



THE PROGRAM POLICIES & PROCEDURES

RULE I- Program Management Contact Information/ Emergency Non-emergency numbers

Section 1: The following individuals listed below are the only authorized agents of the program.

Rachel Starostin, Operations Manager	727-255-2036
Christina Perricone	727-326-4933
Michael Kirk, CRRA	727-470-4170
9-1-1	9-1-1
Police Non-Emergency	727-372-5920
New Port Richey Fire Station	727-853-1032
Morton Plant North Bay Hospital	727-842-8468 – 6600 Madison Street, New Port Richey
National Suicide Prevention Lifeline	1-800-273-8255

RULE II- Intake/Health

During intake process, G.R.A.C.E. staff will review the program policies with the new resident and resident rights. Resident will be given a binder with the safety procedures, emergency contact/emergency procedures, 7-day Intake Phase paperwork, grievance form, maintenance form, WRAP book, and other relevant paperwork.

A breathalyzer and a UA drug analysis will be conducted by operations manager or house manager. A thorough search of all resident's belongings will be conducted by the house manager or the operations manager prior to resident being allowed to put their belongings away in their room.

Resident will have the opportunity to ask any questions they may have during the process. G.R.A.C.E. staff will provide a list of resources and contact information of the house manager and senior residents information (with their consent) and be given a tour of the residence, shown their room and introduced to their roommate if applicable.

House manager will introduce new resident to the community after the admissions process is complete. They will be given the contact information for their fellow housemates/community members and house manager/senior residents will help them get acclimated to the area along with community resources, such as 12 step meetings, daily activity resources, etc. Residents will be added to the social messaging thread for all residents.

Upon being accepted into the recovery residence, all new residents are required to wash all clothing they have brought with them. This must be done immediately in the residence washer and dryer.

RULE III- Medication Storage and Use Policy

Section 1: There shall be a zero tolerance for narcotics, controlled substances, illegal drugs or alcohol use. Any clients that use, take, or ingest any of these items shall be immediately terminated from the program regardless of location.

Section 2: Clients are subjected to random and scheduled urine analysis, Breathalyzer and/or blood testing.

- A) When asked to provide a urine sample you have 30 minutes to give the sample and must not leave the residence in that time period.
- B) If a client is unable or refuses to do so the client will be discharged from the residence.
- C) If client fails the test(s), they will immediately need to vacate the premises. If the client chooses to enroll in an approved detox program, their spot in the program will be reserved for seven (7) days. There are no refunds.
- D) Client may have urine sent to the lab at Transmetron at their own expense. They must still vacate the premises. If the results come back negative, they are allowed to return.

Section 3: Any new medications must be approved by the Operations Manager prior to filling the prescription. Any medications the resident is no longer taking must be disposed of properly by the Operations Manager or G.R.A.C.E. staff via medication disposable bags (doterra bags) and discarded completely and noted. Over-the-counter (OTC) medication must be approved prior to residents bringing inside the home. An approved list will be provided in the Program Policies. OTC with alcohol or pseudoephedrine will NOT be allowed or taken by our residents.

- A) Over the counter sleep medication may not be taken by a client of the program without the authorized consent of a Program Administrator.
- B) Mind or mood altering “legal” drugs are not allowed to be used and will result in an immediate discharge.
- C) No bodybuilding, dietary, vitamins, and/or herbal supplements (ex: Creatine, Colon Cleanse, Golden Seal, Cranberry/Water pills, etc...) are allowed unless approved by a Program Administrator.
- D) We do not accept Seroquel, Xanax, Klonopin, Tramadol, Somas, Opiates, CBD products, Kratom, or Kava
- E) G.R.A.C.E. does not allow residents to use alcohol mouthwash, or other OTC medicine that include alcohol or other depressants/stimulants and improper use of items such as glue and dust canisters, etc. Confirm with Operations Manager before purchasing questionable products.
- F) Prohibited prescribed medications and OTC medications include, but not limited to:

- 1) Benzodiazepines: Oxazepam (Serax), lorazepam (AHvan), alprazolam (Xanax), and clonazepam (Klonopin) have intermediate onset of action.... Alprazolam (Xanax), chlordiazepoxide (Librium), clorazepate (Tranxene), diazepam (Valium), lorazepam (Ativan), and midazolam
- 2) Narcotic/Controlled Prescriptions: methadone, codeine, oxycodone, hydrocodone, tramadol, flexeril, gasoma, morphine, hydromorphone, fentanyl, carfentanil, adderall, demerol, dexedrine, desoxyn, ritalin, dilaudid, amobarbital, glutethimide, fioricet, barbiturates and pentobarbital.
- 3) Sleep Medications both OTC and prescription: Nyquil, ZZZquil, ambien, lunesta, triazolam, restoril, rozerem, and sonata
- 4) Over-the-counter Medications (OTC): Nyquil, Coricidin, Sudafed, Mucinex-DM, Allegra D, Clariton D, Zyrtec D, Theraflu, Robitussin, Liquid Cough Syrups, anything containing alcohol.

