



## Housing Program Expectations

### Code of Conduct

Thank you for considering our housing program. As part of the Xchange, you will experience having an instant family that will give you a ton of support, encouragement and suggestions for living a good and healthy life. Much of what makes up our program, are things that will benefit you and help you with your faith and your recovery and are things meant to do for the rest of your life. Everything we suggest is meant to only help you and provide a good foundation to build your life on. Each resident will have a 'core team' that consist of a house manager, senior resident, peer coach, program supervisor(s) and program director to help guide and support you while in the program.

The following expectations are mostly common-sense, everyday guidelines that will help all of us to be aware of the need to respect each-other. These expectations have been set in place to not only safeguard Xchange Recovery house(s) but, to safeguard its current participants and all the future participants to come. It may seem like a lot, but it's all self-explanatory stuff, and totally doable. These house rules apply to all participants and may not all apply to the staff of Xchange Recovery.

1. We are a Christian faith based supportive housing program. Our program is a 10 month minimum – 2 year maximum. Please honor the home(s), all the participants, staff etc, at all times. This includes keeping your actions and language under control. Certain profanities will constitute a fine.

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2. Our house(s) are considered safe and sober living – do not use any kind of mind altering drugs or alcohol in or out of the home while in our program, this includes marijuana or CBD. The only exception is nicotine (i.e. cigarettes, vape, e-cigs, chew). Please smoke in designated areas only and dispose of cigarette butts in the butt can provided - not in the garbage or toilets. Do not bring halfies (partially smoked cigarettes) into the house. There is absolutely no smoking or vaping allowed in the ministry vehicles or houses at any time.

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3. We do take participants on Medicated Assisted Treatment (M.A.T.) programs, however we do not accept anyone on narcotics of any kind. You will be expected to detox off of all unapproved medications and provide a negative UA before being considered for our program.

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4. Under phase I & phase II, all medications over-the-counter or prescribed are to be in the care of the house manager, under lock/key. All medications must be in original containers. If, for any reason you get any prescribed medication, it must be brought to the attention of the house manager. For extreme cases involving surgery or other in depth procedures- You must have a note from your physician if prescribed a narcotic for longer than 2 weeks, and you must make your core team aware of said procedures prior to the event. If you are prescribed medicines by your doctor, you must stay on those meds until your doctor takes you off them. (provide such proof from your doctor to the house). All medicines are to be kept with the house manager and out of view of other house members. (ABSOLUTELY NO sharing of prescribed meds, this is considered a relapse of all parties involved). Talking to other participants about medications is not acceptable. Stay in your own lane and do not discuss medications with anyone other than staff, as this could trigger someone. Under phase III, you will begin dispersing your own medication, under supervision. All meds must be kept in a lock box (provided by participants at all times and, an additional key must be given to the house manager, and random pill counts will be conducted. If you chose not to continue taking your prescribed medication you have 1 week to get a doctors note confirm this

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5. Upon move in – staff will conduct a thorough search of boxes, luggage, and personal items coming into the house. This is to ensure no drugs/alcohol, paraphernalia, weapons, and inappropriate items are brought into the house (i.e. pornography, drug/alcohol clothing, adult devices, etc. – this is subject to staff’s discretion). Inappropriate movies & books (i.e. evil, excessive sexual content or language, etc.) Are inappropriate in a faith-based program. Random and unannounced searches will be conducted to ensure none of these items are brought into the house to protect others in the house and to ensure the premises are safe for all. All things brought into the house subsequent to entry to the program, also must be checked-in with staff (e.g. things brought in from a storage unit or given to you from a previous place you stayed.

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6. There are many resources and agencies that have been divinely provided to you to help you in your journey to seek healing and long-term recovery. You will be required to meet with other providers or participate in various programming at the discretion of staff – (i.e. drug/alcohol/mental health assessments, resume writing/job readiness, financial guidance, Good Samaritan Ministries for counseling, Xchange pastoral staff for personal prayer ministry, treatment counseling, or Xchange volunteers for peer support including case management and groups, ministry of helps, parenting classes, spiritual 12 steps, Love & Respect etc.)

