAs) are partners at local Recovery Community Organizations, MDHHS, MPH, and community organizations, whose roles are to be a resource to businesses and organizations that wish to become designated as Recovery Friendly. You will be assigned a RFA through the designation process.

### What does “Recovery Friendly” mean?

Recovery Friendly is an environment created where people in recovery and those impacted by SUD/ODD can thrive. A Recovery Friendly Workplace shines a light on employee health, wellness, and safety and demonstrates a commitment to reducing the stigma often associated with addiction.

### What are the benefits of becoming a Recovery Friendly Workplace?

There are an estimated 629,000 individuals in Michigan in recovery. By becoming a Recovery Friendly Workplace, you are supporting your employees and creating a healthier environment for them, but also showing customers and community members that your business is a proactive, valued community partner.

### What is the Advisory Council?

The Advisory Council is a group of diverse business leaders and content experts who have helped shape this initiative and continue to provide guidance and support to promote Recovery Friendly Workplaces.

### What additional resources are available?

Resources will be customized to meet the diverse needs of Michigan workplaces. Resources may include toolkits, materials, and trainings. RFW staff will ensure workplaces are well connected to the most current prevention, treatment, and recovery related resources to best support their employees. Visit [recoveryfriendlyMI.com](http://recoveryfriendlyMI.com) for the latest information.



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### Michigan Recovery Friendly Workplace (RFW) Initiative:

#### [RecoveryFriendlyMI.com](https://RecoveryFriendlyMI.com)



Department of Behavioral and Physical Health and Aging Services Administration



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### General Information, Treatment, and Referral Resources:



**Call: 2-1-1**  
[mi211.org](https://mi211.org)



**Call: 9-8-8**  
The Lifeline accepts calls, texts, and chats from anyone who needs support for a suicidal, mental health and/or substance use crisis.



**Call: 9-8-8**  
Access to Michigan Crisis and Access Line (MiCAL) [mical.michigan.gov](https://mical.michigan.gov)

**888-PEER-753**

A peer run phone service providing support and shared experience of recovery and hope.

**800-662-HELP**  
**800-662-4357**

**SAMSHA's National Hotline** is available 24-hours-a-day, 365-days-a-year for treatment referrals. They can connect you with local resources. [Findsupport.gov](https://findsupport.gov)

### Recovery and Prevention Resources



**Faces and Voices of Recovery**  
(<https://facesandvoicesofrecovery.org/services/arco/>)

**Substance Use Prevention** (<https://www.michigan.gov/mdhhs/keep-mi-healthy/mentalhealth/drugcontrol/prevention>)