



Overview



Dear Workplace:

We are excited to welcome you to New Hampshire's Recovery Friendly Workplace (RFW) initiative - a growing movement of businesses dedicated to positively impacting employees, families, and communities. Everything RFW provides is at no cost to participating workplaces.

By becoming a Recovery Friendly Workplace (RFW), you are taking an important step - one that fosters hope, supports wellness, and champions recovery and well-being for those affected by substance use disorder (SUD). With an estimated 200,000+ Granite Staters in recovery,¹ and nearly 1 in 2 people who are indirectly impacted,² your contributions in this space have the potential to reach far beyond the workplace.

Founded in 2018 by Governor Chris Sununu, RFW is administered by Granite United Way and is a current initiative of Governor Kelly Ayotte. RFW's mission is to empower businesses like yours to challenge stigma and create supportive environments where employees can thrive. Together, we can build stronger workplaces and healthier communities.

You will not be alone in this journey either. By participating in RFW, you will join a network of over 400 similarly committed workplaces across the state. Additionally, your assigned Recovery Friendly Advisor (RFA) will support you throughout the process, and this orientation packet will provide a detailed overview of what you can expect.

We look forward to working with you and welcome any questions you may have. Thank you for your commitment to fostering a culture of support and resilience. Together, we can make a lasting difference.

With gratitude,
The Recovery Friendly Workplace Team & Granite United Way

¹ This estimate comes from multiplying New Hampshire's (2023) population by a (2023) estimate of those who resolved an SUD in the past year (bit.ly/NSDUH2023).

² bit.ly/PewIndirectImpact



Good for Business, Good for Employees

AT-A-GLANCE

2018

RFW was founded

1 in 2

People indirectly
impacted by substance use

200k+

NH residents
in recovery

400+

Network of similarly
committed workplaces

The creation of this orientation packet was financed under a contract with the State of New Hampshire, Department of Health and Human Services, with funds provided by the State of New Hampshire.





Working With Your Recovery Friendly Advisor



RFW strives to provide meaningful support to our 400+ participating workplaces, especially through the guidance offered by our Recovery Friendly Advisors (RFAs).

Our RFAs will:

- Walk you through RFW's one-page checklist process and strategize around implementation.
- Help your workplace examine its current culture around substance use and recovery, identifying related needs, strengths, and opportunities.
- Assist with goal-setting and support progress through quarterly check-ins and annual designation renewal.
- Facilitate connections to industry peers (as is possible) for additional support.
- Provide education on and facilitate connections to key NH recovery resources.
- Provide information on (though do not write) RFW-related policies, such as through sharing trainings, policy resources, and sample policies.
- Facilitate trainings on an array of RFW-related topics, with in-person, virtual, and asynchronous offerings.

As we work together to advance your RFW culture, we want you to know:

- While all RFAs follow a core model, we tailor the experience to meet the unique needs of your workplace.
- If your capacity changes, we can adapt. Please keep us informed - and we will do the same. To ensure smooth communication, we recommend designating one or more points of contact you feel will best be able to engage in this work.
- Our RFAs are trained to deliver a core set of trainings. If your needs extend beyond our offerings, we will work with you to identify additional options.
- Please reach out to your RFA with any questions or new needs that arise. Your active participation, including in voluntary program evaluations, strengthens the entire RFW community and helps us better support you.



FAQs



What are the benefits of participating?

Recovery Friendly Workplace (RFW) helps workplaces proactively address the impacts of substance use on their workforce. Statistically, many employees are affected by substance use, including over 1 in 10 people living with SUD¹ and nearly 1 in 2 who are indirectly impacted.² Research has also shown the cost savings associated with supporting employee recovery in the workplace (e.g., through reduced absenteeism).³ RFWs can also help attract and retain talent and customers. Additionally, RFWs get access to a variety of RFW-exclusive offerings and support, as well as become part of a larger network/movement when they join.