Medication Storage and Use Policy continued:

- 5) Amphetamines - such as Ritalin, Adderall, dexedrine, Vyvanse, Strattera, concerta, phentermine
- 6) Medical marijuana - including vape, edibles, wax, THC products, THC oils, and smokable marijuana
- 7) Other prohibited medications include: Xanax, Klonopin, Tramadol, Somas, Flexeril, Opiates, CBD products, Kratom, or Kava
- 8) Mind or mood altering “legal” drugs are not allowed to be used and will result in an immediate discharge.
- 9) No bodybuilding, dietary, vitamins, and/or herbal supplements (ex: Creatine, Colon Cleanse, Golden Seal, Cranberry/Water pills, etc...) are allowed unless approved by a Program Administrator.

Section 4: Each client is responsible for keeping their personal medications in their personal property and taking medications as prescribed by their doctor. Medication is to be stored in a draw and out of sight at all times. Clients are prohibited of sharing medications of any kind. Client is responsible to notify staff on any medications prescribed or any changes made to their medication.

Section5: If the resident has a lockbox for safety purposes, the code/access is to be given to the Operations Manager and house manager. In the event a resident has medications administered by syringe, they must abide by the following:

- 1) G.R.A.C.E. Medication Policy
- 2) Syringes and Sharp container are kept in a lock box away and out of sight or in common areas
- 3) Syringes are disposed of in an approved medical waste disposal sharps container
- 4) Syringes are used for intended and prescribed purpose
- 5) Syringes are used by only the designated resident
- 6) Sharps container is disposed of by appropriate regulations
- 7) Resident administers the medication privately
- 8) Resident does not go around the community discussing the possession/use of syringes
- 9) Use of syringes is medically necessary and the only way it can be administered

Section 5: Gabapentin is permitted at G.R.A.C.E. with monitoring. Upon admission to G.R.A.C.E. during initial hazardous items search gabapentin will be counted by both the resident and manager doing intake and documented on a Medication Inventory Log. Medication will be stored in the manager’s office/bedroom in the cabinet. Resident will be given their prescribed dosage for the day every morning. Medication Inventory Log will be updated every distribution to reflect the new quantity. When resident refills prescription it will be turned in to house manager or operations manager counted by both the manager and resident and documented on a Medication Inventory Log. Any medication left will be returned to resident upon discharge.

RULE IV- Department of Corrections

Section 1: Any and all Department of Correction restrictions placed upon a client, in addition, supersede the program rules.

Section 2: Violation of probation, court orders, house arrest, driver's license suspension, or D.O.C. Restrictions that apply to you, will not be allowed while a client and will be reported to the appropriate parties/agencies if applicable.

RULE V- New Clients/Probation

Section 1: Any and all clients new, returning, or on disciplinary action to the program Recovery Residence shall all be placed on the same program level 7-day intake probation.

RULE VI- Phase 1 Earn Back Probation

Section 1: Any and all clients that pass 7-day intake probation will be placed on a 30-day probation period.

Section 2: At any time an Operations Manager may place a client on probation. This decision is non-negotiable.

Section 3: If a client's account becomes past due and/or has an outstanding balance, they are automatically placed on Probation at that time until the account has been paid in full to an Operations Manager.

Section 4: If a client is placed on Probation they are automatically placed on Curfew.

RULE VII- Curfew

Section 1: Curfew shall consist of the following restrictions placed upon Client:

- A) Client must be inside the residence between 8:45PM and 5AM, Monday-Friday
- B) Client must be inside the residence between 8:45PM and 5AM, Saturday & Sunday

Section 2: An Operations Manager may provide a one-time approval for exemption of curfew. This exemption is limited to the one specific event/instance and shall not auto-renew for future events.

Section 3: An Operations Manager can provide recurring approvals for exemption from curfew for employment.

RULE VIII- Employment

Section 1: Client is not to work for the first 30 days unless approved by the Operations Managers; employment action plan must be approved.

- A) Part time employment leading into full time employment depending on client's stability.

Section 2: After 30-day probation period is satisfied all unemployed clients must be actively seeking Employment Monday-Friday between 10AM and 2PM.

- A) Actively seeking employment shall be defined as: being physically present at an approved job search firm, searching and applying for available job openings on approved websites, interviewing or physically inquiring about job openings at businesses.

Section 3: Grace Residents are not allowed to visit or work at night clubs, gambling establishments or bars. (including Kava and Kratom bars – it's a drug and you will be discharged from the program if you use Kratom, Kava, Spice or whatever people like us come up with next).

RULE IX: Visitation

Section 1- Visitors must be approved by an Operations Manager before they enter the property.

- A) If Operations Manager grants permission for a vehicle to enter the property this permission is limited to the one specific event/instance and shall not auto-renew for future events.

