

Recovery-Friendly Workplace Toolkit

Supporting Employees in Recovery – A Guide for HR & Managers

Introduction

- Why recovery support matters in the workplace.
- Benefits to employers: reduced turnover, improved productivity, healthier workplace culture.
- Statement of Bridging the Gaps' expertise & commitment.

Building a Recovery-Friendly Workplace

- Policy & Culture: Include support for recovery in HR policy, make EAP and treatment referrals accessible.
- Education & Awareness: Train managers on recognizing signs of substance use, provide stigma-reduction workshops.
- Communication: Confidential, respectful, and supportive dialogue.

Supporting Employees Post-Treatment

- Return-to-Work Planning: Phased return schedules, clear performance expectations.
- Workplace Flexibility: Adjusted workloads if needed, time off for aftercare/therapy sessions.
- Peer Support: Encouraging mentorship or buddy systems, promoting inclusive workplace culture.

Practical Tools & Templates

- Return-to-Work Plan Template.
- Confidentiality Agreement (HR ↔ Provider).
- Communication Plan Template (employee out / HR + manager sync).
- Workflow Coverage Checklist.

Resources & Referrals

- National Directories: SAMHSA, State Boards, NIDA.
- Employer-Focused Guides: SHRM, National Safety Council.
- Treatment Partnerships: Why partner with Bridging the Gaps.
- BTG is Trusted and Highly Accredited: licensed by the Virginia Department of Behavioral Health and Developmental Services and proudly accredited by CARF.

How BTG Can Help

- Holistic, integrative treatment approach.
- Continuum of care (RTC, PHP, IOP, Aftercare).
- Partnership opportunities with employers & HR teams.
- Connect with us to learn how BTG can support your organization and employees in recovery.