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7. We may also have other programming and/or activities that you may be required to participate in to help your recovery, build unity, or faith building. (i.e. holiday gatherings, Xchange events, etc.).

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8. If you’re unemployed, you will seek employment daily during the work week until employment is found. Employment search log of at least 5 per week, must be turned into your peer coach. If you are already employed and looking to change jobs, you must maintain current employment, until replacement employment is found. Proper notice to your current employer is strongly suggested. If you are already employed or become employed you must inform your core team of your work schedule on your “week-at-a-glance” sheet that is part of your weekly

check-in, also we require copies of your paystubs to be provided each pay-period. All employment must be legitimate work, no “under the table” work.

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9. High accountability and program structure helps foster integrity. You will be required to sign in and out (on board) as well as, phase specific accountability (see below).

Blackout & First Phase & Second Phase: Plans are presented as a request to Core Team group text or messenger, and you’ll need to provide information of who, what, where, when, why and how. Plan ahead. Must wait for the okay from someone on your core team via text/messenger. If you don’t get an answer, your answer is no. When plans are in motion, you must core team message location along the way whenever location changes, so staff is aware of your location at all times. If you’re doing right, this won’t matter to you.

Third Phase: You’re living out what you learned in first and second phase, and no longer need to present your plans as a request. In this phase, you’re just informing House Manager/Sr. Resident where you’re going. This process is meant to help you consider making good choices. Often when you’re not doing well, or what you’re supposed to, you drop off the radar and don’t tell anyone anything. This will help you stay on track, and will help you to be considerate of others. Over communicating helps us know you’re doing well and on track.

All participants will be asked to place Life 360 tracker app on your phone, just like random UA’s, we can/will randomly check your whereabouts. Staff may roll up and check to see if you are where you say you are. This is an integrity program, which means do the next right thing, even when no one is looking. Being shady, lying and sneaking is old behavior and not acceptable. Please do what you say you’re going to do - it is a big part of recovery. We will randomly check to keep you on track. Building healthy habits is what you’re here for and it takes time and repetition of doing right, to have it become second nature.

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A week-at-a-glance calendar of scheduled daily activities (i.e. work, meetings, etc.) must be prepared each week and given to house manager by Sunday at 8pm, along with weekly check-in and community service log. Failure to submit online check-in, week at a glance and community service log, will be subject to a fine. These forms help us ensure your status in the program.

- Participants are to be chaperoned while on black out by either a housing team member, more established participants (can counts as CS hours, if not already going there yourself) or an approved chaperone (this is someone related to or personally invested in the resident) they must be approved by peer coach, house manager or program director, and have read and signed chaperone agreement.
- During situations that a participant is on black out and has no one available to chaperone them, participants may be allowed to travel alone, this will be a case-by-case decision and must be approved before hand by program director. These exceptions are limited to appointments with probation officers, doc officers or job interviews only! In such situations your whereabouts must be verifiable by a signed time card, failure to do so may result in a written contract, and possible extension of black out period.

10. We will be having community dinners (times/frequency will be determined by house leadership, based on what is going on at each home). Each participant may be required to be on the rotation schedule. As part of the life skills training, you will plan, shop and cook a healthy, balanced meal for your house. **For the Lodge only:** residents will use galley kitchen for preparation of such meals and eating in the community dining hall for their individual meals. For community meals preparation, the residential kitchen and dining areas may be used if pre-arranged. If you are the cook and/or the helper preparing the community meal, you're not responsible for clean-up.

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11. Community Service is a part of recovery. Each participant will be required to participate in weekly community service hours as a way of giving back and helping be a part of. You will work with Xchange Recovery Staff and your core team to work around your schedule for the week. Depending on your schedule and other obligations, you will be required to work anywhere between 4-20 hours of community service **with-in our ministry** each week. Your hours must be logged in and out, and signed off by staff only - *otherwise it does not count*. If you have court obligations for community service, you may work with Xchange to fulfill your court obligations. However, any hours that are required for our housing must be fulfilled first and any additional hours you complete will go towards the courts. For example: if you are required 20 hours for Xchange and you have 30 hours on your sheet completed and verified 20 will go to your program obligations and 10 will go towards your court obligations.

