



The Recovery Friendly Workplace (RFW) Checklist

This checklist outlines the steps needed to achieve and maintain your official RFW designation. It is informed by real-world business experience, public health theory, and research on workplace wellness and prevention. The checklist is designed to provide you with meaningful, yet actionable steps you can take to foster a supportive culture and strengthen your workforce.

Initial Components

- Submit a letter of intent to participate in the RFW initiative.
- Ensure senior management and human resources personnel receive an orientation to the RFW program.
- Have one or more individuals supporting RFW efforts within your organization complete the RFW Foundations Training (strongly recommended).
- Make a written declaration to employees letting them know that your workplace is participating in RFW and is committed to its principles. Sample declaration language can be found here: bit.ly/RFWSampleDeclarations.
- Receive RFW designation by NH Governor and celebrate via a designation ceremony with your Recovery Friendly Advisor.

Additional Required Components (to be completed within one year of RFW designation)

- Provide employees with information and resources to promote health, well-being, and recovery for themselves and their family members.
- Get connected to local recovery resources, including Recovery Community Organizations (RCOs) and Regional Public Health Networks (RPHNs).
- Ensure supervisors and employees receive education on existing alcohol, tobacco, and other drug (ATOD) policies upon hire and on an annual basis thereafter. (Policy updating/creation is optional, and your RFA can provide resources if desired.)
- Ensure supervisors and employees receive annual training on substance use disorder and recovery.
- Complete RFW designation renewal form with assistance from your RFA, which renews your workplace's RFW status for another year.
- Ongoing: Each year, review with your employees that your workplace is an RFW and what this means, as well as complete the required checklist components.

Optional Components

- Develop RFW committee or incorporate RFW focus into an existing committee.
- Gather additional information to inform the development of your RFW culture (e.g., complete a cultural assessment or conduct an employee survey or focus group).
- Participate in a community-based prevention or recovery activity or event.
- Work with your RFA to develop additional customized implementation strategies.