TOGETHERARKANSAS
Opioid Response Initiative

Your logo here

DRUG-FREE WORKPLACE POLICY TEMPLATE

PURPOSE

This policy aims to create a supportive, inclusive, and drug-free workplace by implementing practices that promote wellness, reduce stigma, and provide accommodations for employees in treatment and recovery. The organization also seeks to provide equitable opportunities and a supportive work environment for all employees, ensuring they have access to the resources and support needed to maintain their well-being, recovery, and success in the workplace.

POLICY STATEMENT

Our organization is committed to fostering a workplace culture that values diversity, equity, and inclusion, including supporting employees in treatment and recovery from substance use disorders (SUD). We recognize that individuals prioritizing their treatment and recovery is of utmost importance and we are dedicated to providing resources and accommodations that promote employee well-being and productivity.

SCOPE

This policy applies to all employees, contractors, and volunteers at **[insert Business Name]**.

DEFINITIONS:

1. **Substance Use Disorder (SUD):** A medical condition characterized by the recurrent use of alcohol or drugs that causes significant impairment or distress.
2. **Recovery:** A process of change through which individuals improve their health and wellness, live a self-directed life, and strive to reach their full potential.
3. **Recurrence of Use:** A temporary return to substance use during the recovery process.

ACCOMMODATIONS

[insert Business Name] will provide reasonable accommodations to support employees in treatment and recovery, including but not limited to:

1. Flexible scheduling to attend treatment or recovery programs.
2. Access to confidential Employee Assistance Programs (EAPs).
3. A supportive work environment that fosters open communication and trust.
4. Opportunities to participate in peer support programs or mentoring.
5. Clear return-to-work policies outlining expectations and support for employees re-entering the workplace after treatment.
6. Comprehensive health insurance coverage that includes treatment and recovery services from substance use disorder.

STIGMA REDUCTION PRACTICES

To promote an inclusive workplace, **[insert Business Name]** will:

1. Use stigma-free and person-first language in all internal and external communications.
2. Provide ongoing training on substance use disorders as well as educational awareness of prevention, treatment, and recovery methods.
3. Celebrate milestones to acknowledge and support employees' treatment and recovery achievements in a confidential or public manner, as appropriate.
4. Host annual awareness and educational events to reduce stigma and show company support.

PROHIBITED PRACTICES

[insert Business Name] strictly prohibits:

1. Discrimination against employees in treatment and recovery.
2. Use of stigmatizing language or behaviors toward individuals with substance use disorders.
3. Termination or disciplinary actions based solely on a recurrence of use without first offering support resources.

EMPLOYEE RESPONSIBILITIES

Employees are encouraged to:

1. Seek support through the available resources, including EAPs and peer support programs.
2. Communicate their needs for accommodations in a timely and respectful manner.
3. Promote a drug-free workplace by fostering inclusivity and reducing stigma.
4. Participate in anonymous feedback mechanisms to help the organization continuously improve its drug-free practices.

MANAGER RESPONSIBILITIES

Managers are responsible for:

1. Ensuring employees have access to available resources and accommodations.
2. Maintaining confidentiality regarding an employee's treatment plans and/or recovery status or needs.
3. Participating in ongoing training on drug-free workplace practices.
4. Addressing stigma or discrimination within their teams promptly.
5. Supporting employees in utilizing return-to-work policies after treatment.

RESOURCES

1. **Employee Assistance Program (EAP):** Confidential support services available to all employees.
2. **Peer Support Programs:** Opportunities for employees to connect with peers in treatment and recovery.
3. **Local Recovery Organizations:** Partnerships with community resources to provide additional support.
4. **Health Insurance Benefits:** Comprehensive plans that include substance use disorder treatment and recovery services.
5. **Annual Awareness Events:** On-site or virtual events to promote education and awareness around prevention, treatment, and recovery.

POLICY REVIEW

This policy will be reviewed annually to ensure it remains aligned with best practices and organizational goals. Feedback from employees and managers will be collected anonymously and used to make necessary improvements.