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12. Each participant will have a minimum period of 30 days blackout upon admission to the program, during this time he/she is not permitted to leave the house without a staff approved chaperone. During this time you may not have overnights out. During blackout period, your curfew is 9 p.m. your time on blackout should be spent building your network of strong same gender people in recovery. Ask for a phone list at every 12-step meeting you go to and use it to build a list of 10 people who reliably answer your calls. You will remain on black out until certain criteria is met, per the phase structure checklist.

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13. No adult overnight guests; all guests allowed in common area only. Approved/non- using guests only. Please be mindful of the rest of the people in the house - no fighting, keep kids quiet and respectful of all participants, no public displays of affection. Guest are allowed to visit during 10 a.m. – 9 p.m. (unless otherwise approved by your core team). Your well-behaved kids must be supervised at all times. Guests are not allowed in participants rooms or on residential side of Grace Lodge. Your core team can work with you to approve and create a schedule for you to have overnight visits with your children who are 14 years of age and younger for same gender, and 13 years of age or younger for opposite gender on a case-by-case basis. If problems arise this may be adjusted or discontinued.

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14. You are responsible for your guests. Do not leave them unattended in the house. **No active users in any of the houses at any time.** 30 days clean is a requirement for guests to be allowed on the property. Guests can be UA'd at any time if anyone suspects they are under the influence. Your guests must be willing to be subject to UA's.

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15. Participants must be dressed appropriately when outside of their bedroom. The following applies to guests as well. This means:

- No clothing that shows cleavage, stomach, or backsides.
  - Underclothes (bra and underwear) will be worn at all times.
  - No tight or see through clothing.
  - Shirts must be worn at all times.
  - Shorts and skirts need to be a decent length and not revealing.
  - Participants will not lend or borrow clothing, shoes, etc. Unless approved by senior resident or house manager for work.
  - Feet must be covered at all times to avoid spreading germs.
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16. Regular curfew are as follows (below), unless otherwise modified for corrective measures. Program Director may approve you out past curfew, if you're with a housing team member the entire time, and all the way home safely.

Black-out participants 9pm

1<sup>st</sup> phase participants 10pm

2<sup>nd</sup> phase participants 11pm

3<sup>rd</sup> phase participants 12am

If participants are part of other programs (i.e. drug court, CPS etc.), such curfews and rules will be honored.

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17. Every participant must sign an Xchange Recovery/Grace Ministries release of information and waiver of liability form. We want to work with all of your providers, doctors, family, support group, etc. To ensure progress and continuity in your journey. Participants must also sign a waiver of liability for accident or injury form, releasing the ministry from any financial responsibility should injury occur.

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18. You will be required to begin working a 12-step recovery program immediately. Find a home group and sponsor within 1 month of your arrival into the program. Please inform the house manager & peer coach of your home group & sponsor's contact information as well as where you are on all step work progress. We will be working closely with your sponsor to ensure you are working a thorough program, following their direction, what step you are on, are you ready for a relationship, etc. We will not be discussing specific information you share with your sponsor, but will be working with them in this journey. Your sponsor must be willing to work with us and verify progress.

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19. Participants will be paired with a peer coach within the first 30 days in the program to create a strong support group, accountability, life mapping, goal setting and connection to community resources. Our three phase

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integration (phases I, II, III) is our approach to the continuation of recovery support to ensure growth and forward progress to self sufficiency. It is a recovery “building block” approach, where each phase is designed to build upon the previous one. This exposes the participants to a drug free world gradually, as their coping skills, self-esteem and recovery tools become sufficient to identify and navigate potential obstacles. Progression through the phases is accomplished according to readiness, as determined by the individual, their family, case management team and staff. It is a highly individualized process because each person’s recovery path is different.

