



## COMMUNITY DECORUM AGREEMENT

This agreement has been crafted to ensure your success while residing at Grandmaison Recovery Home. Residents are held to a high standard of behavior and respect for one another. We built this home for women like you; to foster growth, stability, and lasting recovery. We ask that you carry on this mission within our walls and outside the community. Residents should always strive to set an example that others can admire and hope to emulate. Being a resident requires a certain level of commitment to sobriety, recovery, meeting responsibilities, and expected behaviors. Grandmaison Recovery Home is a 12- Step residence; you will be immersed in the 12 steps as a way of life. By signing this Decorum Agreement, you agree to adhere to the guidelines below. Please be advised that we do have a little dog on the property from time to time. She is a sweet Frenchie named Lily, and she has a lot of love to give and is extremely ready to receive.

### CHORES

Chores are to be done daily; they are directed and checked by the Peer Leader. Residents will be assigned a task on the Chore Board each week, which will be posted on the refrigerator. As a resident, you are responsible for completing your assigned chore by curfew nightly, except for deep cleaning conducted on Monday nights before house meeting. Your designated chore area will remain your responsibility for one week. Please be sure to have the Peer Leader check your chore if you are retiring before curfew. You will be asked to get out of bed and complete it if it is not done thoroughly.

### CURFEW

Phase 1 House curfew is 10:00 pm from Sunday through Thursday and 10:30 pm on Friday and Saturday. Phase 2 House curfew is 11:00 pm from Sunday through Thursday and 11:30 pm on Friday and Saturday. If you are already out for the evening and find that you will be late, you must call the Peer Leader and discuss your anticipated return time. It is your obligation and responsibility to be in the house before curfew. The curfew is set and mandatory according to the daily schedule. Missing curfew will result in disciplinary action up to and including discharge for repeat offenses. If you are a no-call no-show, it is an automatic discharge, and the door code will be changed. Your belongings will be packed and secured; it is your responsibility will be to facilitate pick-up.

## LIVING SPACE EXPECTATIONS

### BEDROOMS

Your room should always be clean, neat, and orderly. Please do not enter any bedroom other than your own, as you would not want anyone in your space. Sponsors and visitors are not allowed in bedrooms. Beds must be made, and rooms must be clean, organized, and maintained regularly. Rooms should always be able to pass inspection. Each roommate is as responsible for their room as the other. If the room is a mess, you will both be held accountable. We encourage you to work together and take pride in your space.

- Windows doors and screen doors are to remain closed.
- If you are not in bed, it must be made, and be clear of clothes, books, etc...
- Line shoes up along the edge of the bed or put them neatly in the closet.
- Keep only a few items on the dressers and keep them neatly organized.
- Clothes must be on hangers, in drawers, or in the hamper.
- Food, dishes, cups, and glasses are not allowed in bedrooms. Bottles only, please.
- Do not hang or post anything on the walls without approval. **NO TAPE OR TACKS**
- Cash or valuables should not be left out on dressers, nightstands, etc.

PLEASE be aware and mindful of your roommate.

PLEASE do not accumulate excessive amounts of clothing, shoes, and/or material items

### KITCHEN

The kitchen is to be always kept neat and orderly. If you make a mess, please clean it up. Your dishes are your responsibility. Please rinse your dish and place it in the dishwasher; if you find it is at capacity, take the initiative and start it. Be sure to keep the refrigerator neat and clean; this means disposing of your expired items and cleaning up any spills or messes as they happen. When using the community coffee pot, be sure to clean and shut it off when you are done; please be mindful not to leave it on if you are leaving the house. The kitchen is a chore that will be rotated weekly, so if everyone pulls their weight it won't be a daunting task.

### LIVING ROOM

Please do not leave personal items in the living room. When you are done with the TV, please shut it off. Eating in the living room is a privilege, so be mindful of cleanliness, or you will be asked to only eat in the kitchen. Guests are allowed in the common areas, such as the living room, but be sure you have prior approval from staff.

We ask that you do not rearrange furniture in any room, including your bedroom.

## PROGRESSIVE CORRECTIVE ACTION

Our Peer Leader uses what is called a “progressive corrective action” for violations of Grandmaison Recovery policy. Corrective action may take the form of verbal, written, or first & final “contracts” regarding specific behaviors by residents that are unacceptable or in conflict with the Decorum Agreement. This is a fact-finding and fact-facing process; this is not in any way meant to place shame or blame on a resident; it is simply a way to have an open dialogue with peer leaders on how to better your conduct within the community. A resident may lose car privileges, cell phone privileges, loss of passes, curfew, or be placed on house restriction. If a resident fails to correct the behaviors, they may be discharged.

