

**RECOVERY FRIENDLY WORKPLACE: POLICY TEMPLATES**

This policy package is part of the HCPH Recovery Friendly Workplace (RFW) Toolkit. These policies are foundational to any employer’s efforts to become or advance as a recovery-friendly workplace. The three policies in this package are intended to serve as templates for employers. Each policy includes blank fields and placeholders to allow for customization. Employers may directly edit the Word documents as needed. Each policy also contains notes to the employer throughout. These notes elaborate or clarify specific policy components or language, help guide employers with decision-making, provide some benchmark data and references, and generally educate and inform employers of current RFW best practices. These notes are best viewed from the Word version of the policies, from a computer screen as opposed to print, as some notes are collapsed in the printed version and unable to be read in full.

We have also included PDF versions of these policies, without notes, which are helpful for print circulation, viewing, and discussion. These policies help drive conversation within organizations, as leadership teams should meet to determine their stance on individual policy components. We recommend consulting with your preferred legal counsel before implementing new policies or policy changes. Policy development and administration is generally a joint effort between human resource teams, legal teams, select members of leadership, and sometimes labor unions and other parties. Employee feedback can also be a valuable part of policy development. Before implementing these policies, we recommend employers create accompanying training and standard operating procedures to ensure all responsible parties are aligned, have clear direction, and are well-informed on moving forward.

This package includes three policies – Substance Use Policy, Drug & Alcohol Testing Policy, and Second Chance Policy. In addition to these policies, employers may update their Data Privacy, Confidentiality, Discipline, Family Medical Leave, Reasonable Accommodation, and other policies. We listed all relevant policies that may require updating within each of the three included policies. These other policies are expansive, with a focus outside the RFW initiative.

The policy templates in this package were inspired by legislation and initiatives implemented in several states across the United States: Alaska, California, Connecticut, Colorado, Illinois, Indiana, Kentucky, Missouri, New Hampshire, New Mexico, and Ohio. Additionally, they were informed by recommendations by the National Safety Council (NSC), Society for Human Resource Management (SHRM), Equal Employment Opportunity Commission (EEOC), Substance Abuse & Mental Health Services Administration (SAMHSA), Department of Labor (DOL), and Bureau of Workers Compensation (BWC). These templates were reviewed by human resource leaders with employer interest, practicality, and ease of application in mind. They also underwent legal review by an Ohio-licensed attorney and review by a licensed physician specializing in substance use disorder treatment. These templates are not substitutes for independent legal review of local, State, and Federal laws applicable to your agency.

HCPH is confident that these policy templates will greatly advance employers’ efforts in building and maintaining a recovery-friendly culture, are progressive, protect employer interests, fully support employees at all recovery stages, and ensure physical and psychological workplace safety. This package was designed with the widest array of workplaces in mind but may contain elements that are unsuitable for certain industries, i.e., civil service. Readers are advised to consider elements appropriate to their respective industries.

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