

Sample Policy: Referrals to Treatment for Employees

Purpose: To provide guidance for identifying employees who may be struggling with substance use and to outline the referral process for professional treatment while maintaining workplace safety, confidentiality, and compliance with applicable laws.

Policy Statement: The Company is committed to supporting the health and well-being of all employees. Employees who demonstrate signs of substance use or related performance concerns may be referred to professional treatment programs to ensure their safety, productivity, and long-term recovery.

Scope: This policy applies to all employees, supervisors, and HR personnel.

Referral Process:

Observation & Documentation: Supervisors should document observable performance or behavioral concerns without making assumptions about personal causes. Examples include frequent absenteeism, repeated safety violations, or noticeable changes in work quality.

Initial Discussion: Supervisors may have a confidential discussion with the employee to express concern, provide support, and share available resources (EAP, HR contacts, treatment options).

Referral Options: Via Employee Assistance Program (EAP): Employees may be referred to EAP for confidential evaluation and connection to treatment resources. Direct Referral to Provider: HR or management may refer employees directly to licensed treatment providers (e.g., Bridging the Gaps), ensuring guidance on insurance verification and intake support.

Confidentiality & Compliance: All information related to employee treatment is confidential and protected under HIPAA and ADA regulations. Discussions should focus on workplace performance, safety, and support resources.

Follow-Up & Support: HR or supervisors may schedule follow-ups to monitor performance and provide ongoing support without breaching privacy. Employees are encouraged to participate in recommended treatment and utilize available aftercare programs to maintain recovery.

BTG Note: Bridging the Gaps provides direct referral pathways, guidance on insurance coverage, and ongoing support to employees entering treatment. Our licensed, CARF-accredited programs ensure high-quality, evidence-based care across multiple levels of treatment and aftercare.