Visitation Rules continued:

Section 2: Under no circumstances shall a visitor sleep or reside on property.

Section 3: Only the following individuals shall be allowed on property:

- A) Current program clients assigned to said house
- B) Operations Manager
- C) Probation Officers, Department of Corrections personnel, Law Enforcement and licensed medical professionals

Section 4:

- A) Men are not allowed to visit Women's housing and Women are not allowed to visit Men's housing.
- B) There is a visitation request form available upon request that a client can fill out and turn into the House Manager. It then will be reviewed by the Operations Manager for approval or denial.

RULE X: CHORES

Section 1: Cleaning and maintenance of all common living areas including kitchen, bathroom, and yard will be everyone's responsibility. A chore list is posted in each house and chores are assigned by a program administrator.

- A) Chores must be completed by 9:30am, NO exceptions
- B) Chores must be done daily.
- C) After completion of your assigned chore, you must initial as being done and have the chore approved by the House Manager who must also initial for completeness.
- D) If a house-mate is discharged it is the entire house's responsibility to make sure that person's assigned chores gets completed.
- E) Failure to comply can result in restriction and may result in Probation, Curfew and/or discharge.

Section 2: Personal dishes such as plates, cups and silverware must be cleaned, dried and put away immediately after use.

- A) Leaving dishes out to dry does not constitute putting them away.

Section 3: Personal sleeping space in your responsibility and must be maintained in an orderly fashion.

- A) Your bed must be made no later than 8AM every week day and 10AM on weekends.
- B) There is to be nothing stored under beds unless in a container and approved from Operations Manager.
- C) Bed linens should be clean at all times and washed weekly
- D) It is everyone's responsibility to launder bed linens when a client leaves the program.
- E) Everyone is to be ready for church on Sunday by 9am, Sunday School and Service at Trinity Church of Christ is mandatory.

RULE XI: Meetings

Section 1: Weekly house meetings will be scheduled in advance by an Operations Manager and Attendance is mandatory, unless otherwise approved by an Operations Manager

Section 2: Each client is required to attend an approved 12 step recovery meeting which is deemed appropriate by an Operations Manager. These meetings may include Alcoholics Anonymous, Codependent Anonymous, and/or Narcotics Anonymous.

Section 3: Attendance requirements for approved meetings shall be as follows.

- A) Fourteen (14) meetings per week if Client in unemployed (Church services are included).
- B) Seven (7) meetings per week if client is employed.

Section 4: Attendance at the programs weekly off-site meetings is required unless otherwise approved by an Operations Manager.

Section 5: Verification of meeting attendance shall be at the sole discretion of an Operations Manager.

RULE XII: Client Belongings

Section 1: Clients should bring only clothing and personal items of necessity on or into the property.

Section 2: Clients are responsible for their own property and under no circumstances shall the Operations Managers or other clients be responsible for lost, stolen and/or damaged clients' property.

Section 3: Any items a client wished to be stored in common area must first be approved by an operations manager.

Section 4: Candles, incense and other fire hazards are never allowed on or in the properties.

Section 5: Clothing limits shall be limited to:

- A) Sixteen (16) outfits
- B) Seven (7) sets of sleepwear
- C) Seven (7) sets of undergarments D) Five (5) Pairs of Shoes

Section 6: Dressers, closets and sleeping areas are considered personal space and are private to the assigned client.

RULE XIII: Motorized Vehicle

Section 1: Operation of a motor vehicle by a client must be approved by an Operations Manager.

Section 2: Operation of a motor vehicle is only allowed after the following conditions have been met:

- A) Client has a valid Florida driver's license
- B) Client has proper registration & insurance in client's name for said vehicle
- C) Client is in good standing with program and Operations Manager.

Section 3: Client coming from the Department of Corrections must be a client of the program longer than thirty (30) days.

RULE XIV: Good Neighbor Policy/Noise Procedure

Early recovery can be fun, but it doesn't need to be loud. Please keep your conversations, and music respectfully low so that you are abiding by our expectation of being a **good neighbor** for your peers as well as the larger community we inhabit. If a neighbor, be he within the program or without, asks you to be respectful of his/her boundaries you are expected to abide by them. During orientation client will be instructed on how to greet and interact with neighbors. Please understand that a recovery residence should be compatible with the neighborhood. If a neighbor addresses a concern the house manager should immediately be notified, if the house manager is not available the Operations Manager should be immediately contacted. The neighbor should be given the Operations Manager's contact information as well. No resident should be out front or on the front porch past 10pm. Anyone getting picked up by someone needs to have made prior arrangements and be ready 10 minutes before their ride is expected to arrive. Guest drivers are not to be made to wait out front.

Issues to be addressed:

Noise- Anyone outside should be talking in a regular inside voice volume. There should be no music being played on speakers or phones unless through headphones. Anyone returning in a car should have the music turned down so that it cannot be heard outside the car when getting picked up or dropped off. There should be absolutely no yelling or arguing outside of the house, especially in the front yard. There should be no phone calls taken on the front porch or the front yard. This applies to clients as well as guests to the property. Guests picking clients up are not allowed to beep their horn.

