



SRC Wellness Procedure

Purpose

This policy supports the emotional well-being of staff and volunteers by providing a framework for recognizing and addressing emotional distress before it escalates into relapse or workplace disruption. Our goal is to ensure a healthy, supportive, and productive work and recovery environment for everyone involved.

Scope

This policy applies to all staff, volunteers, and interns of Serenity Recovery Connection.

Policy Statement

Wellness is not defined solely by abstinence from substances. Emotional health, connection, and regulation are key components of long-term recovery and professional effectiveness. This policy acknowledges the space between wellness and relapse, often referred to as *emotional relapse*, as a critical area where early support can make a meaningful difference.

We believe emotional regulation is a skill that can be learned, practiced, and supported at both the individual and organizational level.

Definitions

- *Emotional Regulation*: The ability to identify, process, and respond to emotions in a way that aligns with recovery goals and workplace values.
- *Emotional Relapse*: A stage of disconnection and internal distress that may contribute to workplace burnout, interpersonal conflict, disengagement or in some situations, precede a return to use.
- *Recovery Capital*: Internal and external resources that support sustained recovery, including emotional resilience, healthy relationships, and community connection.
- *Team Members*: Encompasses all SRC staff, interns, and volunteers.

Procedures and Expectations

1. Daily Emotional Awareness

- Emotional awareness is considered a strength, not a weakness, and is encouraged during check-ins, supervision, and team interactions.

2. Wellness Tool Utilization

- Everyone is encouraged to identify and maintain a personal wellness toolkit (e.g., journaling, music, peer support, mindfulness...etc).
- Tools should be used consistently, not just in times of emotional crisis.

3. Recognizing Warning Signs

Team Members should remain aware of early signs of emotional dysregulation or burnout, which may include:

- Withdrawing or isolating
- Neglecting self-care
- Mood swings or irritability
- Rigid or reactive thinking
- Avoiding support or feedback

When these signs appear, supportive conversations should be initiated with empathy and without judgment.

4. Supportive Peer Culture

- Peer-to-peer support is essential. Staff are encouraged to check in with one another and offer space for authentic conversations about wellness.
- Supervisors should support a culture where discussing emotions is safe and normalized.

5. Workplace Impact and Responsibility

- Emotional dysregulation can impact the overall health of the work environment. All team members are expected to take proactive steps to care for their emotional health as part of their professional responsibilities.
- If emotional challenges are interfering with performance or team cohesion, leadership may request a wellness meeting to explore solutions, supports, or temporary adjustments to include but not limited to utilization of EAP services/ personal therapy, and approved time off for emotional wellness.
- If the above supports do not enable a solution to interfering behaviors the team member may be subject to a Performance Improvement Plan (PIP), written disciplinary action, and, if necessary, termination.

Roles and Responsibilities

- All Team Members:
Engage in wellness practices, monitor emotional health, and seek support when needed. All team members are expected to identify their own needs on a regular basis to support their wellness and job performance.
- Peer Leadership and Supervisors:
Model emotional regulation; create space for open dialogue as it applies to organizational goals; respond supportively to early signs of emotional distress. Monitor behaviors and decipher if these behaviors are acute or ongoing.
- Executive Leadership:
Ensure policies promote a trauma-informed, recovery-oriented, and person-first workplace culture. Provide training and tools to support staff and participant wellness.

Implementation and Review

- This policy will be reviewed annually and updated to align with organizational values and industry standards.
- Training will be provided to staff to ensure they have read and will abide by the policy and its processes.

Acknowledgment & Agreement

I acknowledge that I have read and understand the Serenity Recovery Connection Wellness Procedure and agree to comply with the terms outlined above.

Printed Name: _____

Signature: _____ Date: _____



DRUG FREE WORK ZONE

- A. Serenity Recovery Connection is committed to delivering all of its programs and services in a work environment free of substance abuse, and in compliance with Federal and State regulations.
- B. The “work environment” is considered to be all Serenity Recovery Connection work sites, and any location where an individual represents Serenity Recovery Connection including over-the-road travel in owned or rented vehicles and circumstances where the individual is being reimbursed for expenses.
- C. The following rules of conduct apply to all Individuals. Violation of these rules subjects Individuals to disciplinary action, up to and including termination.

Practice/Procedure:

To ensure a safe and productive work environment Serenity Recovery Connection prohibits the use, sale, attempted sale, dispensation, manufacture, distribution or possession of alcohol, illegal drugs (under state or federal law), not lawfully-prescribed controlled substances, or drug paraphernalia on any company premises or worksites. This prohibition includes company owned vehicles, or personal vehicles being used for company business or parked on company property. Additionally, Serenity Recovery Connection may take disciplinary action, including termination, for the illegal off-duty use, sale, attempted sale, dispensation, manufacture, distribution or possession of drugs and controlled substances and the illegal use or distribution of alcohol.