## GUEST POLICY

Peer Leaders must approve all visitors before their arrival. Only sponsors and family will be considered for approval, as guests, friends, and significant others will not be allowed on the property. This may be restricted during Covid-19 protocols. All guests must be sober while visiting. While visitors are welcome at Grandmaison Recovery Home, they cannot enter the residential sleeping quarters. Guests must remain in the common areas of the house and must be off the property before quiet time begins (9:00 pm). For mothers of children, please seek approval from the Director for home visits and overnights. We strongly encourage family reunification at GRH and will do everything possible to support it.

## EMERGENCY PROCEDURE

**Fire Alarm:** When an emergency alarm goes off, you are to stop what you are doing and head to the edge of the driveway. Do not try to get anything from inside; your life is far more important. If you at any time feel that there is an emergency, seek an appropriate person and inform them.

**Severe Weather:** In the event of a tornado or severe weather warning, the Peer Leader will alert the residents and gather them in the safest area.

**Emergency Issue:** In the event of an emergency or perceived dangerous situation (i.e., fire, a stranger on the property, power outage, severe weather, or overdose), the Peer Leader or Director should be notified immediately to secure the environment. Narcan is accessible throughout the home; you will be informed of its placement upon admission; this is for emergency use only; please do not take it outside the home; that would be classified as theft. Please take a moment to view our Emergency Policies & Procedures in our GRH Resource Binder located in the common area.

## FIRE SAFETY

For fire safety reasons, certain materials are prohibited within Grandmaison Recovery Home.

Unauthorized materials include, but are not limited to:

- Candles, lanterns, or any device utilizing a flame
- Incense of any kind
- Fireworks or Matches

## GOOD NEIGHBOR POLICY

While you are a resident at Grandmaison Recovery, we ask that you appropriately conduct yourself. All residents are expected to lead by example. Smoke in the designated area outside by the fire pit and dispose of cigarettes in the receptacle; please remember that we are a smoke-free home. Avoid lewd language and keep an appropriate volume when outside. Everyone is responsible for taking pride in our space; please clean up after yourselves and keep our property beautiful and welcoming. Quiet time is from 9:00 pm-7:00 am. Residents must always look presentable outside the home, for example, in shoes and fully dressed.

If a neighbor has an issue, do not hesitate to connect them with the Director; the information is posted in the main hallway by the drop box. Please conduct yourself with dignity and grace, and allow us to communicate and problem-solve.

## SMOKING POLICY

This is a smoke-free home. Smoking/vaping is only allowed in the designated smoking area, which is outback and 10 feet away from the house. Please dispose of your cigarettes in the receptacle.

## CONTRABAND

Residents are prohibited from possessing any of the following:

- Alcohol in any form
- Products containing alcohol
- Illicit drugs
- Pornography
- Weapons of any kind
- Pictures exhibiting party scenes/ alcohol /drug use / sexual or implied sexual content.
- Tattoo/piercing devices
- Unapproved medication prescribed and over the counter.

**Over-the-counter medications that are absolutely not permitted for use on or off property.**

DayQuil, NyQuil, or ZzzQuil. Tylenol PM or anything with the active ingredient DIPHENHYDRAMINE. This would include Benadryl, Unisom Sleep Aid, Delsym, Mucinex, or Cough Syrup. This also includes poppy seeds. These over-the-counter medications will pop up on your drug tests, which is not a valid excuse for failing. You are personally responsible for what you ingest, so please be mindful; if you are unsure, don't hesitate to ask staff. You will be held

accountable. Refer to the unapproved medication list for unapproved prescribed medications.

## IMMEDIATE DISCHARGE

Disruptive behavior is grounds for immediate dismissal and is defined as, but not limited to:

- Violence or threats of physical violence
- Abusive verbal behavior / loud arguments
- A “chronic” bad attitude toward peers or community
- Gambling
- Destruction of house property
- Theft
- Arson
- Breaking confidentiality
- Violation of house policy, procedure guidelines, and/or resident code of conduct
- Use of drugs or alcohol (on or off property)
- Having drug paraphernalia on the property
- Refusal to provide a urine sample and or alcohol test
- Not informing management when you know that a resident is using drugs or alcohol
- Possession or use of weapons of any kind
- Hanging out at Men’s Sober houses
- No dying hair on the property

## RESPECT POLICY

Grandmaison Recovery residents should always maintain an attitude of mutual respect. Each resident is responsible for her behavior, including maintaining the house's safety, cleanliness, and peace. Quiet time is at 9:00 pm. We ask that residents are mindful of the volume of their voices, TV, or music after this hour. We encourage you to take this time to complete your nightlies and meditate.