Loitering- No client or guest should be loitering outside in the front of the property. All guests need to have prior approval before arriving at the property. If someone is leaving, they are not to stand out front by their car for any extended period of time.

Parking- Parking is only allowed in designated areas. Cars should be parked along the white fence, not extended out in the road. Cars should not be parked east of the mailbox. Cars should not be parked in front of anyone else's property.

Lewd and Offensive Language- Lewd and offensive language is prohibited, especially outside of the residence. Any guest caught using lewd and offensive language will be banned from returning to the property.

Cleanliness of public space surrounding property- The exterior property and structures should be consistently maintained. Bicycles should be stored in the backyard behind the fence and personal property should not be left on the front porch. Garbage should only be put in the appropriate garbage cans and taken to the road at least three feet away from the mailbox the night before the designated garbage pickup days. Garbage cans should be returned to the side of the house after the garbage company has emptied them promptly. The front porch should be swept daily and mopped according to the chores assigned. The property should be assessed for any trash on the lawn and picked up daily. The smoking areas need to be free of flammable objects. Cigarette ashtrays should be emptied frequently. There should be no trash left on the front or back porch. Tables and chairs should be wiped down daily and as needed. Parking areas should remain free of sharp objects.

Smoking- Smoking is only allowed in the smoking section which is on the back porch. Smoking is prohibited in the front of the property and the front porch. Cigarette butts need to be placed in ashtrays only, not thrown on the ground. No smoking after 11:30pm is allowed.

Traffic- There is to be no traffic out front and if several cars are arriving at one time, someone should help quietly direct the cars to make sure there is no traffic interference in the neighborhood.

Privacy- Each client has the expectation of privacy. No client should be discussing any client with anyone in the neighborhood.

Providing contact information for responsible staff- Any issues or questions that arise, clients should refer the neighbors to the house manager if on-site. If not, client should give the contact information of the Operations Manager. Contact info: **Rachel Starostin, Operations Manager 727-255-2036**

RULE XV: Overnight Passes

Section 1: Clients shall only be allowed off property overnight if they have an Overnight Pass issued by an Operations Manager.

Section 2: A Client must be in good standing with the program for over 30 days to be eligible for an Overnight Pass.

Section 3: The following conditions must be met in order to be eligible for an Overnight

- A) Client is employed or approved by an Operations Manager
- B) Client has an active sponsor and is completing step work
- C) Client has properly filled out an overnight pass request form and it has been approved by an Operations Manager
- D) Client has zero (\$0) account balance with the program at the time the Overnight Pass form is submitted
- E) Client's meeting attendance meets the requirements outlined in RULE XI
- F) An Operations Manager has provided final approval

Section 4: Clients in good standing are granted two (2) overnight passes per month. Overnight passes may only be taken Friday or Saturday nights or as approved by an Operations Manager. Only one pass may be used per weekend. If a client takes an overnight pass on Saturday, they are still required to be at Trinity Church of Christ by 9:30am Sunday Morning.

Section 5: Client must contact an Operations Manager from the address listed on pass request form. Contact must be made upon arrival at designated destination.

RULE XVI– Must be in daily contact with Trinity Church of Christ Mentor and working on WRAP plan.

RULE XVII- General Program Policies

Section 1: Clients of the Operations Manager from the address listed on pass request form. Contact must be made upon arrival at designated destination.

Section 2: Fighting, aggressive behavior, threats of violence, racial slurs, derogatory comments, intimidation tactics, sexual harassment or any other socially inappropriate behavior is not allowed.

Section 3: Disrespect of any Operations Manager will not be tolerated and may be disciplined with Probation, Curfew and/or Discharge.

Section 4: No weapons, including work knives, razors, box cutters, or drug paraphernalia are permitted on property or inside your personal vehicle(s).

Section 5: Pornographic materials or sexual devices of any kind are prohibited on property.

Section 6: Any theft, vandalism of the house property, destruction of property, its contents, and/or any Client's personal property will not be tolerated and may result in Probation, Curfew and/or Discharge.

Section 7: There is to be no lending of money, clothes, cigarettes, etc., between Clients

Section 8: There shall be no sexual, romantic or intimate relationships with anyone inside or outside of the program while a client of the program until you have reached Phase 3 and have completed a Healthy Relationships course unless approved by an Operations Manager. Violation of these policies will result in immediate dismissal.

Section 9: Any interference with another Client's ability to sleep will not be tolerated.

Section 10: All lights, televisions, radios and electronics must be turned off by midnight.

Section 11: Clients are required to be out of bed by 8AM Monday through Friday and 10AM on Saturday. Each client must be ready to leave for church by 9am on Sundays.

Section 12: Smoking is not permitted inside the house or in unauthorized areas/ no smoking in front of the house.

