



CREATING ZERO TOLERANCE POLICIES AND A RECOVERY FRIENDLY CULTURE EMPLOYER INVENTORY FORM

This inventory form will be used to identify the barriers and challenges employers are dealing with to fill the gaps in their organization's workforce. This inventory exercise will assist the Business Liaison in recognizing the programs that will need to be developed for the employer to support prevention, treatment, and recovery for their employees.

CULTURE

Describe your organization's culture towards substance misuse and mental health.

When someone tests positive for illicit drug use, has been identified as using illicit substances on or off the job, or has violated the terms of your substance free workplace policy, what policies and procedures are in place to identify presence of a Substance Use Disorder (SUD)?

What is your procedure when dealing with employees with SUD?

Does your workforce have employees in the recovery stage?

Yes _____ No _____ Unsure _____

What is your organizations culture for those in recovery stage?

Do you offer peer-to-peer meetings with other employees?

Yes _____ No _____

Do you offer a safe space for employees who want to discuss substance use or misuse?

Yes _____ No _____



How do you encourage these conversations within your organization?

Are you having dialogue with employees about the organization's expectations towards substance use and misuse?

Yes _____ No _____

What does that look like?

PREVENTION AND SAFETY

Have you experienced any issues with substance use or misuse and safety?

Do you have a policy between your HR and Safety departments that address substance use?

Yes _____ No _____

If so, what is your policy?

How do you communicate your policy to supervisors/safety professionals (times per year, manner [mandatory trainings, etc.]) to ensure everyone understands how to interact with other teams appropriately?

If not, would you like information on how to create one?

Yes _____ No _____

DRUG SCREENS

Explain your drug screen process (procedures, what's tested for, type of drug test[s] used, zero tolerance, return to work policies).



What actions are taken with a positive result?

Has your organization revised drug screen policies due to the increase of substance use and misuse in the workforce?

Yes _____ No _____

Would you like information on best practices?

Yes _____ No _____

POLICIES AND PROCEDURES

Does your employee handbook provide up-to-date policies and procedures dealing with substance use and misuse?

Yes _____ No _____

Did your legal team review your policies and procedures surrounding this subject matter?

Yes _____ No _____

How do you communicate this information to your workforce?

TRAINING

Does your organization offer training in recognizing substance use, misuse, or impairment?

Yes _____ No _____

What type of training?

Do you offer leadership and managers team resources to manage employees that suffer from SUD?

What can you tell us about your program?



TREATMENT AND BENEFITS

Who is involved in designing your benefits in the organization?

Does your plan offer prevention (non-opioid pain management prescription), treatment (MAT/behavioral health services, etc.), and recovery (co-occurring issues, mental health, support, therapy) for SUD?

Yes _____ No _____

Are your employees aware that their benefits offer coverage for prevention, treatment, and recovery?

Yes _____ No _____

Are you aware of utilization data reports?

Yes _____ No _____

If so, how are you using this information to make changes within your organization?

If not, would you like assistance in obtaining these reports?

Yes _____ No _____

Are your employees aware they have access to prevention, treatment, and recovery facilities through the organization's benefit plan?

Yes _____ No _____

Does your organization offer an EAP?

Yes _____ No _____

If so, does your employees understand the EAP process?

Yes _____ No _____

If not, do you need information on how to implement an EAP?

Yes _____ No _____

Do your employees utilize the EAP?

Yes _____ No _____

RETENTION

Does your organization offer second or last chance agreements as a final effort to retain employees?

Yes _____ No _____



Explain your organization's second or last chance agreement.

Do you refer employees to treatment that are suffering from a substance use disorder?

Yes _____ No _____

Explain your process.

RECRUITING

Are you experiencing workforce recruitment and retention challenges?

Have you ever partnered with recovery centers as a talent pipeline?

Would you like information on how to partner with recovery centers?

Yes _____ No _____

LEGAL/ACTION

Does your leadership and management team know what to say and not to say during conversations with employees discussing this subject matter?

Yes _____ No _____

Who is present when a conversation is dialogued with an employee dealing with SUD?

Do you have discussions with your leadership and management teams dealing with the laws/regulations surrounding this subject?

Yes _____ No _____



ADDITIONAL QUESTIONS

If you could develop a program, policy, or procedure dealing with SUD for your organization, what would that look like?

Would you recruit a task force to support this initiative?

Yes _____ No _____

What resources would you need to ensure this program, policy, or procedure was a success?

How would this information be communicated to your workforce?

When designing policies in your organization, how would you implement a change in culture in order to protect and support employees dealing with a SUD?

What policies would you adopt to reduce stigma associated with SUD?

Support is at no cost to the employer, if you would like additional information from a Business Liaison, please indicate below:

Yes _____ No _____

Name: _____ Position: _____

Organization: _____ Date: _____