No SRC team member shall report to work or be at work with alcohol or with any detectable amount of prohibited drugs in the employee’s system. A detectable amount refers to the standards generally used in workplace drug & alcohol testing.

1. The effect of alcohol and/or an illegal drug does not excuse an individual’s misconduct that violates any Serenity Recovery Connection rule.
For example: an assault committed while subject to the effect of alcohol and/or an illegal drug will subject the individual to disciplinary action, up to and including termination, because of the misconduct.
2. When an employee must take prescription or over-the counter drugs, including prescribed marijuana, the employee must ask the medical professional or pharmacist if the drug has any side effects which may impair the employee’s ability to safely or productively perform the employee’s job duties. If there is the potential impairment of the employee’s ability to work safely or productively, the employee must report this information to their supervisor. With input from the employee, Serenity Recovery Connection will determine if the employee should work in their regular job, be temporarily assigned to another job or placed off-work.
3. Please take precautions with regular bathing, laundry, and good dental hygiene. You may not work while smelling of marijuana, alcohol or other drugs, as it may trigger some people.
4. Any individual who appears to be under the influence of alcohol and/or drugs while in the work environment will be the subject of an immediate investigation. Similarly, any individual who is found to have any illegal drugs in their possession will be the subject of an initial investigation. If individual’s use or possession is substantiated, disciplinary action will ensue.

5. The company may conduct unannounced inspection for violations of this policy in the workplace, worksites, or company premises. Employees are expected to cooperate in any inspection.
6. An employee will be asked to submit to drug and alcohol testing when the employer reasonably suspects the employee is impaired or has used illegal drugs. Reasonable suspicion testing may result from one of the following examples, but is not limited to the following:
- a. Specific, personal and articulable observations concerning the appearance, behavior, speech or performance of the employee; or
 - b. Violation of a safety rule, or other unsafe work incident which, after further investigation of the employee's behavior, leads the supervisor(s) /manager(s) to believe that the employee's functioning is impaired; or
 - c. Other physical, circumstantial, or contemporaneous indicators of impairment.

When a supervisor/manager has reasonable suspicion to request testing, the supervisor/manager will arrange to transport the employee to the collection site, and will arrange for the employee's transport home.

Serenity Recovery Connection will place the employee on a paid/non-paid leave pending the receipt of drug testing. Employees who refuse required testing are in violation of this policy.

7. An individual's decision to seek voluntary help for a return of symptoms will not to be used as a sole basis for disciplinary action against the individual.
8. Anyone who voluntarily requests assistance in dealing with a return of symptoms will be fully supported in their efforts to regain stability and wellness. However, Coaches may temporarily be removed from directly coaching Recoverees though reassignment of job duties to protect our Recoverees.
9. If Serenity Recovery Connection elects to allow an employee to return to work following a positive test result, the employee must first pass a drug and alcohol test and subsequently submit to a program of unannounced testing for a period of not more than twelve (12) months from the date of return to duty.
10. Off-the-job use of alcohol or use of drugs (legal or otherwise) that could adversely affect an individual's job performance or the reputation of Serenity Recovery Connection, may also be cause for disciplinary action. Jeopardizing the safety of the individual, other Individuals, the public, or Serenity Recovery Connection equipment is contrary to our policy.
11. Individuals who are charged for a drug or alcohol-related offense occurring in the workplace or on the clock will be considered to be in violation of this policy and may result in termination.

Print Name: _____

Signature: _____ Date _____



Self-Disclosure and Return of Symptoms Policy

Purpose

This policy fosters a culture of transparency, accountability, and mutual support by encouraging self-disclosure of behaviors or circumstances that may impact an individual's ability to maintain recovery, or job performance. It also addresses expectations for professional conduct both on and off the clock, ensuring that Team Members uphold the agency's reputation and credibility in all interactions.

By setting clear standards, this policy ensures fairness, alignment with organizational values, and a supportive environment for Team Members while maintaining public trust and demonstrating recovery in action.

Scope

This policy applies to all Team Members, contractors, interns and volunteers. It governs expectations, consequences, and support mechanisms related to self-disclosure of poor mental health and/or return-to-use and addresses involuntary discovery of such circumstances, concerning behaviors related to prescription medications and off-the-clock interactions that could negatively impact the agency's reputation.

Definitions

1. **Self-Disclosure:**

Voluntarily informing the organization about behaviors, circumstances, or conditions that may compromise recovery, or job performance, including:

- Return to use (recurrence).
- Challenges or burnout.
- Concerns about prescription medication use.