- A) Smoking is only permitted outside in designated areas.
- B) Do not leave cigarette butts, cartons, cigarettes or any other trash outside.
- C) Do not smoke around open windows and/or doors.

General Program Policies continued:

Section 13: Personal space may be searched at any time by an Operations Manager. This includes Client's personal food, groceries, hygiene items, and vehicles.

Section 14: Any attempts to use a cell phone for illegal or inappropriate use may result in Probation, Curfew and/or Discharge.

Section 15: Clients are not permitted to use cell phones to communicate with the opposite sex. Cell phones and personal electronics are considered a privilege at the program and are subject to confiscation at any time as a negative consequence.

Section 16: No receiving or giving tattoos or piercings to other residents EVER whether on property or off property. If you break this guideline and expose the community to the potential of shared autoimmune diseases, you will be discharged from our care.

Section 17: Don't go to the hospital drug seeking. You will not be allowed to continue living within the home if you get narcotics from the hospital, doc in the box, or a primary care doctor. **All residents are required to bring back their discharge papers from hospital or doctor visits** for the staff to review.

Section 18: Clients must adhere to the Good Neighbor guidelines provided in the binder given to them during the admission process. This includes not being loud or using foul language outside of residence, parking only in designated areas, no loud music should be heard from cars or phones, no guests or rides waiting out front of the residence, no talking on the phone out front of the residence, do not engage with the neighbors, keep the front of residence neat and picked up, refer any neighbor with an issue to the operations manager, no smoking out front of the residence, and no guests without prior approval.

Section 19: Failure to comply with drug testing protocol will result in immediate discharge.

Section 20: Clients are not permitted to bring drugs or alcohol on the premises for any reason, with the exception of hand sanitizer with alcohol due to the current pandemic. Any violation of this rule will result in immediate discharge.

Section 21: Possible consequences of rule infractions are: 7 day write up which result in probation that may include one or more of the following: community service, essay, loss of phone privileges, loss of computer privileges, loss of visits, loss of overnight passes, loss of outings, extra meeting requirements. Consequences may also be a restricted curfew, 72-hour discharge or an immediate discharge. If during a 72-hour discharge, any rules are violated, a client will be immediately discharged and have 15 minutes to leave the premises.

Section 22: Violations of the following sections may result in a discharge: 1, 2, 3, 4, 5, 6, 8, 12,14, 15, 16, 17, 18, , 19, 20

RULE XVIII- Fees

Section 1: Clients agree to pay \$170 per week for the programming and services rendered by the program accompanied by a one time \$225 assessment/screening fee.

Section 2: The program accepts cash, credit cards, or check as forms of payment. Client is responsible for 3% fee charged by financial institution for credit card payments.

Section 3: Client's entering the program that are financially sponsored by an approved third-party payer are exempt for the payment policies. However, if the third-party payer defaults on their contractual obligation, the client will immediately be discharged or moved to self-paying status at the client's choosing.

Section 4: Monthly payments are due by the 1st or 15th of each month as designated by date of intake date.
*Unless on disability or prior arrangements have been made

Section 5: Any payments not paid by the end of business (5pm EST) shall be assessed a \$20 late fee and placed on probation.

Section 6: Any clients that are over three calendar days past due will immediately be discharged from the program by 9AM EST on the fourth calendar day.

Section 7: If any payment due date or discharge date falls on a Saturday, Sunday or recognized holiday noted in Rule XVIII section 8, the due date/execution date shall move to the next regular business day (Monday through Friday).

Section 8: Recognized holidays are as follows: Christmas Day, New Year's Day, Fourth of July, Thanksgiving, Memorial Day, and Labor Day.

Section 9: At the residents request a complete record of all charges and payment history will be provided with in 24hours of request.

RULE XIX- Refunds

Section 1: There are no refunds for any money paid to the program under any situation.

Section 2: If a client is discharged from the program, they must immediately leave the residence. This includes the parking lot.

Section 3: Any client that does not leave the residence or the property immediately will be reported to the police and trespassing charges will be presented.

Rule XX – Amendments to House Rules

Section 1: The Rules and Sections of the House Rules may be modified at any time by any Program Administrator.

Section 2: If there are any modifications to the House Rules, each Client will be given a copy of the exact sections being modified for their review and signature. If the Client does not agree with the modifications of the House Rules, they will have 24 hours to remove themselves or they will be discharged.

RULE XXI – Maintenance Issue

Can be brought to the attention of staff at any time. Our goal is to provide for you a safe and functional sober living environment. Every week at the house meeting you will have an opportunity to share with the community what needs to get fixed or already has been fixed. Such information is important for us to do our jobs, and everything shared will be added to our maintenance log. Temperature per residence is to be kept between 70-75 degrees Fahrenheit unless otherwise noted by administration.