Each phase has a timeline to ensure active participation. The following guidelines have been established for each phase:

- Black out (30 day minimum)
- Phase I (90 day minimum)
- Phase II (90 day minimum)
- Phase III (90 day minimum – up to 2 years)

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20. Attend 2 – 12 step recovery related support group meetings weekly and attend the Xchange church services Saturdays @ 6 pm and **weekly Inspire Bible Study**. You must arrange to make sure you can satisfy this requirement. We believe that long-term recovery is found with a balance of working a solid and honest 12-step program, combined with an intimate relationship with the Lord. (I.O.P., church and meetings). Also as part of our housing program, participants must participate in Xchange Ministry of helps team – greeters, ushers, kid’s church, audio visual, cameras, etc. You are required to get a meeting slip signed for each 12-step meeting unless someone from the housing team or your approved chaperone is present to verify your attendance.

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21. Respect your housemates’ personal boundaries by, treating them as you would like to be treated. **Do not ask** to have or use something belonging to someone else. It puts them in a position to have to say ‘no’ or obligated to say ‘yes’, when they really do not want to. If you are offered something, you may accept, but do not ask someone else, so they are not put in an uncomfortable position. This includes personal items and food. If you need something, let your house manager or senior resident know. We may have resources available for you, if needed, as supplies last. In addition, if someone gives you permission once, that **does not** constitute permission/access for all times. Keeping unity and peace in the home is very important and will be expected to be upheld at all times. Never let anyone get into your personal belongings for **any reason** (i.e. your purse for a cigarette) never assume something is ok.

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22. Mark all your food items with your initials. Taking someone else’s food **without permission constitutes theft** . Stealing will not be tolerated and is grounds for immediate dismissal from the house. If you need food let your peer coach, house manager, or senior resident know. House manager/senior resident will designate cupboard and refrigerator space.

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23. Bedroom areas are private and should be respected by knocking and waiting for a response before opening their door, if door is already open still knock and wait to be invited in. Only Xchange Recovery staff are allowed to enter a bedroom for inspections, emergencies or any other circumstances when room occupant is not available. Your room must also be kept neat and clean at all times. Beds made, clothes put away, closets neat and organized, no excess dirty laundry. (subject to fine if rooms are not clean). No food, no dishes, no garbage collecting. You may have water in your room only. Random walk throughs can occur at anytime and you should be prepared for that. Your room must always be tour ready. Daily room videos of your tour ready room needs to be posted on your core team by 10am.

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24. If you make a mess, clean it up! Including cleaning out tub or shower after use, bathroom sinks and counters free of hair, toothpaste splatter or make-up .Please check toilet and surroundings to make sure no mess is left behind. Kitchen- wipe up any crumbs, spills or grease splatters on stove and walls, rinse your dishes and place in dishwasher. Immediately clean up after yourself.(subject to fine)

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25. Do assigned chores completely and in a timely fashion, (chore completion time varies with each house). *Respect others chore time.* (i.e. do not start cooking while someone is cleaning the kitchen and try to vacate rooms in which they are trying to clean out of respect for their chore time.) See individual chore check-off list to ensure chore is done satisfactorily. Chore coordinator/house manager/senior resident will sign off your chore. If your chore is not done satisfactorily, you will have an opportunity to re-do it. Chores not done properly repeatedly will be subject to fine and/or contract.

**chore duties.....incomplete or unsatisfactory....**

**1<sup>st</sup> offense----warning**

**2<sup>nd</sup> offense----\$5.00 fine**

**3<sup>rd</sup> within 90 days----\$20.00 fine, possible contract**

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26. **Good personal hygiene** is expected while living in Xchange housing. What this means is you must shower and wear clean clothes **every day**. Please keep shower time limited to 15 minutes, we all like hot water. This is a very important part of establishing good healthy habits. Waking up and getting ready for the day will keep you motivated and you will feel better about yourself.

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27. Remove laundry as soon as it's completed. If you have to leave the house before it is done, ask another member to help you out by removing it when it's done. Do not hang/lay dry clothes in common area. Laundry room time is 6 am to 11 pm. Each Room will be assigned a laundry day to share with their room mate. Only do laundry on the day that you are assigned. If you need to do laundry and it isn't your day- communicate that with

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the house manager/senior resident and if those whose day it is has completed their laundry for the day and consents to it you may wash a load. You always need to ask permission to handle other's laundry, regardless of whose laundry day it is.

