

# National Recovery Friendly Workplace Institute Recovery Friendly Workplace 2024 National Certification Application

## Application Process

This application is for multistate and multinational employers that have employees based in the U.S. and wish to obtain national Recovery Friendly Workplace (RFW) certification in 2024. More information on the National Recovery Friendly Workplace Institute (the Institute) and [national RFW certification](https://www.rfwinstitute.org) is available on the Institute's website, [rfwinstitute.org](https://www.rfwinstitute.org).

To apply for 2024 national RFW certification, please respond to the following questionnaire and email the completed application, along with the supporting documentation requested in the questionnaire, to [certification@rfwinst.org](mailto:certification@rfwinst.org).

An employer's application will be deemed complete when the Institute has received the employer's **application, supporting documentation, and application fee**.

Applications to be part of the first cohort of nationally certified RFWs will be accepted through **August 16, 2024**.

Institute staff will examine applications and supporting documents to ensure that applicants are eligible for review and certification. The Institute's Council on Certification will rate eligible applicants on a scale from 0 to 100 with points awarded for satisfying each criterion or demonstrating that they are taking specific actions to satisfy such criterion within a reasonable timeframe. Applicants that earn points under **each of the four categories** and score **40 points** or higher will be certified.

If an applicant does not qualify for national certification, the Council on Certification will recommend actions the applicant may consider taking to qualify for certification.

The Institute will certify qualifying employers for a period of one year. Nationally certified employers may seek recertification at the end of their certification term through an abbreviated recertification process.

**Employer Information**

Name of employer: \_\_\_\_\_  
Country where organized: \_\_\_\_\_  
Number of employees in U.S.: \_\_\_\_\_  
Employees in which U.S. states? \_\_\_\_\_

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**Contact Person**

Name of contact person: \_\_\_\_\_  
Title: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

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**Culture (25 points available)**

Check all that apply.

- RFW Policy:** The employer has instituted and distributed a written RFW statement or policy affirming that:
  - SUDs are treatable health conditions, comparable to cancer or diabetes;
  - SUD recovery is common;
  - Federal law requires health insurance coverage of substance use and mental health disorders to be in parity with coverage of physical health conditions, and the employer asserts its best efforts to comply with this requirement;
  - To the extent permitted by law, the employer strives to create a workplace where it is safe to ask for help and where SUD recovery is supported; and
  - Applicable industry- or sector-specific factors affecting how the employer addresses employee substance use are discussed in the employer’s drug-free workplace policy. (5)

*If the employer satisfies the RFW Policy criterion, please submit a copy of the RFW statement or policy.*

- Resource Group:** The employer provides space for recovery-focused meetings and recognizes a recovery-focused employee resource group that includes the participation of an employee or consultant who holds a peer recovery support specialist, professional recovery coach, or similar Institute-recognized SUD-related certification. (5)

If the employer satisfies the Resource Group criterion, please provide the following information.

Name of resource group:

Participant's SUD-related certification:

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- Substance-Free Options:** If alcohol is present during work functions, the employer provides non-alcoholic beverages (e.g., mocktails) and publicizes that those options are available. (5)

*If the employer satisfies the Substance-Free Options criterion, please submit a copy of a policy or announcement, or a photo of signage at a work function.*

- Highly Placed Ally:** The employer has a senior executive (within two levels of the CEO) who is a visible ally for the recovery community. (5)

If the employer satisfies the Highly Placed Ally criterion, please provide the following information:

Name of senior executive:

Title:

Link to bio or LinkedIn page:

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- Charitable Support:** The employer has, during the prior 12 months, provided significant financial or in-kind support to an external charitable organization or event supporting people in recovery from, or otherwise affected by, SUDs. (5)

If the employer satisfies the Charitable Support criterion, please provide the following information:

Name of organization or event:

Month and year of contribution:

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- Other:** If the employer has taken other actions to promote a recovery friendly culture and work environment that you would like the Council on Certification to consider, please describe the actions below.

*You may also submit supporting documentation.*

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### **Hiring, Retention, and Advancement (30 points available)**

Check all that apply.

- Fair Chance Hiring:** In accordance with the laws that govern its workplaces, the employer permits individuals with SUD-related criminal records or debt to compete for job opportunities. (10)

*If the employer satisfies the Fair Chance Hiring criterion, please submit a copy of the fair chance hiring policy.*

- Contingent or Return-to-Work Agreement:** Unless industry- or sector-specific factors apply and are addressed in the employer’s drug-free workplace policy, a candidate or employee with problematic substance use is offered screening, assessment, and conditional or continued employment under a contingent employment or return-to-work agreement. (10)

*If the employer satisfies the Contingent or Return-to-Work Agreement criterion, please submit a blank or redacted copy of the employer’s contingent or return-to-work agreement.*

- Proactive Recruiting:** The employer collaborates with third parties to recruit candidates in recovery from, or otherwise affected by, SUDs. (5)

If the employer satisfies the Proactive Recruiting criterion, please describe the recovery friendly recruiting method:

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- Flexible Work:** The employer provides reasonable accommodations, such as flexible work options, to support employees’ (and their families’) health and wellness. (5)

*If the employer satisfies the Flexible Work criterion, please submit a copy of the employer’s flexible work policy.*

- Other:** If the employer has taken other actions to support the hiring, retention, and advancement of persons in recovery that you would like the Council on Certification to consider, please describe the actions below.