RULE XXII - Grievance Policy and Procedure

The G.R.A.C.E. Mission is to provide the community a stable, safe and sober environment to help assist and maintain a successful recovery from mind-altering substances. By signing and agreeing to G.R.A.C.E.'s documents, you are volunteering to be a part of the recovery supportive community of G.R.A.C.E. and our residences and program. If you do not feel we have abided by our responsibility or have not provided you with the level of accountability we have disclosed to you, please let us know. Your recovery is our primary concern, and this is your opportunity to let us know how we can help.

If you do not feel comfortable or satisfied through this in-house grievance form, we encourage you to visit farronline.info/grievance and file a grievance with our accrediting body. G.R.A.C.E. residents can also contact G.R.A.C.E.'s governing body FARR via phone at [\(561\)-299-0405](tel:561-299-0405). The safety and health of the community you currently reside within is our primary focus so that every resident has the opportunity to achieve long term recovery.

There are several pathways to addressing concerns in the G.R.A.C.E. program:

1. See Program Guidelines for Conflict Resolution
2. Address Peer Community at the weekly House Meeting
3. Speak with the House Manager
4. Speak with the Operations Manager of the Residence
5. File a written grievance with G.R.A.C.E.
6. File a written grievance with FARR

Grievance Policy and Procedure continued:

G.R.A.C.E. will have resident rights at the residence and disclosed per our program policies. G.R.A.C.E. will have Grievance Policy forms at the residence for residents to fill out and submit to G.R.A.C.E. without punishment or judgement. Every resident will be supplied with a Grievance Form in the program binder they are given at intake. G.R.A.C.E. is responsible for providing resident with a safe and supportive environment for residents to grow, build, and develop a recovery way of life. If G.R.A.C.E. is not providing that quality of care, any resident has the right to file a grievance. All residents will have access to the G.R.A.C.E. grievance form and FARR contact information in each residence and a link on G.R.A.C.E.'s website that can be accessed at any time.

RULE XXIII - NATURAL DISASTER POLICY & SAFETY EVACUATION PLAN

It is G.R.A.C.E.'s policy to have an outlined plan for operations during a natural disaster and the priority during these times is to maintain the safety and security of the recovery residence programs and our residents.

It is ultimately the resident's final decision in deciding what is best for you in a natural disaster situation. However, if you have chosen PLAN A, you are agreeing and acknowledging you will adhere to G.R.A.C.E.'s policies and procedures during this time.

In the event of a natural disaster, operations will be decentralized by property (residences located in different locations, or cities, etc...). Administrators will be responsible to manage operations for said residences. All G.R.A.C.E. residences will abide by all local, state and federal governing authorities and safety protocols and directions. These actions may include mandatory evacuations to local shelters, etc. However, until it is governed and enforced by the above stated laws and regulations for mandatory evacuation, our program guidelines, policies and procedures are still in effect and all residents are required to abide by the G.R.A.C.E. program. Any resident choosing to leave outside of their predetermined safety evacuation plan will be considered a voluntary discharge and eligible for readmission as per our policies and procedures. Resident safety evacuation plans can be revised and updated by residents on an as needed basis.

All residents abiding by their safety evacuation plan will have to notify administration prior to their leave date and fill out the evacuation form with verifiable information and be approved by administration. All residents that are approved to leave must check in daily with G.R.A.C.E. staff. Emergency contacts will be notified prior to the resident leave

All residents during these events and disaster emergency periods will be subject to urinalysis testing and breathalyzing and possible lab result testing confirmation prior to readmission of our program and residences. All residents will be required to be current on their program fees and unpaid dues upon readmission date.

G.R.A.C.E. Operations Manager or designee will be the disaster officer for all of the recovery residences and set a time period under each residence and designate the return date for all residents and program's normal operations to resume.

RULE XXIV – DISCHARGE POLICY AND PROCEDURES

It is the hope of G.R.A.C.E. that every single person who comes through these doors finds a pathway for sustainable recovery that is infinitely better than their previous way of life. We hope that eventually residents come to us, having achieved self-sufficiency and sustainable recovery and tell us that they are moving on.

Discharge Policy and Procedures continued:

In the event of a Relapse:

- Resident will be accompanied by a house manager or staff member at all times, until they have left the property Resident will have 15 minutes to gather their belongings and vacate the property
- Resident will be given an opportunity to get to a detox, hospital or shelter
- Our primary objective in the event of a relapse is the health and safety of our community, and we will help the resident move on quickly so that they cause the least amount of chaos for the rest of the residents.
- Residents belongings will be stored for a maximum of 14 calendar days and they will be able to pick them up at the office/residence when they are sober during business hours. After 14 days, the resident's belongings will be donated to charity or discarded.
- No refunds will be issued for deposits or fees paid in advance.
- Emergency contact and if applicable, referring treatment provider, probation/parole officer will be notified of discharge.