Does RFW also include supporting mental health?

Not only is there often an intersection between SUD and mental health, but we know that many employers are interested in learning more about how they can support employee mental health. RFW supports workplaces in including mental health in their approach, and our RFAs can provide guidance on how to do this. Additionally, we often incorporate mental health resources and education into our offerings.

Do we have to create or change policies or practices?

RFW does not mandate that workplaces create or change policies or practices. However, we do invite workplaces to view their policies and practices through a recovery-friendly lens and make updates that align with that. RFW can provide high-level perspectives and resources around recovery-friendly policies and practices, though any HR/legal questions should be directed to the appropriate parties.

What does RFW mean in terms of our hiring?

While RFW does not mandate that workplaces adopt any specific hiring practices, we encourage employers to hire whomever is best for the position, including if that person is in recovery. RFW sees recovery as a strength and works to educate employers on how they can support employees who are in recovery. If you are interested in hiring employees who are in recovery, please let us know, and we can provide you with additional information.

Can we be an RFW even if we are in a safety-sensitive industry?

You can definitely be an RFW if you are in a safety-sensitive industry, and in fact, some of our greatest RFW champions are in safety-sensitive industries. We have several resources we can share with you around this topic, as well as may be able to connect you to some champions in this space if you are interested in some peer support.

¹ bit.ly/NSDUH2023

² bit.ly/PewIndirectImpact

³ bit.ly/NSCCostSavings and bit.ly/PolEconCosts



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.



Trainings

Recovery Friendly Workplace (RFW) is proud to be able to offer a variety of trainings to our participating workplaces at no cost. Trainings can be delivered in a variety of formats, including in person, virtually, and asynchronously via our online learning platform. While we aim to be able to deliver a core set of modules live, capacity/parity considerations may affect how many we can deliver live to each workplace. However, we will help you develop a training plan that works best given your interests and our capacity. Additionally, as many employees as you would like can have access to our online learning platform. To the right are some of the training topics we cover, and the QR code below will take you to an expanded training menu with additional information on training descriptions, delivery format(s), and training lengths.

 **Scan or click the QR code below to access the full training menu:**



RFW Foundations



Accessing Resources in NH



**RFW Business Panel:
Policies, Practices, & More**



**Why the Workforce
Needs People in Recovery**



Multiple Pathways to Recovery



**Policy Development &
HR/Legal Considerations**



SUD & Recovery 101



How to Save a Life With Narcan



**Lived Experience Panel:
Entering & Sustaining Recovery**



**Supports for Impacted
Loved Ones**

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Resources



The list below, while not exhaustive, highlights some key local, regional, and statewide resources that are designed to help support those who have been impacted by substance use and/or mental health conditions. Please reach out to us if you have any questions on these resources. Additionally, we can provide an Accessing Resources in NH training that covers these resources in greater detail.



Recovery Friendly Workplace (RFW) Initiative

Support for Employers & Select Resources for Job Seekers

Web: recoveryfriendlyworkplace.com

Email: info@recoveryfriendlyworkplace.com



211 NH

General Resource Information & Referral (can call 24/7, 365 days a year)

Phone: 211

211nh.org



The Doorway

Treatment Resources (live, 1:1 support around accessing treatment)

Phone: 211

thedoorway.nh.gov



Department of Health & Human Services (DHHS)

Recovery Support Services (e.g., Recovery Community Organizations, recovery housing, and family supports)

bit.ly/recoveryresourcesNH



988 Lifeline

Mental Health Support (for people in suicidal crisis or emotional distress)

Phone/Text: 988

988lifeline.org



NH Rapid Response Access Point

Mental Health/SUD Crisis Support (can send Mobile Crisis Response Teams if needed)

Phone: 833-710-6477

nh988.com



Regional Public Health Networks

Public Health Resources (across prevention, treatment, and recovery)

bit.ly/recoveryresourcesNH

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