



SUPPORTING AND ENCOURAGING EMPLOYEES CHECKLIST

Develop and distribute materials that employees can reference as a guide for questions regarding SUDs, including benefits information, absence management, organizational policies, other resources, frequently asked questions, SUDs resources guide.
Embrace employees' individual stories by developing an open forum (e.g. sharing a video, establishing a group blog page)
Encourage managers to conduct team meetings using ideas and materials from the manger section
Engage and educate employees through the organizations' intranet
Develop a plan to roll out support and education, potentially tied to a common time of engagement