In the event of a Behavioral Discharge:

- Residents will be given 72 hours to find another place to live. If during the 72-hour period they breach any program guidelines, they will lose the grace period offered to them and will be allowed 15 minutes to gather their belongings and vacate the residence.
- We will help residents find another suitable location to continue their recovery
- Residents belongings will be stored for a maximum of 14 calendar days and they will be able to pick them up at the office/residence when they are sober during business hours. After 14 days, the resident's belongings will be donated to charity or discarded.
- No refunds will be issued for deposits or fees paid in advance.
- Emergency contact and if applicable, referring treatment provider, probation/parole officer will be notified of discharge.

When discharged any deposits or fees that have been paid in advance are forfeited and become property of G.R.A.C.E. Any personal items will be packed up and stored for two weeks, and G.R.A.C.E. will make an attempt to notify resident by contact number on file to come pick them up. After two weeks the personal possessions will be disposed of properly, whether it be donated or thrown away.

RULE XXV DISCHARGE/REOCCURENCE OF USE

G.R.A.C.E. program strongly suggest each resident follow the pathways outlined below for a successful and healthy transition into the independent maintenance of your long-term recovery.

Plan A:

Establish a recovery way of life while at the recovery residence (illustrated by working with a sponsor and getting to your 9th step through the 12-step program).

Utilize the accountability of the G.R.A.C.E. program to learn to save money towards independent living (apartment, etc.), by setting aside money and learning to budget and creating a savings account.

Set an exit date, with enough time in advance to be fully prepared. We recommend thirty days to start planning out prior to your move in date to be fully prepared and let your family, fellowship and sponsor aware of your plans. It is ideal to make sure they are all fully supportive with your decision.

Alumni Program

After resident has graduated and has moved out successfully, they will be considered alumni. Alumni are invited to participate in special events such as picnics, outreach, graduations, etc. Alumni are also invited to participate in Bible studies and welcome to visit other residents at appropriate times.

Discharge Reoccurrence of Use continued:

Plan B:

At G.R.A.C.E. we provide a supportive and sober living environment. We want to make it very clear relapse does not have to be a part of your recovery. However, if you do pick up a mind-altering substance while at one of our recovery residences, you will no longer be welcome on property. Due to this reason, G.R.A.C.E. provided a list of safe option available to you below for a worse-case scenario of relapse of any other urgent situation for discharge.

Trinity West – New Port Richey

BayCare ISU – New Port Richey, Odessa

Rope Center – Hudson

New Vision – Brooksville

Safe Harbor - Clearwater

RULE XXVI Hazardous Item Search

Residents belongings will be searched by the house manager upon admission to make sure that they have not brought anything into our community that could be damaging to the other residents. At any time, the house manager or operations manager can search through resident's personal property including any vehicle brought on property.

G.R.A.C.E. can choose, unless we feel the situation important enough, to do these searches with resident present. But, for the safety of our community G.R.A.C.E. reserve the right to search and discard hazardous items at any time. Searches will be conducted periodically. A hazardous item will include the following but not limited to: weapons, sharp objects such as needles, paraphernalia, illegal substances, prescription medication not prescribed to the resident, kratom, CBD oil, medications that are prohibited, identification not belonging to the resident, candles, incense or other fire hazards, and prohibited substances.

Consequences for resident being found in possession of any hazardous items can result in probation or possible discharge for program.

RULE XXVII Resident Confidentiality Policy

All residents have the right to their confidentiality. G.R.A.C.E. will receive authorized consent during your intake documentation of the list of people and/or parties that will be able to receive information about your residency and can be revised when necessary (see Release of Information Consent Form) This includes, but not limited to, outpatient providers, judicial systems, department of corrections, public defender's offices, private attorney, case workers or co-applicant whom functions as a financier. Additionally, resident information will be stored and transferred digitally for management and delivery of program services. Resident emergency contacts will be notified within 24 hours of a resident discharge, hospital or emergency incident. Resident financiers will be notified of a resident discharge. Confidential information can be released without consent in the case of a court order, medical emergency, suspected child or elderly abuse.

Residents are expected not to gossip or disclose another resident's information to the public without their permission. Residents are only allowed to disclose pressing or safety matters to the House Manager, Operations Manager, or CRRA if it's detrimental to someone's physical or mental health.

RULE XXVIII Release of Liability/Hold Harmless

I Hereby release G.R.A.C.E. and any of its staff Board of Directors, Staffs, officers, property owners and agents from any duty or liability associated with medications prescribed to me. I agree that it is necessary for my protection, as well as the protection of the other residents, that G.R.A.C.E. is notified when I am taking medications.

SANCTIONS: There are always consequences to our Medications. While you are at G.R.A.C.E. you will take responsibility for your own life, health, emotional well-being, and spirituality. Taking charge of you own destiny may require sharing the responsibility over your own health care with your doctor, who is prepared and willing to assist you in making the best choices. You need to take responsibility for your medications and keep them out of sight in your personal drawer, understanding what they are, why you are taking them, when to take them, what the correct dosage is and any side effects you'll need to report to you doctor.

