



## Declaration Guide

Disseminating a declaration letter is paramount, affirming a steadfast commitment to a recovery-friendly workplace. It forges trust, communicates fiercely supportive policies, establishes unwavering expectations, and serves as a forceful reminder of the organization's relentless dedication to prioritizing employee well-being.

Your declaration letter to all staff, conveying your involvement with the RFW Initiative, can include the following:

- Expectations about how we talk about addiction/recovery in the workplace
- Solidify principals of a RFW (see our core principles on our website)
- Acknowledge staff who are in recovery as a valuable member of the organization
- Encourage staff to ask for help if they find themselves or a loved one struggling with addiction or mental health
- Notify staff of resources that exist for them, and how to access them

This letter can:

- Be sent to all staff. The method of delivery is up to you, be it a center wide email, hard-copy letter, or other.
- Be integrated into a new hire or onboarding process so that new staff are made aware

Below are listed a curated collection of declaration letter templates, thoughtfully crafted to guide you in creating compelling and effective communication with employees in your workplace.

Once the declaration letter is sent to all staff, simply notify us and we will work with the Governor's Office to get you designated.

## Declaration Templates

*"ABC Company is committed to creating a healthy, safe, and stigma-free work environment through our participation in the RI Governor's Recovery Friendly Workplace (RFW) Initiative. RFW's encourage environments where employers, employees, their families, and the entire community collaborate to create positive change and eliminate barriers for those impacted by addiction. We maintain a strong commitment to creating a healthy, safe and stigma-free work environment, which includes encouraging staff to access needed services and supports. Furthermore, if you are a person in recovery yourself, we are proud to have you, we hope you feel supported and can be open as we strive towards shifting public perceptions of what recovery looks like. Your health and wellness are a priority. If you find yourself struggling with alcohol or substance misuse, there is help available. Please know that it is okay for you to take any or all of the following steps:"*

*-Connect with your direct supervisor and let them know if there's something they can do to assist*

*-Contact Human Resource or Health Services partners (contact information)*

*-Utilize our Employee Assistance Program (contact information, if applicable)*

*-Utilize Local Resources such as, [www.preventoverdoseRI.org](http://www.preventoverdoseRI.org) (list others, if applicable)*



# Recovery Friendly Workplace

(401) 462-1886

Helping employers respond substance use and mental health conditions in the Rhode Island workforce.



Dear Valued Employees:

I am pleased to share that we are participating in the Rhode Island Governor's Recovery Friendly Workplace Initiative. Our participation in this statewide effort demonstrates our commitment to collaborating with our employees, their families, and the entire community to create positive change and eliminate barriers for those impacted by addiction. We maintain a strong commitment to creating a healthy, safe and stigma-free work environment, which includes encouraging staff to access needed services and support. I also invite all team members to join me in participating in our agency's on-going efforts to engage in addiction and behavioral health training, policy development, connections to resources, and improvements to our workplace culture. New resources, web pages, and learning opportunities are being developed through Workforce Development and Employee Engagement initiatives to assist us in these efforts. Furthermore, if you are a person who is in long-term recovery yourself, we are proud to have you, we hope you feel supported and can be open as we strive towards shifting public perceptions of what recovery looks like.

Your health and wellness are a priority. If you find yourself struggling with alcohol or substance misuse, there is help available. Please know that it is okay for you to take any or all of the following steps;

- Connect with your direct supervisor and let them know if there's something they can do to assist you
- Contact our Human Resource or Health Services partners(list name and contact information)to seek guidance and support
- Utilize our Employee Assistance Program by calling(list number or website)
- Visit [www.PreventOverdoseRI.org](http://www.PreventOverdoseRI.org)for local treatment and resource information.

I am confident that as a team we can fully embrace the Recovery Friendly Workplace fundamentals. I sincerely appreciate you joining me in this important effort. If you have any questions or would like additional information on this initiative, please visit [www.RecoveryFriendlyRI.com](http://www.RecoveryFriendlyRI.com). The City of East Providence's Drug & Alcohol policy encourages employees to seek proactive help for drug and alcohol misuse or addiction.