28. Dishwasher hours: after \_\_\_\_\_ 6 am until \_\_\_\_\_ 11 pm. Call and ask for help if you can't make it home early enough on your dish night to have dishwasher cycle completed and dishes put away by \_\_\_\_\_ 11 pm. You may be required to sign the dishwasher log.

29. Keep telephone time to 15 minutes; answer the beeps. If for some reason you miss a call, let the house manager know, so they can check messages. Hang/place phone back into the cradle to charge, when not in use when answering the home phone never be rude or disrespectful and if you take a message you are responsible to pass that on to whomever the call was for.

30. If conflict arises, try to resolve it by appropriate mutual agreement. Do not allow it to affect the entire household. If it is not possible to come to a mutually satisfactory resolution, both parties are responsible to go to the house manager or a member of their core team.

31. Noise is to be kept at an acceptable level at all times. Quiet time in the house is from \_\_\_\_\_ 9 pm until \_\_\_\_\_ 6 am. The community television is to be turned off 12:30 am on weekdays. Gaming systems are not allowed in common area, and time spent gaming will be monitored, should this become a distraction to your recovery it will be dealt with accordingly .

32. If anything gets broken—fix it, replace it or, if it needs the house attention, notify staff.

33. We share equally in the responsibilities of this house for **our** benefit and personal growth. That means “do your part!” You see something that needs to be done – do it! You see a mess, clean it up! Garbage needs taken out, take it out.

34. Your core team should be notified if you are going to be out overnight. Please plan ahead. The week starts on Sunday and end on Saturday. Consecutive nights must not combine to have more nights out than the following chart below. Expect to be UA'd or breathalyzer tested upon your return.

phase 1 participants may have 1 night out,  
 phase 2 participants may have 2 nights out, and  
 phase 3 participants may have 3 nights out  
 (this is case by case and is a privilege)



35. Your core team should be notified at least a week in advance if you are planning to be gone for several overnights, vacation, work, etc. (i.e.- chore scheduling, program fee payments, etc.)

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36. There is a one time non refundable deposit of \$175 . Monthly program fee of \$400 shared room (or more for single room where available – phase II/III only) is payable in cash or money orders only & to be made out to Xchange Recovery. Receipts will be given for all cash payments, and no refunds are available at anytime. All **program fees are due on the 1<sup>st</sup>** of the month and no later than the 5<sup>th</sup>. After the 5<sup>th</sup>, there will be a late fee incurred of a 10% increase unless other arrangements have been made with core team. Payment plan contracts may be given at this time. Participants must also sign a financial responsibility agreement. In the event of an increase in program fee’s participants will be given 30 days notice.

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37. Weekly house meetings are REQUIRED! We shut off the phones during our house meetings. All participants must be attentive and present at all house meetings. The only excused absence will be for work or sickness – staff okayed only. If not present, you must read house meeting minutes to keep updated. House meetings are for resident conflict resolution, policy clarification, new resident orientation, suggestions for house and program improvement and other issues as presented by participant and staff. Unexcused absences or tardiness.....\$25.00 fine.

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38. Our program promotes healthy behaviors in all aspects of your life physically, mentally, spiritually and emotionally. Any decisions you make that may negatively affect you or your housemates and/or others in the program need to be approved by your core team prior to starting, and need to cease if asked to do so (these behaviors include cleanses, supplementation, routines and regimens etc.).

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39. Lights, televisions, stereos, hair flat/curling irons, scency, fans/air conditioners, computers, etc. Should be turned off when not in use. All power off when you leave any room. Please unplug these items if possible, when not in use.

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40. Thermostat should be kept at 68 to 70 degrees for both heating and cooling. Do not touch the thermostat – house manager is only authorized person to adjust temperature.

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41. Be courteous when other housemates have already started cooking. Be patient and wait your turn. Cook and clean as you go, please clear your mess before you sit down to eat, so the next person can use the kitchen.

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42. Interaction with each other is encouraged. Take time to share feelings, hobbies, hopes and dreams with house manager and other house participants.

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43. Disruptive behavior will constitute a staff decision to place participant or participants on a “behavioral contract”. Standard protocol is to be given a documented ‘verbal warning’, followed by a written ‘behavioral contract’, then final ‘last chance contract’. Unsuccessful resolution may result in eviction of one or both parties. If

behavior constitutes immediate last chance or expulsion from the program, we reserve the right to supersede standard protocol, this decision will be made by our core team.

