

Mission Statement

AmericaSober is dedicated to assisting men and women starting their journey of recovery. If you are serious about your program and want a safe and friendly place to go, you will find it here. We are all related through a common disease and a deep desire to establish a new life based on self-respect, integrity, and dedication to substance free living while helping others.

COMMUNITY RULES

Given the nature of *AMERICASOBER*; at times, expulsion of a participant may be required, sometimes without prior notice, and with forfeiture of pre-paid rents, fees and deposits. *AMERICASOBER* strives to be a zero-tolerance community. A violation of any of the following rules may result in immediate discharge from the community — without warning. Video surveillance in use on all *AMERICASOBER* premises.

- Possession of or use of any narcotic, barbiturate or any other illegal substance / drug without a clinician's prescription.
- Possession of or use of alcohol, THC, and/or CBD.
- If an approved visitor is in possession of, or under the influence of any drugs, alcohol or any other illegal substance.
- Having visitors on premises beyond regular visitation hours without the prior written permission of Management.
- You refuse to take a urinalysis test.
- You go to jail for any new offense while a resident of *AMERICASOBER*.
- You are more than 5 days late on your membership payment without a manager's approval
- You are advised by the Manager **for the third time** to clean your room, complete assigned chores or address hygiene issue.
- You miss a community meeting without prior written approval from Management.
- You are in possession of a candle, Hookah, incense, hot plate, toaster or any other objects that might create sufficient amount of heat to cause a fire.
- You are involved in some form of violence, or threats of a verbal, emotional or physical nature towards another member of the community or staff.
- You steal.
- You have sexual contact with another house member.
- You use any form of discriminatory speech.
- You smoke or vape inside the building.
- You have a weapon, such as a knife, firearm, or any other object designed to cut or cause injury to others.

If accepted by *AMERICASOBER* you will become a member of a voluntary sober community. I have read the

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above notice and understand that I am applying for membership in *AMERICASOBER* as a member of a sober community. I agree to abide by *AMERICASOBER*'s policies and rules, as amended or updated. I understand that I am subject to immediate termination of my membership and expulsion from the house if any of the above occur.

Community Handbook

AMERICASOBER provides memberships in sober living homes and communities. We are a place for you to develop coping skills that will help you master the social and professional demands of society. We are a place for you to find peace and safety to function in a drug and alcohol-free environment and you need to care for the house and yourself accordingly. You are responsible for your own actions. Accountability is a common value shared by the entire community. Willingness and cooperation are the basic requirements shared by all members.

The goal of *AMERICASOBER* is to be a zero-tolerance community. That means if you make a decision to use alcohol or illegal drugs/substances, without a verifiable clinician's prescription, you will be subject to termination of your membership and immediate expulsion for the safety of yourself and the other members of the community.

House members support each other like a family, that is, a close group of individuals living and working toward a common goal: **continued sobriety**. You are responsible for maintaining an understanding of the defined rules, requirements, and practices necessary to ensure a clean and sober environment.

We expect members to attend school, work or do a combination of these things, which consists of a full day's activities. Recovery is the #1 priority above all else. We recommend that you attend A.A., N.A. or 12 STEP, religious meetings or clinical group therapy at least twice a week, have a sponsor and be working on your recovery because sobriety is our primary purpose.

House Meetings:

There will be a weekly or and/or as needed house meeting that all members must attend to discuss matters pertinent to the house operation. You will receive continuing support and advice from all members of the community.

House meetings are mandatory. You may only be excused if you are working. You must call and alert the House Manager if you are working or going to be late for any reason. If you miss the house meeting out of forgetfulness or any other reason without the House Manager's awareness, you may be asked to leave the community.

Urinalysis:

Urinalysis testing will be conducted randomly for all residents at management's discretion. All urinalysis samples are given under supervision with no exceptions. We do allow certain forms of medication assisted recovery – please inform the house manager if this is the case upon entry. All non-prescribed illegal substances are considered unacceptable – *also including marijuana and k2-Spice*. **Refusal of a urinalysis or the inability to give a sample after 3 attempts is considered admission of guilt and you will be removed from the house.**

Community Involuntary Discharge:

On an expulsion from the *AMERICASOBER* there will be no period of time for you to prepare to leave the

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property, you must leave the property within the hour (no matter the time or weather conditions or transportation problems). You will not be allowed to enter your room without your roommate present or the house manager to collect immediate personal belongings.

