

Recovery Life Homes has formulated its Policies and Procedures to ensure a safe and comfortable environment for all residents. Group living can pose challenges under the best circumstances. While some of the following may seem restrictive, the goal is to provide clear defined guidelines for all residents. The overriding rule is treat others as you would like to be treated, speak to others as you would like to be spoken to and give the respect you would like to receive.

Mission Statement:

It is the mission of Recovery Life Homes to promote quality recovery housing through exceptional quality care standards in an effort help individuals with long-term recovery from alcohol and other drug use and addiction. Recovery Life Homes is a safe and healthy living environment that promotes abstinence from alcohol and other mind-altering substances. The purpose of Recovery Life Homes is to provide an environment to initiate and sustain recovery. Recovery Life Homes aims to improve one's physical, mental and social wellbeing. Our principles and practices are based on the core values of hope, compassion, respect, honesty, responsibility, and fairness during the journey to long lasting recovery.

Vision Statement:

Recovery Life Homes strives to provide a safe and helpful environment and support each and every resident in his or her recovery from addiction. It is our vision is to empower residents to recover from addiction and continue living a safe and healthy life. We envision all persons in recovery from addiction having access to all the care, support, and tools they need to live happier, healthier lives.

Code of Ethics:

1. Assess each potential resident's needs, and determine whether the level of support available within the residence is appropriate. Provide assistance to the resident for referral in or outside of the residence.
2. Value diversity and non-discrimination.
3. Provide a safe, home-like environment that meets NARR Standards.
4. Maintain an alcohol-free and illicit-drug-free environment.
5. Honor individuals' rights to choose their recovery paths within the parameters defined by the residence organization.
6. Protect the privacy and personal rights of each resident.
7. Provide consistent and uniformly applied rules.
8. Provide for the health, safety and welfare of each resident.
9. Address each resident fairly in all situations.
10. Encourage residents to sustain relationships with professionals, recovery support service providers, and allies.
11. Take appropriate action to stop intimidation, bullying, sexual harassment and/or otherwise threatening behavior of residents, staff and visitors within the residence.
12. Take appropriate action to stop retribution, intimidation, or any negative consequences that could occur as the result of a grievance or complaint.
13. Provide consistent, fair practices for drug testing that promote the residents' recovery and the health and safety of the recovery environment and protect the privacy of resident information to the extent allowed by law.
14. Provide an environment in which each resident's recovery needs are the primary factors in all decision making.
15. Promote the residence with marketing or advertising that is supported by accurate, open and honest claims.
16. Decline taking an active role in the recovery plans of relatives, close friends, and/or business acquaintances who may apply to live in the recovery residence.

17. Sustain transparency in operational and financial decisions.
18. Maintain clear personal and professional boundaries.
19. Operate within the residence's scope of service and within professional training and credentials.
20. Maintain an environment that promotes the peace and safety of the surrounding neighborhood and the community at large.

Resident Screening Orientation:

Admission to Recovery Life Homes is open to any person over the age of 18, who is in recovery from alcohol and/or drug addiction. The application process is as follows:

- Call 954-804-6108 for a phone interview or contact us via recoverylifehomes.com
- Schedule an intake appointment at a designated Recovery Life Homes location where a Case Manager and/or Program Director will give a tour of the premises and review the programs Policies and Guidelines.
- Fill out and review application form with a staff member.
- If the potential resident is still detoxing, under the influence or is unwilling to commit to the program guidelines, he/she will be denied upon request to enter the residence.
- The resident is required to provide the following:
 - Must submit to an observed drug screen and a breathalyzer upon entering residence.
 - Staff member will do all initial admission documentation with resident and answer any questions he/she might have.

Staff member will introduce the resident to his/her housemates and house manager. Resident will be shown to his/her room, where resident can get comfortable

Resident Rights and Requirements:

- Resident will not be discriminated against because of race, color, religion, sex, age, national origin, sexual orientation, disability or socio-economic status.
- Resident will be treated with respect and courtesy by all staff, residents, and guests of Recovery Life Homes.
- Resident shall be afforded personal privacy to the degree and extent possible in a program such as Recovery Life Homes.
- Confidentiality by program staff, including communications and records of your residency as authorized and required by law.
- All residents must be able to engage independently in major activities including eating, dressing, bathing and other activities consistent with independent living.
- Residents must have the firm intention of remaining clean and sober, and actively engage in a program of recovery.
- Resident must attend 90 meetings in 90 days and turn in meeting logs to phase up to next level.
- Resident must abide by the house rules and have respect for their House Manager.

House Expectations:

- Before being admitted to the residence, an interview will be conducted.
- Residences must be gender specific.
- Persons of opposite gender may only occupy the Common Areas within each residence and may only do so between the hours of 4pm and 7pm. All visitors must be pre-approved by Program Director/Staff.
- Residents of Recovery Life Homes visiting other Recovery Life Homes house of opposite gender must have same gender buddy from a Recovery Life Homes house with them and may only occupy

the Common Areas within each residence between 4pm and 7pm (limited to 1 time a week and not in swimming pools).

