

POLICIES AND PROCEDURES:

As a Member of Harwood House, I understand a violation of these terms will result in action taken by Harwood House staff including but not limited to verbal or written warnings, restriction, or contracts. Multiple offenses may result in dismissal from the residence. I agree to the following:

PERSONAL PROPERTY DISPOSITION:

Any personal items left behind upon dismissal is the sole responsibility of the discharged Member and will be held for no more than 7-10 days and will be discarded thereafter.

SEARCHES AND ROOM CHECKS:

By signing this agreement the terms are understood that any personal items brought onto the premises are subject for search by staff at any time for any reason. No permission is needed by the member. Also, Room checks are performed periodically for safety and for violations of rules, regulations and policies. No permission is needed by the member.

DRUG TESTING POLICY:

Members will agree to take a minimum of once weekly drug/alcohol tests when requested by Harwood Houses staff.

A. Members unable to produce a UA specimen will be asked to do so within one hour in the presence of management.

B. Failure to provide a specimen may result in dismissal.

C. Members are responsible for any substances in their system, including those from poppy seeds, mouthwash, over-the-counter medications, and herbal supplements. All positive results will result in immediate dismissal.

D. All screenings are recorded on a nightly management log and reported directly to the Operator.

E. In the case of a false positive, members will be provided another Quick Cup test. A second positive result may be followed by an optional opportunity to take themselves to the local emergency room for toxicology screening at the member's expense.

Same-day negative lab results will waive dismissal.

F. Members may be dismissed for suspicious behavior or suspected substance use at the discretion of the staff.

DANGEROUS MATERIALS:

Members shall not keep or have on the premises any type of firearm, weapon, or any materials of dangerous, flammable, or explosive properties that might significantly increase the danger of fire on the premises. If any such items or materials are found during personal property or room searches it is understood this is grounds for immediate dismissal by Harwood House staff's discretion.

PERSONAL MEDICATION PROCEDURE:

Members will be responsible for their own prescriptions providing Harwood Houses with scripts upon request. Medications must be kept in a lockbox, a house member is responsible for what is in their system and will back up medications with a script.

DRUGS AND ALCOHOL USE AND/OR POSSESSION AND RELAPSE PROCEDURE:

The use and/or possession, consumption, or ingestion, of any drugs or alcohol is strictly prohibited on and off the property during members' stay at Harwood House. If assumed or determined by staff or a member, use and/or possession of drugs and/or alcohol is grounds for immediate dismissal and termination of membership. If said member is non-threatening and fully cooperative, Harwood House's staff will assist with contacting detoxification centers and/or hospital emergency rooms.

Fees:

In connection with the Member's application for Membership at Harwood House, Members shall be required to pay \$235.00 weekly, the parties agree and acknowledge that this is fully consistent with Harwood House Agreement for Membership separately executed by the Signed Member and Harwood House. **All members are required to give a two (2) weeks notice when vacating.** Members' failure to pay said fee obligations shall result in termination of Membership.

Refund Policy:

In the event a member is dismissed for violation of rules, regulations, or restriction policies, non-payment of fees, or leaves on his own violation, it is understood that any refunds are prorated and will be returned within 10 business days.

RULES:

As a Member of Harwood Houses, I understand a violation of these terms may result in immediate dismissal. I agree to the following:

1. I will not possess, consume or ingest any drugs or alcohol for the duration of my stay.

A. No drug or alcohol related paraphernalia of any kind is allowed. Including but not limited to hookahs, glass pipes, empty bottles or cans.

B. Tobacco products are to be used only in designated areas.

C. Mouthwash containing alcohol is prohibited. Alcohol free Mouthwash is acceptable.

2. I will participate in a recovery program of my choice.

A. I will participate in a minimum of 3 meetings per week including the mandatory weekly house meeting.

B. I will show up a minimum of five minutes early for all internal house meetings and all external meetings. Members must stay for the duration of the meeting.

