

Honest Beginnings, Inc.

PO Box 3699
Amherst, MA 01004-3699

RULES POLICIES AND RESPONSIBILITIES

Honest Beginnings Inc. is an unrelated adult communal sober living environment. The rules at Honest Beginnings Inc. are designed to accomplish several things. It can be tempting to see rules, regulations and expectations as restrictive or punishing. But like any of the new tools you've been learning in recovery, you should know that when we make a point to work it, not against it, we benefit in personal growth. It would be impossible to list every rule or situation so some common sense must be used.

Any group of people, living together, clearly requires organization and team work in order for the house to function smoothly. Many of the rules relate to these kinds of household details. In addition, and more importantly, each of these rules has a similar "rule" in the outside world of work, family, life, etc.

Breaking of these rules will result in a review and possible discharge from our home and termination of your Member Agreement. Often, people suffering from dependency, have patterns of irresponsible behavior resulting in lost jobs, lost relationships, loss of self respect, etc. By recognizing and using these rules as positive guidelines, each of us can strengthen our recovery by learning to live orderly and responsible lives.

PROGRAM

Upon admission and at any time, if the staff deems necessary, your room and personal belongings may be searched for alcohol, drugs, or other contraband. Members will be subject to random drug and alcohol screenings each week. Any member found using alcohol or drugs will be immediately discharged and the Member Agreement terminated. No refund of rents will be given for any violation of policies.

Leaving overnight requires completing a pass and turning it in to the House Manager. You may request an overnight pass after being at Honest Beginnings Inc. house for at least thirty (30) days. You are responsible for getting another member to cover any household responsibilities you may have during your overnight out.

The curfew is set at 11:00 p.m. for Sunday through Thursday and 12 a.m. for Friday and Saturday and you are expected to be home on time. If work hours conflict, prior arrangements must be made. If you anticipate being late, call your House Manager and advise as soon as possible. Any infractions will result in consequences and possible termination of tenancy. All violations will be noted in your file.

All members are required to sign in and out, declaring their destination and approximate date and time of their return, on the Sign Out sheet provided daily. All members are also required to either complete or have arranged for someone to complete their chore while they are gone. The purpose of Sign Out is for telephone courtesy and in case of emergency.

Members are strongly encouraged to exhibit an honest, open and willing attitude.

Members may not bring any valuable items to Honest Beginnings House. Honest Beginnings Inc. is not responsible for any items brought by member to the house.

Theft, in any form, is not tolerated at Honest Beginnings. Anyone caught stealing is subject to immediate transfer and possible legal action.

You are required to attend, on time, a minimum of FIVE (5) meetings weekly.

The use of any alcohol or any unauthorized mood-altering chemical is not allowed, either on or off the premises. Continuous sobriety is necessary for members of Honest Beginnings. Should a member resume usage, the member will be terminated immediately from tenancy. If you think another member has been drinking or using drugs, inform a staff member so that the staff can confront the member in a sensitive way and appropriate action can be taken. Anonymity will be respected. A drug screen (UA) may be requested when there is suspected chemical use.

Physical violence directed at you, another person or Honest Beginnings property will be grounds for immediate termination. In addition, any language or gestures determined by staff to be consistently abusive or threatening may be grounds for termination. It is expected that members will not engage in enabling behavior. Illegal activities are not condoned by Honest Beginnings and are grounds for termination.

All members must be employed, seeking employment, attending school, or doing something conducive to recovery.

Members are expected to abide by confidentiality and anonymity of peers. What is said in Honest Beginnings house, stays in Honest Beginnings house.

Members are expected to be responsible, respectful and considerate of them, all others and the house at all times.

You are not allowed in another members bedroom. Only staff and the member who is living in that bedroom are allowed in that bedroom, unless explicit permission is given.

You may not have any physical contact with another member or guest on the property, other than a handshake or a 'greeting hug'. Relationships with other members may be grounds for termination.

No sex is allowed on Honest Beginnings property.

Your pets may not live on Honest Beginnings property.

FURNITURE

You are not allowed to remove or move any furniture or fixtures from the house or from room to room. **Do not bring** any of your furniture or it becomes Honest Beginnings property! All items in the house or hanging on the walls are Honest Beginnings property. You may bring family pictures or recovery items only. These items are allowed **ONLY** in freestanding frames. No wall hangings allowed. Notify the House Manager if you are donating something to the house with the understanding that the item stays after you move out.

GRIEVANCE BY MEMBER

The grievance process for a member is to talk to your House Manager. If the situation has not been resolved then go to the Office Manager, then the Board. Lastly MASHsoberhousing.org

HOLIDAYS

All regularly scheduled meetings are observed during all holidays. If you are planning to take a leave during the holidays you must get your plans approved by the House Manager three (3) days prior to your set departure date.

HOUSE MEETING

Our House Meetings are CLOSED meetings. Guests are not allowed. House meetings times will be set by House Manager.

MEDICATIONS

Prescription narcotic medications are not permitted at Honest Beginnings. All other prescriptions Must be approved. Members are responsible for taking care of their own prescribed medications. Honest Beginnings does not administer medications.

You may not consume anything nor bring to the property anything that contains alcohol, including but not limited to, over the counter medications and mouth wash. All residents are expected to provide an accurate accounting of the medications they bring to Honest Beginnings. All medications must be listed on Members Medication Record with other pertinent information. At any time staff deems necessary, medications may be counted to confirm the accuracy of dosages taken. Any changes in the dosage must be confirmed in writing or by telephone to staff from the issuing doctor. Do not leave medications out where they are in the open or unprotected. Keep in a dresser drawer or with you at all times. You are responsible for the control of your medications and any deviations are considered abuse. Abuse of medications will be considered a violation and membership can be terminated.

PHONES

Cell phones are permitted. You are expected to use with respect to all members and staff members.

This Policies and Responsibilities Contract is subject to change without prior notice, by Owner or House Manager at any time.

My signature below signifies that I have read, and understand, the terms and conditions set forth in this contract and I agree to abide by them:

Members Name

Date

Witness

Date

House/Office Manager

Date