

Recovery Friendly Workplace (RFW) Designation Workbook



Employer Name:

Company/Organization Name:

Employer Code (Refer to Page 3):



Amplify, Inc serves as the Regional Behavioral Health Action Organization (RBHAO) for Region 4, North-Central Connecticut

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Table of Contents

- Company/Employer Codes.....	3
- Complete an Internal Assessment....	4
- Build a Consensus.....	5
- Designate a Peer Champion.....	6
- Workplace Declaration.....	7
- Training & Education....	8-9
- Make Resources Available....	10
- Designation (What's Next?)....	11
- Contact Us....	12



Recovery Friendly Workplace (RFW) Designation Workbook

Company/Employer Codes

Construction... 01

Agriculture, Forestry, Fishing and Hunting... 02

Transportation and Warehousing... 03

Material Moving... 04

Installation, Maintenance, and Repair... 05

Protection... 06

Building/Grounds Cleaning & Maintenance... 07

Healthcare/Behavioral Health/Rehabilitation

Services/Etc... 08

Personal Care and Service... 09

Sales and Related... 010

Arts, Design, and Entertainment, Sports &

Media... 011

Community and Social Services... 012

Protective Service... 013

Architecture and Engineering... 014

Office & Administrative Support... 015

Non-Profit... 016

Management/Consulting... 017

Legal... 018

Business/Financial Operations... 019

Other... 020



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Complete an Internal Assessment (2-5 Days)

To complete an internal assessment there are a couple of steps. This stage and the “building consensus” stage will be the most time-consuming part of the process, but the most important. This is where you take time to evaluate the current company policies, company procedures, and workplace culture as it relates to how your organization currently supports people in recovery.

How comprehensive is your current policy for substance use disorders and mental health treatment? When a situation is related to substance use or mental health disorders, what are the steps and decision-making process for managing this? How frequently are employees taking PTO? What is the workplace turnover rate? How often have issues involving substances or mental health disorders taken place while you have worked here? **These are all great questions to be asking during this phase to better evaluate and understand how an RFW could be beneficial.**

A confidential survey is submitted to the CT Department of Mental Health and Addiction Services' Center for Prevention Evaluation and Statistics (CPES) at Uconn Health.

If you are completing the workbook **electronically**, click [this link](#) to complete the workplace assessment.

If you are completing the workbook **physically**, please take the time to scan this QR code to complete the assessment



Employee Feedback

It is important to gather employee feedback when internally assessing your organization for becoming an RFW.

Amplify, in reference to the Recovery Friendly Workplace Toolkit has created an internal employee evaluation assessment [found here](#) that you are encouraged to share to your employees. A QR code is provided below as well.

Upon completion of this employee assessment, Amplify Program Coordinators will plan to reach out to discuss plans for moving forward.

Internal Assessment Date Completed:

Date Employee Feedback Assessment Was Distributed to Employees:



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Build A Consensus (2-5 Days)

Building a consensus is the stage where you as a collective organization can review what has been learned from the internal assessment and develop a plan for implementing actionable and reasonable changes.

Phase 1: Call a meeting or collect key decision makers together within your organization. Discuss what has been learned from both the internal assessment you completed and the employee assessment.

Phase 2: Based off what was shared in phase 1, propose a set of changes that can reasonably be made to your workplace. Propose changes that support the key 3 categories of **policy, situation management, and employee well-being.**

Phase 3: Work with your team to develop a plan on how to begin the process of instituting the proposed changes. This includes developing a plan for getting policy changes approved, re-writing procedural guidelines when encountering substance-related or mental-health related issues, a plan on how to notify all staff of the new changes, and preparation for identifying a Peer Champion.

Phase 4: Delegate the responsibilities and mobilize the team to begin taking necessary steps!

[Recovery Friendly Workplace Example Company Policy](#)

Date the plan was completed:



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Designate A Peer Champion (1 Day)

A Peer Champion is the public figure in the office that is not a part of administrative or management staff and is supportive of the recovery process as an ally. Their role is to help serve as a liaison/confidant between the employee, managers, HR, and outside supports. **It is encouraged that for every 25 employees your organization assigns 1 Peer Champion.**

Peer Champion(s) Assigned (First/Last Name & Job Title):

Estimated Number of Total Employees:

Date Completed:



Recovery Friendly Workplace (RFW) Designation Workbook

Workplace Declaration (1-3 Days)

You are ready to declare!! Congratulations!

Declaration is done in a variety of different ways, stick to the plan developed during the “building consensus” stage. A few suggestions of what can be used are as follows:

- Company-Wide Email
- Posters displayed around the workplace
- In-person or virtual company-wide meeting
- Make an announcement on the company website

Most-commonly used is **company-wide emailing**. To assist with this, below is a template you can follow;

Example Template

Through taking the time to collect employee feedback, and collaborate as a management team, in conjunction with the CT Departments of Labor, Public Health, and Mental Health and Addiction Services, we have decided to become a recovery friendly workplace (RFW).

