

Recovery Friendly Workplace Program: Employer Policies

Substance Use Policy Sample Policy

ABC Company maintains a drug-free workplace while supporting employees in recovery. Employees are required to adhere to the company's drug testing policies, which include pre-employment, random, reasonable suspicion, and post-incident testing. Employees struggling with substance use are encouraged to seek confidential assistance through the company's Employee Assistance Program (EAP) without fear of retaliation.

Confidentiality Policy Sample Policy

ABC Company ensures strict confidentiality of employee health and recovery information in compliance with HIPAA and applicable laws. Supervisors and HR personnel are trained in handling sensitive information. Unauthorized disclosure of employee recovery status or treatment participation will result in disciplinary action.

Reasonable Accommodation Policy Sample Policy

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Non-Discrimination Policy Sample Policy

ABC Company is committed to a fair and inclusive workplace. No employee shall be discriminated against due to past or present substance use disorder, veteran status, or justice-involved history. Hiring, promotions, and performance evaluations are based solely on job-related qualifications and work performance.

Workplace Safety Policy Sample Policy

ABC Company prioritizes workplace safety and ensures that employees in safety-sensitive positions are fit for duty. Employees must report substance-related safety risks confidentially. Impaired employees will be subject to corrective action and provided support resources.

Supervisor and Employee Training Sample Policy

ABC Company requires annual training for supervisors and employees on substance use awareness, workplace support strategies, and available recovery resources. Specialized training is provided to support veterans and justice-involved individuals in the workforce, ensuring an inclusive and supportive work environment.

Employee Assistance and Support Programs Sample Policy

ABC Company offers confidential access to Employee Assistance Programs (EAPs) that provide counseling, treatment referrals, and recovery support services. Employees are encouraged to participate in peer support programs. Additional resources are available for veterans and justice-involved employees to address unique workplace challenges.

Return-to-Work and Second Chance Policy Sample Policy

ABC Company supports employees returning to work after completing substance use treatment programs. Employees who relapse may be given a second chance under defined conditions, such as participation in recovery programs and monitoring. Veterans and justice-involved individuals demonstrating rehabilitation are provided meaningful employment opportunities.

Community Engagement and Resources Sample Policy

ABC Company actively collaborates with local recovery organizations, workforce development programs, and veteran services. The company participates in Recovery Friendly Workplace initiatives to share best practices and expand support networks for employees in recovery, veterans, and justice-involved individuals.

Policy Implementation and Review Sample Policy

- These policies shall be reviewed annually and updated as needed to remain in alignment with best practices and legal requirements.
- Employers shall solicit feedback from employees and stakeholders to improve the effectiveness of recovery-friendly workplace initiatives.