If anyone in the house suspects another member of using drugs or alcohol and does not notify the house manager, he may be held responsible and removed from the house along with the offender; in order to protect the health and welfare of the other residents.

Your personal property will be gathered and packed up to be placed in a storage area by the house manager only. You will have a 30-day period from the date of your removal to return and collect your personal property. Failure to do so will result in your personal property becoming the property of **AMERICASOBER** and will either be donated to the Goodwill or may be used by the house as deemed necessary or sold in order to recover any damages or fines/fees you may have owed. This will include any automobiles or other modes of transportation you leave parked at the property such as bicycles, motorcycles, etc. The vehicle will be towed or stored in a locked place. Any locks may be removed to allow access to the vehicle.

If you are removed or expelled from the house and you come back to the property without management permission, that action will be considered **criminal trespassing** and you can be arrested.

If you go to jail for any drug or alcohol related charge (including outstanding warrants) your property will be placed in storage and you will have 30 days to arrange for someone to pick it up for you, or it will become the property of the house. That person must call ahead to arrange for a pickup time and be able to provide identification.

If you are involuntarily discharged from a house, you may not be reconsidered for membership for two (2) months. If you leave under good terms, you may be reconsidered at any time, based on availability. Any outstanding balances must be paid prior to be eligible for return.

Voluntary Discharge:

If you leave by choice after a 90-day period in good standing, your deposit will be returned to you after any expense owed. You must give a (2) two-week notice of intent to terminate your membership. Fees may include cleaning and damage repair.

Membership Fees and Admission:

A minimum 90-day stay is required in the community on acceptance to the **AMERICASOBER**. Voluntary departure prior to that time is considered a default of your agreement and any pre-paid rent, fees, and deposits will be forfeited.

You may not be more than five (5) days past due with any charges or fees without prior management approval (*must have confirmed verbal or written acknowledgement*). If you are, you will be asked to leave the property on the morning of the fifth day. Any charges, fines or fees will be deducted from your membership deposit. If you owe any monies that are not available by your original deposit, you must pay that balance before you can be considered for future membership or retrieve your personal property.

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House Curfew/Visitation Rules:

I agree to abide to the curfew: 11:00PM from Monday until Thursday, 12:00AM from Friday through Sunday.

Quiet hours start at 9:00PM each night – all entertainment, conversations and any other activities are to be kept to a low level as to not interfere with other members of the community.

No active users are allowed on premises. This will be considered grounds for expulsion of the house member whom allows such persons into the house or on the property.

No guests are allowed inside member's rooms at any time. All guests/visitors can meet with members in common areas ONLY and must be off the grounds by 9:00PM. Any potential visitors other than your sponsor or recovery coach should be announced to the manager.

Members nor guests are allowed to sleep on the couches during night hours.

If visitors are suspected of being under the influence of drugs or alcohol, they will be told to leave the property immediately. By allowing them onto the property YOU may be asked to leave yourself. This is a clear violation of the community rules.

Smoking:

NO SMOKING OR CHEWING TOBACCO IS ALLOWED INSIDE ANY AMERICASOBER PROPERTY. **SMOKING IS ALLOWED ONLY DESIGNATED AREAS ONLY**. MEMBERS THAT SMOKE MUST KEEP THE PATIO AREA AND SMOKING TOWERS CLEAN AND SWEEPED. You acknowledge that all AMERICASOBER buildings and the community as a whole, are smoke-free living environments. You and all your guests are prohibited from smoking anywhere in the interior or exterior of AMERICASOBER premises (including balconies and patios), within 25 feet of any building entrance, outdoor intake and/or operable window, or anywhere else in the community. This policy is intended to benefit all members of the community. You are responsible for any violation of this non-smoking policy by you, or any of your guests.