While inside the home, residents are asked to:

- Be aware of others’ need for peace and quiet.
- Take responsibility for immediately cleaning up your own mess.
- Working for the entire time during chore time and completing all assigned chores.
- Residents shall not vandalize or intentionally damage/modify Grandmaison Recovery property or rearrange the furniture.
- Avoid horseplay or disruptive behavior, including but not limited to running inside the house, shouting, gossiping, making inflammatory or insulting comments, wrestling, or playing outdoor sports inside the house.

- Grandmaison Recovery has a zero-tolerance policy towards any racist or discriminatory language.

## SEARCH & THEFT POLICY

To support the philosophy and mission of Grandmaison Recovery Home and ensure all residents' safety, the staff reserves the right to perform random resident searches. "Resident Searches" can include personal searches, property searches, or the resident's sleeping quarters. Resident searches will only be conducted to protect the community's health, safety, and welfare. Searches will be conducted professionally, maintaining respect and dignity for the resident.

Theft of any kind is unacceptable and will be grounds for an immediate discharge. Eating other people's food is theft. Please ask if you are unsure of what is the community's food. **Do not leave loose cash or valuables in your room. If you possess cash and/or valuables, you must properly secure them.**

## INFECTION CONTROL POLICY & HYGIENE

Residents are expected to maintain good hygiene. Wash your hands after using the restroom. Shower daily. Always look presentable. Use deodorant. Brush your teeth. Do laundry regularly and wear only clean clothing.

If a resident feels ill or experiences a non-emergency medical or dental problem, the resident may seek treatment at local urgent care or PCP. It is suggested that residents have a Primary Care Provider. If a resident is experiencing an emergency, staff must be notified so immediate action can be taken.

It is not unusual for people, even those without a history of active addiction, to carry bacteria or viruses in their respiratory and digestive systems or open wounds.

We can keep the home safe and healthy if we simply assume that everyone and anyone in the home is a carrier of something contagious, no matter how clean they look. Even if you do not think that blood/body fluid is infected with bloodborne pathogens, *treat it as if it is*.

There are steps we can all take to limit infection in the home.

1. Ensure your immunizations are current, including the latest flu shot.
2. Get tested for Hep B and Hep C, and HIV. If you test positive, seek treatment.
3. Do not share hats, combs, or brushes to limit any lice spread.
4. Do not bring bedding from any unknown source into the home to limit any spread of bedbugs. (They also hide in the spines of used books.)

5. Never share toothbrushes, razors, or any other tool that might have been contaminated with even a tiny amount of blood.
6. Do not share vapes. The mist that is exhaled from a vape contains microscopic particles of whatever is happening in the vaper's lungs. Sharing a vape is the equivalent of sharing a French kiss with your housemate. Just don't.
7. Practice proper food handling and storage. Do not leave leftovers unrefrigerated. Do not leave meat out on the countertop to defrost. Designate one cutting board for meat only.
8. Sneeze or cough into the crook of your arm to prevent the spread of airborne infection.
9. Throw away used tissues.
10. Wash your hands before and after preparing food, before and after eating, before and after cleaning a wound, after using the bathroom, and after contact with blood or body fluids/waste frequently when you are ill.

Please refer to our full Infection Control Policy, including decontamination measures and clean-up methods, in our GRH Resource Binder located in our common area.

## **MEDICATION POLICY**

Residents are not permitted to share medication with other residents. Residents must keep their medications secure; if you feel your medication needs to be locked in the safe, please ask staff to do so. Residents must communicate with staff about their prescribed medications before taking them. Grandmaison Recovery residents are expected to comply with their physician's instructions and directives- including but not limited to consistently taking medicines on time and as prescribed. Staff must clear all medications. Absolutely NO narcotic drugs or potential medications of abuse are allowed. Residents may only use over-the-counter medications that are listed on the approved over-the-counter medication list. Please remember that staff will conduct med counts periodically and log them in One Step. You can only possess 1 month's worth of medication; the remaining medication will be stored in the safe.

\*Medication Safety Policy Completed \_\_\_\_\_ INITIAL

## **DRUG & ALCOHOL SCREENING POLICY**

Residents of Grandmaison Recovery Home will be subject to random drug testing/ breathalyzer throughout the week. You will have up to two hours to provide a sample. Failure or refusal to adhere to these tests will be grounds for discharge.

## **VEHICLE POLICY**

Residents of Grandmaison Recovery should submit a request for vehicle privileges during the application process or upon admission. Without prior approval, you may not have your vehicle on the property or within the neighborhood. If you do not utilize the proper approval channel, this

may slow down the use of this privilege. Residents must provide staff with the following: A copy of a valid Driver's License, Proof of valid vehicle registration, year, color, make, model, and license plate number on the vehicle. Residents are expected to use vehicles responsibly and within the confines of the law.

