☐ 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 manager 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