3. Disrespectful behavior or defiance towards Harwood Houses staff is grounds for further action or dismissal at the discretion of the Staff. Vandalizing, tampering with or altering Harwood House property is prohibited. Altering, writing, or erasing notices from Harwood House Staff on the white boards in any way is prohibited.

4. Weapons, violence or threatening gestures physical or emotional are grounds for dismissal and may include legal action.

5. Harwood Houses is not responsible for lost or stolen items. If Harwood Houses staff suspects a Member responsible for stealing this will result in immediate dismissal and possible legal action may be taken.

6. Lying is not conducive to the recovery of yourself and other Members. Dishonesty and dishonest behaviors may result in dismissal at the discretion of Harwood House's staff.

7. Curfew begins at 11:00 pm and ends at 5:00am. Members are expected to sign in for the evening before or at curfew and remain on the premises and may not leave for any reason upon signing in for the night; unless cleared with Harwood House Staff. Overnights must be cleared 24 hours in advance with Harwood Houses Staff by completing an Overnight Request Form.

8. Illegal activity is not permitted and will result in immediate dismissal as well as possible legal action.

9. Gambling is not permitted on the premises. Activities at strip clubs and bars are forbidden regardless of the nature of conduct and participation. Restaurants are acceptable, but Members may not be seated in the bar areas and may not consume alcoholic beverages.

REGULATIONS:

As a Member of Harwood House, I understand a violation of these terms will result in action taken by Harwood house staff including but not limited to verbal or written warnings, restriction, or contracts. Multiple offenses may result in dismissal from the residence. I agree to the following:

- 1.** Disrespectful, inappropriate or violent behavior towards other Members will not be tolerated.
- 2.** I agree to comply with my assigned chore. Chores are mandatory and are not negotiable. Chores rotate regularly. Altering chores lists in any way is prohibited. Members may be asked to do more than one chore from time to time.
- 3.** I will not possess or consume energy drinks or energy supplements on Harwood Houses Grounds. Coffee is acceptable.
- 4.** Borrowing money or belongings from Members or staff is unacceptable. Harwood House staff are not responsible for loaned or borrowed money or belongings.
- 5.** Harwood House will not provide storage space outside of your assigned rooms. We recommend renting a storage unit or storing personal effects with a trusted friend or relative.
- 6.** Napping or sleeping in the common areas is prohibited. Members are expected to be fully clothed in the common areas at all times.
- 7.** Members are expected to clean up after themselves in all common areas, as well as the assigned room. Food and trash is to be properly disposed of and emptied regularly and living space is to be well kept and maintained. Beds must be made at all times when not in use.
- 8.** Lights, fans, and AC units are to be turned off when not in use. Please help us keep the living expenses as low as possible for everyone.
- 9.** Computers and phones are allowed. Members may not borrow or make use of other Members' electronics unless sanctioned by Harwood House staff.
- 10.** If you suspect another Member is in violation of any of the rules, you are expected to notify Harwood House staff. Failure to do so will result in further action taken by Harwood House staff. You could be held equally responsible if you are suspected of withholding information. Anonymity will be kept private.

RESTRICTION POLICY:

Harwood House has a Restriction Policy that limits certain privileges for the duration of the restriction. For the first 30 days Members are under mandatory restrictions.

If a Member is put on restriction for any other reason, the following policies must be observed.

As a Member of Harwood House, I understand a violation of these terms will result in action taken by Harwood House staff which may include being discharged. I agree to the following:

1. Curfew begins at 10:00 pm and ends at 5:00am. Members are expected to sign-in with Staff and remain on the premises following signing in and during curfew and may not leave for any reason.
2. Members are forbidden from having overnights during this time for any reason.
3. Members are expected to attend 4 meetings each week including the mandatory weekly house meeting.
4. Members must abide by all recommendations by Harwood House staff.
5. If the Member does not have a minimum of 20 hours of work each week, the Member is expected to find work before being released from restriction. Members may not work more than 40 hours a week, 5 days a week (unless cleared by Harwood House staff for a maximum of 60 hours a week, but no more than 6 days a week.) Meeting requirements must be met.
6. Members must meet with Harwood House staff before being released from restriction.