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44. Physical violence will be dealt with (time wise) as a relapse. The parties involved can be expelled from the house at the discretion of the core team.

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45. We give random UA's and require an unobstructed view of the urine stream to ensure no tampering with the UA results. The moment you've been called for a UA, you must remain under staff supervision, until you've produced your UA. Sample must be given within 2 hours or will be considered a relapse.

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46. Relapse; you will have 30 minutes to gather what you need and leave. You will be required to pack all of your stuff and place it in the garage before you leave the house. (you must return within 72 hours to remove the rest of your belongings. If you do not...your things will be stored for no longer than 30 days. Upon that time they will be donated to the Xchange Recovery ministry.)

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47. 2 week notice needed when relocating, please. There will be no refunds for any portion of program fee or deposits. If you have family or friends paying any or all of your deposit or monthly program fees it is your responsibility to notify them of this. There will be no refunds at anytime.

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48. Move-in fees and program fees are due upon move in. Move-in fee and program fees are not refundable at any time, for any reason, since this is how bills are paid. If you have someone else helping you by paying your program fees or move in fees in part or full, they must be notified before receipt is given, IT IS YOUR RESPONSIBILITY TO NOTIFY THEM THAT THERE ARE NO REFUNDS GIVEN. Regardless of whether you have stayed for a week a month or a year-your program fees are NOT REFUNDABLE AT ALL. you must stay current on program fee's and should a financial problem arise, you are responsible to communicate that to your house manager, peer coach and program director. Should you leave the program with an outstanding balance you must sign a promissory note and pay your balance off in a timely manner. Any delinquent accounts may be submitted for collections.

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49. Participants must leave furnishings and bedding when exiting the program. Do not take anything from the house without prior approval that you did not come into the house with. If unsure, please ask. Someone on the housing team must be present when you are packing and leaving.

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50. No firearms or ammunition in this house at any time! Weapons of any kind are not allowed!

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51. No hanging out with someone of interest for **at least** the first 90 days of the program, so you can adjust to your new program and concentrate on your recovery. It's strongly recommended to not be engaging in communications via text, phone calls or Facebook and/or Messenger, this is not monitored regularly but it could be if this becomes an issue. There will be absolutely no un-supervised time with the opposite sex or person of interest during this time. The only circumstance in which members of the opposite sex will be hanging out is group activities that include other participants and housing team members/staff. We strongly suggest waiting a year to begin a relationship, because "two sickies do not make a wellie". We will continue to help guide you in making healthy positive choices for your life. You are encouraged to be open with your core team about new relationships and stay open-minded to input, suggestion and direction they may have for you. You are expected to follow your sponsor's suggestions regarding relationships. However if a new relationship begins to distract you from your requirements of the program or your commitment to recovery, or if working your program here becomes secondary, it will be viewed as a behavioral issue, your core team will address this accordingly, and could result in expulsion from the program. Any one in our housing that is either in a relationship or is seeking to start a new one needs to be transparent and open to staff recommendations. Each relationship will be handled on a case-by case-basis. The quality of your status in the housing program and your recovery program will weigh heavy on recommendations of when it's time for you to start dating. It is well known that relationships are another drug of choice and many don't have good history with healthy relationships (Your picker may be broken). We are here to help you in this process to seek God's best for your life and to seek a healthy relationship with someone that will be an add to, not a take away in your life. In addition to working on your recovery, you will be required to work the co-dependency packet honestly and thoroughly with someone approved by your core team that has had previous work in this area themselves. After working through to step 6 of these co-dependency steps, it can be presented to core team for consideration for dating to begin. It may be recommended/required for you or your potential mate to take classes or workshops offered. As well as follow all guidelines of the Xchange program and our relationship advisors. Special circumstances may be considered for people that have children together.

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52. Smoke detectors: do not tamper with smoke detectors and/or fire extinguishers. Immediately report the need for new batteries in a smoke detector to the house manager.