House Chores:

Everyone will have a house chore to be completed on a daily or weekly basis. Daily chores must be completed by 12pm (noon). Weekly chores must be done by Sunday evening at 8:00pm. This rule is at the discretion of the house manager. They may change times and days as necessary. House Chores are assigned by the house manager.

Only the House Manager or management may impose warnings or discharges. Complaints about incomplete chores or unacceptable actions are to be brought to the attention of the House Manager. You may trade chores with someone else, but you are responsible for it to be completed.

Food Storage and Meal Preparation:

Members are responsible for purchasing and cooking their own food, supplying their own personal hygiene items (toothbrush, toothpaste, shampoo, razors, shave cream, etc.) and for any other health issue item (prescriptions,

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medical care, etc).

You must provide your own meals. No dishes, pots or pans are to be left in the sink or drying racks. When using the kitchen, you must clean up after yourself immediately following your meal.

There is only so much refrigerator, freezer and dry goods storage space. The basic rule is if a food item is not yours, don't eat or drink it. If you are caught eating someone else's food without their permission, you can be asked to leave. Do not store water, bread, cookies or candy in the refrigerator. Keep them in your room or in the dry goods storage if there is room. Do not leave meals on the stove or in the refrigerator.

House meals must be consumed immediately or thrown out. You are encouraged to apply for food stamps and visit local food pantries and churches.

Member Rooms/Personal Appearance:

Each room comes equipped with complimentary cable. Please keep volume to a minimum after 9PM as some residents begin work early.

Rooms are to be kept clean, clothes picked up, etc. No food may be kept in the rooms as this is unsanitary and leads to pest issues.

Personal refrigerators, microwaves, hotplates, other cooking or food storage appliances are forbidden inside the rooms.

Rooms may be inspected by management at any time without notice, whether you are present or not.

Residents must be fully dressed in the common areas – towels must be worn on way to shower room.

Automobiles:

ONLY REGISTERED AND INSURED VEHICLES are allowed on the property or on the adjacent streets surrounding our community. There will be no broken down cars or vehicles allowed on premises unless approved by house for immediate repair purposes only.

Miscellaneous:

If laundry facilities are provided, do not leave your laundry in the washer or dryer. Clothes may be taken out by anybody waiting to use one of the machines and placed wet or unfolded on the table.

NO PETS and/or "pet sitting" – Any type of visit is likewise prohibited with no exceptions.

Respect your House Manager. They are there to help maintain everyone's health and well-being. The House Manager may reserve the right to know where you are and when you will return at his request. House manager or Management has the right to enter a personal room at any time without prior warning.

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All house members are responsible for ensuring anonymity and friendliness within the neighborhood. All house business remains within the house and we respect the privacy of our fellow residents as well as the neighbors. Do not park in front of neighbor's houses.

Put incoming mail on the kitchen table or the designated spot for the house. Mail will not be saved if you are discharged or choose to leave. Mail will not be forwarded. It will be marked "Not at this address" and returned to the post office.

We are not responsible for lost, stolen or damaged items.

MEMBERS RECEIVING FEDERAL, STATE, OR OTHER ASSISTANCE FROM PRIVATE OR CHARITABLE ORGANIZATIONS AGREE TO ADHERE TO THEIR **AMERICASOBER** CONTRACT AND ALL OTHER **AMERICASOBER** POLICIES, REGULATIONS, RULES, AND BYLAWS. THE AMERICASOBER POLICIES, RULES, REGULATIONS, AND BYLAWS SUPER-CEDE ALL OTHER OUTSIDE PROGRAM AGREEMENTS.

Management reserves the right to deny any membership renewal on a weekly basis. If you are asked to leave by management for a violation of any rules or policies there will be no refunds

ADMISSION CRITERIA AND INTAKE PROCEDURE

POLICY

All house manager/owner are to follow the procedure for admitting a member into **AMERICASOBER** once criteria for admission (see below under Procedure) have been met.

BASIS

It is necessary to provide consistent and prompt attention for members entering into **AMERICASOBER**. Certain steps must be taken to insure that the member is appropriate.

PROCEDURE

- A. Upon first contact with a potential **AMERICASOBER** member, whether by phone or in person, house manager/owner will screen the potential member to determine the potential member's appropriateness for the **AMERICASOBER** by applying the following Admission and Exclusion Criteria. If the potential member is determined as inappropriate, then suitable referrals will be provided.