2. **Off-the-Clock Behavior:**

Actions or behaviors that occur outside of work hours but have the potential to impact the agency's reputation, credibility, or mission. Examples include but are not limited to:

- Public intoxication or belligerence in the presence of community members.
- Activities that undermine public perception of recovery or professionalism.

3. **Pre-Recurrence Disclosure:**

Proactive disclosure of concerns that could potentially lead to a return-to-use if left unaddressed.

4. Involuntary Disclosure:

Discovery of behaviors or conditions through external means, such as:

- Reports from colleagues or supervisors or external sources.
- Observable signs of impairment.
- Monitoring tools like urine analysis (UA).

5. Concerning Behaviors:

Actions or behaviors, including those caused by the effects of prescribed medications, that may unintentionally resemble or contribute to symptoms associated with substance use disorder (ie: appearing impaired, dependency, cravings, etc.).

6. Fit State:

Being in a mental and physical condition that allows the individual to perform job duties safely, effectively, and without risk to others.

7. Return to Use/Return of Symptoms:

The recurrence of substance use, whether related to the individual's primary substance of struggle or a new substance.

Policy Guidelines

1. Encouragement of Self-Disclosure

- Team Members are encouraged to proactively disclose any challenges impacting their recovery, or job performance.
- Self-disclosure is intended to provide team members with support while upholding accountability and organizational values.

2. Proactive Disclosures

- Team Members who recognize signs of burnout should actively seek support.
- Team members who recognize signs of a recovery drift should actively seek support.
- These disclosures will be treated as an opportunity for proactive intervention and support.

3. Off-the-Clock Behavior

- Team Members are expected to act in a manner that upholds the integrity and reputation of the agency at all times, even when off the clock.
- Behaviors that may jeopardize the agency's public image or credibility will be addressed and may result in disciplinary action.
- Examples of inappropriate off-the-clock behavior include:
 - Public intoxication or misconduct, particularly in the presence of community members.
 - Activities that conflict with the agency's mission of promoting recovery and professionalism.

Benefits of Self-Disclosure

For Return-to-Use:

- Team Members who self-disclose a return of symptoms will:
 - Receive support through tailored recovery plans.
 - Avoid immediate termination unless their behavior creates significant risks or breaches organizational policies.
 - Temporary adjustments to their role or responsibilities will be considered.

For Proactive Disclosure:

- Team Members who self-disclose personal challenges or burnout.
 - Have access to supportive measures, such as:
 - Temporary leave for wellness or mental health recovery.
 - Adjustments to workload or responsibilities.
 - Referral to appropriate wellness resources or counseling.
 - SRC will make reasonable efforts to support team members in their recovery and return to duties.

Self-Disclosure Process

Step 1: Initiation

- Team Members must report disclosures to their immediate supervisor or designated HR personnel.

Step 2: Documentation

- Disclosures will be documented confidentially, including:
 - The nature of the concern.
 - The Team Member's proposed action plan.
 - Agreed-upon next steps and organizational support measures.

Step 3: Response Plan

- Supervisors and HR personnel will collaborate with the Team Member to create an individualized action plan, which may include:
 - Temporary leave based on accrued leave and FMLI eligibility.

- Participation in EAP, counseling and/or recovery programs as well as a renewed or revised wellness recovery plan.
- Temporary adjustments to their role or responsibilities will be considered.

Step 4: Next Steps

- Team Members who self-disclose return-to-use will receive support but may face role-specific changes, including:
 - Temporary leave to focus on recovery.
 - A reassessment of their role, particularly for leadership or participant-facing positions.

Involuntary Disclosure & Off-the-Clock Misconduct Process

1. Investigation

- Reports or observable signs of impairment, a return of symptoms or inappropriate off-the-clock behavior could prompt an investigation.
- The investigation could include interviews, reviews of evidence (e.g., UA results), and results of findings. All investigation reports will be retained.

2. Consequences

- Involuntary disclosure of return-to-use will result in immediate termination, as it demonstrates a breach of trust and organizational standards, as well as a failure to uphold transparency and accountability.

Behavioral Health Expectations

1. Proactive Support:

- Team Members are expected to prioritize their wellness and seek support before challenges escalate.
- Early intervention helps ensure the individual remains in a fit state to perform duties and prevents potential return-to-use.

2. **Team Responsibility:**

All Team Members share responsibility for maintaining a supportive and accountable work environment. If a Team Member observes concerning behavior or suspects a colleague may be struggling with a return of symptoms, they are expected to:

- Privately have a conversation with the Team Member to address the concern.

- If return-to-use has occurred, encourage the colleague to self-disclose to their supervisor or HR representative.
- If the colleague does not self-disclose, report the concern to a supervisor or HR representative directly, to protect the individual's wellness and prevent gossip.
- If the team member is concerned about directly communicating their concerns, they may use the QR code for reporting a concern.