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## TOWN OF WARREN OFFICE OF THE TOWN MANAGER

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### MEMORANDUM

DATE: August 27, 2020  
TO: All Staff  
CC: Warren Town Council  
Anthony DeSisto, Esq.  
FROM: Kate Michaud, Town Manager  
RE: Recovery Friendly Workplace Program

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On the eve of International Overdose Awareness Day (August 31) and National Recovery Month (September) I am proud to announce that the Town of Warren is the first Rhode Island municipality to participate in Governor Raimondo's Recovery Friendly Workplace (RFW) initiative.

Our goals in participating in this program include:

- Provide support to employees who are in recovery to live stigma-free, healthy, and fulfilled lives.
- Foster a work environment that is supportive of employees who may have loved ones who are struggling with addiction.
- Reduce barriers, or perceived barriers, to obtaining help necessary to achieve the highest level of employee health, safety and productivity.

We look forward to working with our community partners, including the Warren Prevention Coalition and the East Bay Recovery Center, to improve access to resources that are available to employees whose lives have been impacted by substance use disorder. In the coming months, you will be hearing more about these resources and about the RFW initiative.

The Town of Warren's employees are a dedicated, caring, and strong community. Thank you all for joining in this initiative as we continue to support each other through these uncertain times.



# Recovery Friendly Workplace (401) 462-1886

Helping employers respond substance use and mental health conditions in the Rhode Island workforce.



120 Broadway, Newport, RI 02840  
Tel: 401-845-5776 • Fax: 401-846-3284

Gary T. Silva  
*Chief of Police*

January 25, 2021

The Newport Police Department has always been a place where its employees, along with their families, come first, and we are committed to providing a healthy, safe and well workplace for all employees. I am pleased to announce that the department has taken the steps to declare the Newport Police Department as a Recovery Friendly Workplace supported by Governor Gina Raimondo's Overdose Prevention and Intervention Task Force.

Many of us may know someone who is impacted or struggling with the growing substance abuse problem, and the impacts of the Covid-19 Pandemic further complicates matters.

Through the Recovery Friendly Workplace initiative, our employees, family members, and Newport Police Department members who are in recovery or have a substance abuse disorder will have the support they need in their journey back to health.

Our goal is to promote prevention and recovery in a confidential, judgement-free workplace environment. All staff are invited and encouraged to join me in this initiative through future health training and resource programs. Together we can foster change, remove barriers, and reduce the stigma associated with substance abuse disorders.

Please do not hesitate to ask your co-workers, supervisors or me for support or additional information.

To learn more about the Recovery Friendly Workplace Initiative, please go online to access their program portal, at <https://recoveryfriendlyri.com/>. This is program is in addition to the City Of Newport's Employee Assistance Program (EAP.)

Sincerely,

Gary T. Silva  
Chief of Police





# Recovery Friendly Workplace (401) 462-1886

Helping employers respond substance use and mental health conditions in the Rhode Island workforce.



Apprenticeship  
RHODE ISLAND

April 23, 2020

Dear Building Futures Staff:

I am pleased to share that Building Futures is participating in the Rhode Island Governor's Recovery Friendly Workplace Initiative. Building Futures' participation in this statewide effort demonstrates our commitment to collaborating with our employees, their families, and the entire community to create positive change and eliminate barriers for those impacted by addiction.

Building Futures maintains a strong commitment to creating a healthy, safe and stigma-free work environment, which includes encouraging staff to access needed services and supports. I also invite all of the staff to join me in participating in our agency's on-going efforts to engage in addiction and behavioral health trainings, policy development, connections to resources, and improvements to our workplace culture. I am confident that as a team we will create positive change and eliminate barriers to those impacted by substance use disorders.

Thank you for joining me in this important effort. If you have any questions or need additional information, please feel free to reach out to me or your colleague, Jill Sypole, who I have designated as our lead representative with the Recovery Friendly Workplace Task Force.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew L. Cortés".

Andrew L. Cortés  
Executive Director

CC: Rhode Island Recovery Friendly Workplace Initiative



Recovery Friendly Workplace  
(401) 462-1886

Helping employers respond substance use and mental health conditions in the Rhode Island workforce.

## **Do You Need Help Creating Your Declaration Template?**

Should you have any questions regarding the development of your letter of declaration, please do not hesitate to reach out to RFW State Director, Jeffrey Wolfsberg, at [Jeffrey.Wolfsberg@bhddh.ri.gov](mailto:Jeffrey.Wolfsberg@bhddh.ri.gov) or via phone at 401-462-1886.