## MAINTENANCE POLICY

Please bring all maintenance needs to the Peer Leader or Director. Residents are not to make repairs or attempt to make repairs. Maintenance requiring immediate attention, like running water or safety hazards, should be reported to the Director immediately.

## SPONSORSHIP/HOME GROUP/SERVICE POSITION

In keeping with our purpose of full 12-step immersion, in your time with us at Grandmaison Recovery, the following outline is the expectation of your recovery program.

- Obtaining a sponsor within a week of arrival. Sponsors must be willing to submit to a weekly check-in by staff, which includes these questions: Is the sponsee taking suggestions? Writing inventory and sending nightlies? We consider your relationship with your sponsor to be sacred; we do not wish to know any personal information; this process is purely for thorough accountability.
- All residents must secure a home group and a service position within the first week of their stay. Residents are encouraged and expected to continue to honor these commitments.

## MEETINGS

Grandmaison Recovery residents must attend 3 outside meetings per week if employed and 4 if unemployed, not including the Monday night in-house meeting. Only one Hope Center Meeting counts toward the weekly goal. Each resident is provided a meeting signature sheet on which they will document the meetings they have attended. The secretary must sign these at the end of each meeting. Residents must present their meeting signature sheets at the Monday night house meeting. You will also be signed up for the One Step App and can check into meetings by location services. Your choice. During Covid-19 protocols, Zoom meetings will count so long as the Peer Leader is involved and can verify attendance. There will be a mandatory deep clean and house meeting every Monday evening. All residents must attend and are responsible for scheduling time off from work.

Monday Deep Clean 6:00-7:00 pm  
Monday House Meeting 7:00 pm

All residents must bring their meeting list and their last 7 days of nightly reviews to Monday night house meetings. Staff will facilitate the meeting and check in with the community about sponsorship and step work. The meeting will be opened at the end for any community issues that need addressing.



## MEETING ETIQUETTE

Always bring proper literature such as your Big Book. Be respectful to the group as a whole; arrive 15 minutes before the meeting starts, and use the restroom before the meeting to avoid being disruptive. Place your cell phone on silent and refrain from crosstalk. Dress and act respectfully. In the spirit of anonymity, do not mention Grandmaison Recovery by name when sharing. If you are asked to help, do so. In the spirit of singleness of purpose, be mindful to stay on topic, introducing yourself as an alcoholic at AA meetings and an addict at CA/HA meetings. Be polite to all who approach you. Be respectful of your conduct around the opposite sex. Seek out and talk to those who appear to be staying sober and working a recovery program. Thank the speaker at speaker meetings. Clean up after yourself and others; this is being of service. Be friendly and welcoming to the newcomer, and do not badmouth other recovery homes, treatment centers, or recovery pathways. Do not arrange for old friends, family, or romantic interests to meet you at recovery events or meetings.

## WORK & GOAL SETTING

You are expected to seek employment or be gainfully employed in your time with us. Upon admission, you will meet with case management to take an inventory of resources you may need to help you succeed in rebuilding your life. You will meet with your case manager weekly to work on setting short-term, long-term, and recovery goals. Our home was created as a safe space for self-reflection, growth, and reunification. You will work one on one with your case manager to achieve success.

## SERVICE WORK

Service work at Grandmaison Recovery within the community is encouraged. Sometimes we will participate in community service activities, including 12-step service work, helping at a food pantry or homeless shelter, etc. The spirit of service is humility, and this is an amazing opportunity to practice it.

## RELAPSE POLICY

Grandmaison Recovery Home has a zero-tolerance policy for the use of alcohol or drugs of any kind. In the event of a relapse, all reasonable efforts will be made to accommodate a transition to a supportive environment, such as a referral to treatment, alternative sober living arrangements, 2-1-1, and community resources. The resident will be involved in the planning. If the level of intoxication leads to difficulty in doing so, leadership may contact the emergency contact for further assistance. If residents leave abruptly, they must take their belongings with them. If you can NOT take them with you, we do expect you to pack up your belongings and label them with your full name and date to be securely stored. After 7 days, all personal property will be donated to local charities if there have been no arrangements for pick up. By initialing below, you are agreeing to these terms and conditions.

Resident: \_\_\_\_\_ Staff: \_\_\_\_\_

I have read, understand, and agree to abide by the Community Decorum to the best of my ability throughout the duration of my stay at Grandmaison Recovery Home.

Print Name: \_\_\_\_\_

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Leadership Signature: \_\_\_\_\_ Date: \_\_\_\_\_