Failure to Report:

If a Team Member knowingly observes a colleague's return-to-use or significant behavioral concerns and does not take action (either through encouragement to self report or reporting if self report does not happen by the end of the day), this may be considered a breach of trust and professional responsibility. Appropriate recourse will be determined based on the severity of the omission and its impact on the workplace.

3. Limits on Self-Disclosure:

- Team Members may self-disclose return-to-use no more than two times.
- Beyond this limit, continued disclosures will prompt a review for termination due to repeated inability to adhere to recovery and wellness expectations.

4. Off-the-Clock Conduct:

- Team Members are expected to avoid behaviors that could damage the agency's reputation, even when off duty.
- Actions such as public intoxication, or other misconduct in the presence of community members or stakeholders, or behaviors visible to the community (e.g., social media posts)—are unacceptable and subject to disciplinary action.

5. Drug-Free Work Zone:

- Team Members must adhere to the agency's drug-free work zone policy, which prohibits reporting to any worksite under the influence of substances, including legal substances like cannabis or alcohol.
- This also includes reporting to any worksite smelling like cannabis or alcohol, or exhibiting any lingering effects of substances to include being hung over.

Confidentiality

All disclosures will be handled with strict confidentiality, except where disclosure is necessary to ensure workplace safety or comply with legal obligations or the protection of the agency's reputation.

Role-Specific Considerations

- Team Members in leadership or participant-facing roles may face additional assessment when self-disclosing a return of symptoms.
- Reinstatement to such roles will require evidence of recovery progress and a review of fitness to perform duties effectively and safely.

Implementation and Review

- This policy will be reviewed annually and updated to align with organizational values and industry standards.
- Training will be provided to staff to ensure they have read and will abide by the policy and its processes.

Acknowledgment & Agreement

I acknowledge that I have read and understand the Serenity Recovery Connection Self Disclosure Policy and agree to comply with the terms outlined above.

I understand that failure to comply with this policy, including refusing to submit to testing when required, may result in removal from my position within the organization.

Printed Name: _____

Signature: _____ Date: _____



DRUG & ALCOHOL TESTING CONSENT POLICY

Purpose:

To maintain a safe, professional, and recovery-oriented workplace, SRC -Serenity Recovery Connection [Company] requires team members to comply with its Drug-Free Work Zone Policy and may require drug and/or alcohol testing under certain conditions.

Agreement to Testing:

I understand that working for SRC requires compliance with the organization's drug and alcohol testing policy. Testing may be required under the following conditions:

1. Reasonable Suspicion Testing – If observable behaviors or work performance indicate potential substance use.
2. Post-Incident Testing – If an accident or safety-related incident occurs.

I consent to the administration of drug and/or alcohol testing as outlined in this policy. I authorize the release of my test results to the Company for appropriate review and understand that these results may be used in decisions regarding my role within the organization. The Company will make reasonable efforts to protect the confidentiality of test results.

Failure to comply with this policy may result in disciplinary action, up to and including termination.

How & When Drug Testing Will Occur:

1. Reasonable Suspicion Testing

Team members may be required to submit to drug or alcohol testing if there is reasonable suspicion of impairment based on observable behaviors, including, but not limited to:

- Physical Symptoms: Slurred speech, bloodshot eyes, unusual odors, tremors, nodding off...etc.
- Erratic Behavior: Mood swings, confusion, paranoia, hyperactivity, severe drowsiness.
- Declining Work Performance: Absenteeism, tardiness, missed deadlines, poor work quality.
- Credible Reports: If SRC receives a report from an external party or staff member.
- Possession or Use on Premises: Observation of substance use, possession, or paraphernalia at work.

Testing Process for Reasonable Suspicion:

- If alcohol impairment is suspected, an on-site breathalyzer test may be administered.
- If alternative testing is required, the team member will be escorted by a supervisor or leadership team member (not a peer) to a designated testing facility.

- Testing must occur immediately upon notification to prevent tampering or avoidance.

2. Post-Incident Testing

- If a team member is involved in a workplace accident or safety violation, drug/alcohol testing may be required.
- The decision to test will be based on the severity of the incident and reasonable suspicion indicators.
- The test will be facilitated in the same manner as Reasonable Suspicion testing.

3. Test Results & Disciplinary Action

- Refer back to Self Disclosure Policy
- Refusal to Test: Team members who decline to take a required test will be considered in violation of company policy, which will result in termination.

Acknowledgment & Agreement

I acknowledge that I have read and understand the Serenity Recovery Connection Drug & Alcohol Testing Consent Policy and agree to comply with the terms outlined above.

I understand that failure to comply with this policy, including refusing to submit to testing when required, may result in removal from my position within the organization.

Printed Name: _____

Signature: _____ Date: _____