- Persons of opposite gender are strictly prohibited from entering bedroom spaces. This includes bathrooms that may only be accessed via bedroom spaces.
- Residents are not allowed to smoke or vape inside the residence. Smoking must occur outside and cigarette butts must be picked up and disposed of in the proper disposal containers
- Within the first 30 days of residence, residents must attend at least one self-improvement meeting (12 step, Smart Recovery, Faith-Based Recovery) meeting per day. Transportation to one local meeting will be provided daily.
- Residents must attend a “House Meeting” at the designated times weekly. Exceptions will be granted for residents on shift during House Meeting.
- Residents must make their bed daily.
- Approved psychiatric medication must be securely stored in personal locker.
- Within 2 weeks of moving in, residents must have obtained employment. Compliance may be evidenced through proof of pay stub, letter from employer, employee training materials
- Residents must submit to observed drug screens (urinalysis) weekly and breathalyzer nightly.
- Residents will be assigned a house chore.
- Residents will be assigned a nightly curfew.
- Residents who are not working full-time, must be out of the house between 9:00am and 4:00pm daily.
- Residence may play personal video games devices on television a maximum of 1 hour a day.
- Residents must be actively participating in an outpatient treatment program.
- Site maintenance staff will be available on an on-call basis. Maintenance issues need to be reported to a staff member (Please see section on Maintenance Repair Process).

Curfew Process:

- Each Resident is required to return home for nightly curfew.
- Resident must check-in for the night with the House Manager at or before curfew.
- After checking in for the night, residents may not leave the property until 6AM the following morning.
- Curfew times subject to pre-approved exception for residents that are on shift at work and will vary depending on an individual’s Phase listed below.

Phase Process and Curfews:

Phase 1: Personal Recovery Commitment (First 30 days)

- Curfew for those in residence less than or equal to thirty (30) days is 10:00pm nightly.
- Residents agree to complete 30 meetings in 30 days. That is 1 meeting per day, signing on your Support Group Attendance list.
- Residents must be out of the house from 9:00am until 4:00pm seeking employment until employed. If on SSI, resident must be volunteering within the community during daytime hours.
- No overnight stays allowed
 - Exceptions available (Family coming to town or travel home to see family) with prior authorization from Program Director obtained at least 72 (seventy-two) hours in advance.
(Must be current on rent)

Phase 2: Continued Commitment (31-90 days)

- Curfew for those in residence thirty-one (31) to ninety (90) days is 11:00pm nightly (Phase 2).
- In order to achieve Phase 2 privileges, resident must have been compliant with the following:
 - Previously met all Phase I requirements.
 - Good attendance at White Sands PHP/IOP (missing no more than 1 group sessions per month).

- Attend 12 step meetings once per day.
- Be employed.
- Have a sponsor.
- Have a home group.
- Set example for new residents.
- Up to date on rent with no outstanding balance.
- No more than two (2) behavioral infractions within first thirty (30) days of move-in and/or no more than two (2) behavior infractions within the 30-day period of each month.
- No overnight stays allowed (other than approved by Program Director at least 72 hours in advance and must be current on rent).

Phase 3: Modeling Recovery Commitment (91+ days)

- Curfew for those in residence greater than ninety (90) days is 12:00am nightly. Two overnight stays allowed per month with prior approval of Program Director (Phase 3).
- In order to achieve Phase 3 privileges, resident must have been compliant with the following:
 - Previously met all Phase 2 requirements.
 - Good attendance at White Sands PHP/IOP (missing no more than 1 group sessions per month).
 - Attend 12 step meetings once per day.
 - Be employed.
 - Have a sponsor.
 - Have a home group.
 - Set example for new residents.
 - Worked 1st step with Sponsor.
 - Conduct 1 house meetings per month.
 - Complete Exit plan to establish continued long-term recovery.
 - Up to date on rent with no outstanding balance.
 - Have attendance sheet signed at every meeting (Attend 12 step meetings once per day)
 - No more than two (2) behavioral infractions within first thirty (30) days of move-in and/or no more than two (2) behavior infractions within the 30-day period of each month.
 - No overnight stays allowed (other than approved by Program Director at least 72 hours in advance and must be current on rent).

Drug Screening Policy:

- Resident agrees to submit to observed drug screening and/or breathalyzer within the reasonable period of time of 1 hour upon request.
- Resident agrees to leave premises immediately upon refusal to submit observed drug screen or breathalyzer.
- Resident agrees to leave premises if drug screen or breathalyzer come up positive for alcohol or substances.
- Failure to pass drug screen and/or breathalyzer will result in resident being discharged for 72 hours. Resident will be allowed to re-enter residence if they can pass another drug screen and/or breathalyzer after the 72-hour discharge period. Resident will be put on behavioral contract. If resident breaks behavioral contract or fails drug screen and/or breathalyzer will result in permanent termination.
- Residents are not responsible for costs of testing.