Being a recovery friendly workplace means:

- Anyone experiencing a behavioral health condition is free to come forward in confidence to acknowledge a problem exists, without fear of judgement or consequences;*
- Employees who believe their job performance is being affected by a behavioral health issue are entitled to assistance and connections to resources they might need;*
- Behavioral health concerns will be treated with fairness and respect for the individual's privacy.*

The goal is to help employees move towards wellness and recovery, while keeping their job.

Behavioral health issues can affect us all personally and professionally. As an employer, we want to provide a safe environment where employees who feel they need help with any mental health challenge or substance concern can request and receive the help they need.

A write-up of the company changes has been made to accurately reflect our push towards being more recovery friendly, and we request you take a few minutes to review these changes. If there are any concerns or questions about this transition, please don't hesitate to reach out.

Date Shared With Employees



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Training & Education (2-5 Days)

It is important to understand that part of being a recovery friendly workplace is continuously improving the organizations competency of what it means to be in recovery, and how best to provide support. Furthermore, it is encouraged that your Peer Champion especially be trained in at least 4 hours of online or in-person training related to prevention, recovery support, or harm reduction. Amplify will continue to support your organization in navigating this process of identifying suitable training.

Staff Training Resources

- Connecticut Community for Addiction Recovery (CCAR) Trainings

- Recovery Coach Academy
 - Advanced Recovery Coach Academy
 - Recovery Coach for Young People
 - Ethical Considerations for Recovery Coaches
 - [Certification \(addictionrecoverytraining.org\)](http://addictionrecoverytraining.org)



- Amplify

- Narcan (Naloxone) training
- [Coalitions + Trainings - Amplify \(amplifyct.org\)](http://amplifyct.org)
- QPR (Question, Persuade, Refer): Suicide Awareness and Prevention



- Prevention Training & Technical Assistance Service Center (TTASC)

- [Prevention Training Center](http://preventiontrainingcenter.org)



- DMHAS Learning Management System

- [DMHAS Learning Management System](http://dmhaslearning.com)



Other Qualifying Trainings (On YouTube)

- What is a Recovery Friendly Workplace (3 mins)
- Mental Health at Work (5 mins)
- Language Matters - SUD (3 mins)

[Amplify CT RFW Training Playlist \(youtube.com\)](https://www.youtube.com/playlist?list=PLUy01093Wt1001001001001001001001)



Please Document All Completed Trainings on The Next Page



Recovery Friendly Workplace (RFW) Designation Workbook

Training & Education (Cont.)

Title Of Training	# of Employees Trained	Date Completed



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Make Resources Available (1-5 Days)

Below you will find a list of resources found or provided within Region 4 that Amplify can support you with getting access to. Please take the time to select which resources you would like to have provided to your employees. Additionally, take the time to add in some other resources you plan to provide to your employees as well.

Resources Shared
Mental Health/Suicide Prevention Helpline Flyers/Brochures (English & Spanish)
Narcan/QPR Training Flyers
Problem Gambling/Responsible Gambling Flyers/Brochures/Cards
2-1-1 Infoline Brochures
Updated Amplify Hosted & Facilitated Trainings Schedule (Link/QR Code also on page 7)



Recovery Friendly Workplace (RFW) Designation Workbook

Designation (What's Next?)

Once you have completed and filled in all the sections above as needed, it is now time to submit the completed workbook to Amplify. **The preferred method of sharing the workbook would be electronically to BOTH Zach Nailon and Nick Schmeizl (Email provided below).** If you complete the form electronically, send an email PDF attachment of the workbook. If you completed the workbook physically, please scan the document and email the PDF.

Please use the email subject line "Completed RFW Application" when submitting your completed form to request designation.

Zach Nailon, znailon@amplifyct.org

Nick Schmeizl, nschmeizl@amplifyct.org

What to expect after submitting your application

The Amplify team will review your application and go through the process to get your company designated as an official Recovery Friendly Workplace. This distinction will come with an official proclamation from the CT Governor's Office. When approved, the Amplify team will contact you and coordinate a time to drop off all RFW swag. This includes;

- Amplify, Inc Certificate of Achievement
- Proclamation from the CT Governor's Office (May take some time)
- RFW Logo decal
- RFW/Amplify swag to show off your status as an RFW

Upon completion of all sections of the RFW Application, please sign and date here:

x _____

x _____



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If you have any questions or concerns, please feel free to contact the staff below to help you navigate the Recovery Friendly Workplace process today!

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