Statement of responsibility by acknowledging receipt of statement of responsibility, you attest to the following:

- Client agrees that they are competent to self-administer their own medications
- Client agrees that medications are their personal property and will be kept there.
- Client agrees to take full responsibility for following their doctor's instructions.
- Client agrees it is their responsibility to have their doctor explain the risks, benefits and possible side effects of medications prescribed for them by their doctor.
- Client agrees staff at G.R.A.C.E. are not medical professionals, and do not dispense
- Client agrees that THEY WILL notify the staff about any medication prescribed to them.

RULE XXIX Drug Testing and Toxicology Policy

While participating at the G.R.A.C.E. program you understand that the use of any alcohol, drugs, or prohibited substances while you are a client of G.R.A.C.E. is a basis for immediate termination. You understand that G.R.A.C.E. management do drug testing upon admission, at a frequency of once per week, and at a cost of \$10.00 per test. You may be requested, without advance notice, to provide a random urine sample or breathalyzer to detect alcohol or other drugs upon suspicion. You understand that a refusal to provide a urine sample within 30 minutes or breathalyzer as requested may be grounds for immediate termination. If a positive drug screen occurs a client has the right to send the sample to a lab Transmetron at a cost of \$35 per positive substance being tested for. You will have to vacate the premises until results come back; if the results come back negative you will be readmitted. Residents will be tested upon intake, and no less

than two times each month. Drug testing is conducted by the House Manager, or Operations manager and a resident is watched while they produce a sample to make sure there is no tampering. If a drug test is tampered with, or it is believed that the resident is on a substance not caught by the number panel test used by the program, the sample will be sent to a toxicology lab at the expense of the resident.

RULE XXX Emergency Policy and Procedures

Emergency Policy & Procedures will be posted in each residence. This includes fire safety, evacuation map and procedures, hurricane and emergency room and overdose procedures. Smoke alarm detector testing will be checked routinely by G.R.A.C.E. staff and house managers. Emergency Policy & Procedures will be reviewed routinely with residents at designated house meetings and upon admission. Residence safety check assessments will be routinely administered by the Operations Manager via Safety Check Assessment.

In the event of a natural disaster, all G.R.A.C.E. residences will abide by all local, state and federal governing authorities and safety protocols and directions. These actions may include mandatory evacuations to local shelters, etc. However, until it is governed and enforced by the above stated laws and regulations for mandatory evacuation, our program policies and procedures are still in effect and all residents are required to abide by the G.R.A.C.E. program. Residents will have the option to stay at the residence for hurricanes, unless local governance requires a mandatory evacuation for the area.

Emergency Policy and Procedures continued:

Any resident choosing to leave outside of their predetermined safety evacuation will be considered a voluntary discharge and eligible for readmission as per our policies and procedures. Resident safety evacuation plans disclosed in the intake admissions paperwork can be revised and updated by residents on an as needed basis.

All residents abiding by their safety evacuation plan will have to notify the Operations Manager prior to their leave date and fill out the evacuation form with verifiable information and be approved by the Operations Manager. All residents that are approved to leave must check in daily with G.R.A.C.E. staff. Emergency contacts will be notified prior to the resident leave.

All residents during these events and disaster emergency periods will be subject to urinalysis testing and breathalyzing and possible lab result testing confirmation prior to readmission of our program and residences. All residents will be required to be current on their program fees and unpaid dues upon readmission. G.R.A.C.E. Operations Manager will be the disaster officer for the recovery residence and set a time period and designate the return date for all residents and programs normal operations to resume.

MEDICAL EMERGENCY:

DIAL 911 and follow instructions given by first responders

Designate a co-manager or resident to contact Operations Manager and notify them of emergency Stay with the subject resident until paramedics/first responders arrive or subject resident is in the proper medical facility (hospital ER) and notify them of the resident is currently in recovery

Operations Manager will notify emergency contact immediately

FIRE EMERGENCY:

To extinguish small fire, utilize the fire extinguisher by using instructions and P.A.S.S.: PULL-AIM-SQUEEZE-SWEEP
In the event of a large fire, utilize R.A.C.E.:

- RESCUE if you're not in immediate danger
- ALARM (contact 911)
- CONFINE (close doors and windows)
- EXTINGUISH/EVACUATE to designated meeting destination
- Stay with residents and account for all residents at a designated meeting destination across the street at the yellow sign, out of the way of EMS vehicles.
- Contact the Operations Manager after accounting for all residents
- Operations Manager will notify emergency contacts immediately

OVERDOSE EMERGENCY:

- Call 911
- Administer residence NARCAN and follow instructions given by first responders/911
- Designate resident or co-manager to notify Operations Manager of emergency
- Stay with resident until Operations Manager/paramedics arrive
- Operations Manager will notify emergency contacts immediately
- Operations Manager or CRRRA will notify FARR of the overdose within 72 hours with an incident report of the overdose