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53. There are no open flames allowed in the houses at any time (i.e. candles incense etc.). Scentcy warmers are allowed in an occupied room only. Turn off when not in room.

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54. Keys are for participants use only. **Making copies is prohibited.** Return all keys when you move out.

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55. Participants must abide by all applicable city, state and federal laws. (this includes all drivers must have valid drivers licenses, insurance must be kept active) (provide copies to house manager), and no contact orders must be followed) if you have any outstanding warrants, this info needs to be shared with staff so we can help you begin to deal with the wreckage of your past.

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56. Mandatory reporting: it is the participants responsibility to keep Xchange staff informed of any illegal action and or drug and alcohol abuse that occur while in our program

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57. Program goals: in keeping with the mission of Xchange recovery and supported housing, our hope is that each participant is supported in their individual goals and that each resident is committed to ensuring success. You must be willing to take suggestions and demonstrate a motivation to change ones course or direction. **This program works best if you remain honest, open and willing.**

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58. Do not talk negatively to anyone **in or out of the program** about anyone in the program, staff or the ministry. Negative talk or slander **will not be tolerated**. Keep all business and program related issues, etc. In house. What's said/done here needs to stay here. Breaking this rule is grounds for immediate expulsion.

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59. Transportation to/from your meetings, appointments, job interviews, work, etc. are your responsibility. If you do not have your own means of transportation, There is always public transportation – the men's homes are close to a bus line, if you do not have a way of getting a monthly bus pass, we can refer you to a few resources in the community (i.e. goodwill job connections, DSHS, etc.) That you may qualify for with certain program requirements. Grace Lodge and Serenity House however are not on a bus line. We can provide possible rides into Battleground to the bus stop or to various destinations for you, providing this is well planned with plenty of notice. You are required to contribute towards fuel costs, regardless of whether a house member takes you for community service or a staff member takes you. Utilize Med Transport for all medical appointments – please plan ahead.

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60. House computers are intended to serve as a tool for empowering the residents of Xchange recovery housing program. Each participant will have access to the computer for a maximum of 2 hours per day, if more time is need for job or school related activities, this must be cleared with your house manager. They are to be used strictly for communication with family and friends, and educational or vocational purposes, such as homework, job searches, learning to type, etc. Participants computer use is monitored. Peer coaches will always be notified of violations. 1<sup>st</sup> one will result in a warning, two will result in removal of computer privileges and documents. To ensure that participants have equal access to computers, that they are used appropriately and remain in working order. The following rules will be strictly enforced:

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- No computer use after midnight ( this also includes personal computers) other participants don't need to be kept up all night with the sound of a tapping keyboard also peer coaches have decided that part of Xchange recovery housing program is to develop structure and healthy habits getting a good night's sleep so participants can achieve their goals is very important. Therefor no electronics should be used in your bedroom after 10:00 PM.
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Computers for participants only no guests are allowed to use the computers – they can go to the library for free internet access.

**Do not** give your address or phone number to anyone online living in a group environment requires that you are respectful of the privacy and safety of the other people in the house.

**Do not** download anything on the house computers without permission! Many internet downloads are incompatible with some of the computers’ systems, contain viruses or cause computers to become unstable.

Computers may not be used to view or post pornographic material. In addition to pornography, gambling and dating sites are prohibited also.

**Incidences of illegal pirating or downloading from the internet (either on house computers / T.V.'s or personal devices will constitute expulsion from our program and felony charges will result.**

61. No animals of any kind. No exceptions. No service animals, no pets, no rodents.

I understand as a resident of the Xchange Recovery housing I am required to read and familiarize myself with these house expectations and if I am unclear or do not understand any of them.....I will ask for assistance.....

I also understand that new expectations may be implemented when deemed necessary by staff.

I have carefully read and understand the above stated rules, and agree to follow all of the Xchange recovery housing rules and expectations. The supported housing staff has discussed the rules with me. I understand that breaking any of these rules may result in removal from the program and from the supported housing unit.

Participant signature \_\_\_\_\_ date \_\_\_\_\_

Staff signature \_\_\_\_\_ date \_\_\_\_\_

Program Director \_\_\_\_\_ date \_\_\_\_\_