*You may also submit supporting documentation.*

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### **Benefits (25 points available)**

Check all that apply.

- Credible Medical Guidelines:** Employee benefits include health insurance coverage of:
  - SUDs, including the use of *The ASAM Criteria* to inform placement and continuity of care decisions and coverage appeals; and
  - Mental health disorders, including the use of the Level of Care Utilization System for Psychiatric and Addiction Services (LOCUS) to inform placement and continuity of care decisions and coverage appeals. (10)

*If the employer satisfies the Credible Medical Guidelines criterion, please submit a copy of the relevant portion of the health plan contract or benefit description.*

- Reliable Health Insurance:** The employer verifies, at least annually, through a review of services, benefits utilization analysis, participant satisfaction survey, or other means, that under the employer's health plan:
  - Covered SUD and mental health treatment is available as directed by the participant's health care provider without administrative hassles or delays, such as prior authorization and step therapy;
  - SUD and mental health provider network adequacy is consistent with the federal and state network adequacy standards applicable to small business marketplace plans; and
  - Licensed providers who render covered services to plan participants receive timely payments based on market rates. (10)

If the employer satisfies the Reliable Health Insurance criterion, please describe the verification process:

- No-Cost Assistance:** Employee benefits include access to an SUD recovery-informed service provider, such as an employee assistance program (EAP) or member assistance program (MAP), that provides no-cost aid to employees in recovery from, or otherwise affected by, SUDs. (5)

*If the employer satisfies the No-Cost Assistance criterion, please submit a copy of the relevant portion of the service provider contract or benefit description.*

- Other:** If the employer provides other recovery friendly benefits that you would like the Council on Certification to consider, please describe the benefits below.

*You may also submit supporting documentation.*

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### **Education and Awareness (20 points available)**

Check all that apply.

- Employee Awareness:** The employer or recovery program leader communicates with employees during orientation and at least twice annually thereafter about:
  - The employer's RFW statement or policy;
  - The availability of the SUD recovery-informed service provider, such as an EAP or MAP, to provide no-cost aid to employees in recovery from, or otherwise affected by, SUDs;
  - Workplace recovery support services, recovery-focused employee resource groups, or other resources for employees in recovery from, or otherwise affected by, SUDs;
  - Employee health insurance coverage of substance use and mental health disorder benefits in parity with physical health benefits; and
  - The availability of SUD treatment and recovery support services in communities surrounding the employer's workplaces or via telehealth. (10)

If the employer satisfies the Employee Awareness criterion, please describe the method and frequency of communication:

- **SUD and Recovery Education:** At least one human resources staff member has participated in education on:
  - SUDs as treatable health conditions from which personal recovery is common;
  - Overcoming SUD stigma and communicating with compassion and appropriate language; and
  - The rights of employees and obligations of employers under the Americans with Disabilities Act.

Additionally, the aforementioned education is recommended for supervisors and available to all employees. (5)

If the employer satisfies the Supervisor Education criterion, please provide the following information:

Title of educational program: \_\_\_\_\_

Name of educational institution or service provider: \_\_\_\_\_

Numbers of HR, supervisory, and other personnel who participated: \_\_\_\_\_

- **Naloxone Access:** Two or more employees in each of the employer’s workplaces are trained annually on overdose prevention and reversal, such training is available workplace-security personnel, and naloxone is readily accessible at all workplaces. (5)

If the employer satisfies the Naloxone Access criteria, please provide the following information:

Number of U.S. workplaces: \_\_\_\_\_

Number of employees trained in past 12 months: \_\_\_\_\_

Places where naloxone is located: \_\_\_\_\_

- **Other:** If the employer conducts other recovery friendly education and awareness activities that you would like the Council on Certification to consider, please describe the activities below.

*You may also submit supporting documentation.*

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By signing below, I declare that I am an authorized agent of the employer named above, and I have undertaken reasonable efforts to verify the accuracy and completeness of the information provided in this Recovery Friendly Workplace 2024 National Certification Application, including the supporting documentation.

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Non-refundable application fees are as follows:

Number of U.S. Employees on June 1, 2024	Application Fee
1 - 50	\$500
51 - 1,000	\$1,000
1001 - 9,999	\$1,500
10,000 +	\$2,000

Application fees may be paid by ACH or by check. Upon receipt of an employer’s application, the Institute will send the employer’s contact person an invoice providing instructions for payment.

Please email the completed application, along with supporting documentation, to [certification@rfwinst.org](mailto:certification@rfwinst.org).

National Recovery Friendly Workplace Institute  
An Initiative of the Global Recovery Initiatives Foundation, a 501(c)(3) not-for-profit organization

[rfwinstitute.org](http://rfwinstitute.org)  
[globalrecoveryinitiatives.org](http://globalrecoveryinitiatives.org)

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