Admission Criteria

The potential resident must:

1. Be admitted voluntarily
2. Be 18 years of age or older
3. Be at least 72 hours from the last use of alcohol and/or drugs
4. Be medically stable. Any individual with ongoing medical problems, including dual diagnosis, may be accepted provided that they are addressing these problems with outside professional help, including medication management.
5. Have adequate control over their behavior and assessed not to be imminently dangerous to self or others
6. Express a desire to recover from addiction to drugs or alcohol
7. Be assessed as medically appropriate and free of any illness that requires isolation from others
8. Have the capacity for active participation in all phases of communal sober living
9. Be ambulatory and meet personal needs without assistance.
10. Have adequate resources to pay for the housing

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Exclusion Criteria

The potential resident cannot:

1. Have clinical manifestations that meet criteria for detox, hospitalization or other treatment (e.g. acutely psychotic or a danger to self or others)
2. Have severe permanent deficits in recent memory, attention, concentration, who cannot attend effectively to activities of daily living and whose cognitive impairment prevents them from understanding and participating in communal sober living
3. Have ongoing medical issues, which require monitoring and care not provided by **AMERICASOBER** as a sober living environment

PROCEDURE CONTINUED

- B. If the potential member is assessed as appropriate for the **AMERICASOBER** community, then house manager/owner completes the initial screening.
- C. During the initial screening, house manager/owner obtains assessment information from the applicant and will verify the identity of the applicant through identification. House manager/owner will have the resident complete and sign the Member Application.). House manager/owner will also review the member's rights and responsibilities, the rules, groups, emergencies and other general information found in the Rules and House Description and obtain the resident's signature on the Rules. House manager/owner will make a copy of the Member Rules available upon request. At this time house manager/owner may search the member's belongings for inappropriate or hazardous items (see Search for Hazardous Items Policy). If the member has not had a recent drug screen then house manager/owner may administer a urine drug screen.
- D. The member will be informed of the fees for the sober house.
- E. The member will then be shown to their room and assigned a room.

WHAT TO DO IN CASE OF AN EMERGENCY

Call 911 in case of:

1. Fire
2. Violence or a threat of violence
3. Suspicious persons hanging around premises
4. Burglary
5. A life-threatening medical situation
6. Chest pain
7. Shortness of breath
8. Suicide attempt
9. Unconscious individual
10. Injury in which there is a broken bone
or bleeding that cannot be stopped
11. Serious fall
12. Unable to wake someone
13. Ingestion of toxic chemicals or substances
14. Individual out of control
15. Individual having hallucinations
16. Individual having an extreme allergic reaction
17. Extreme paranoid behavior

General: (617) 610 0053

Campbell House

Manager on duty, or Patricia Wilson
(857) 236-7932

Maverick House

Manager on duty, or Albert Tucen
(908) 293-3593

Summer House

Manager on duty, or Gabriel Vasquez
(781) 500-2107

SoberFIT

Manager on duty, or Gabriel Cepeda
(857) 249-1686

After you call 911, call house manager/owner and inform them of the situation.

Then **move** to a **safe place** to wait the arrival of emergency assistance.

DO NOT try to move an injured person, give First Aid or CPR unless you are
qualified

Call the house manager/owner in case of:

1. Drugs, alcohol, weapons on the premises
2. Suspicion or knowledge of someone using/having used drugs/alcohol
3. Plumbing problems or maintenance issues in the house
4. Power out for more than a half an hour
6. Individual who may be in withdrawal having difficulties
7. Curfew violations

INTERVENTION FOR THE AGITATED OR DANGEROUS COMMUNITY MEMBER

POLICY

AMERICASOBER does not provide treatment or medical care to community members. However, house managers should be prepared to manage members who have become agitated or a danger to themselves or others.

BASIS

Addicted members may become agitated or dangerous to themselves or others.

PROCEDURE

1. The following procedure should be implemented for members who are assessed as being agitated or dangerous to themselves or others with threatening and/or violent behavior:
 - A. The house manager/owner member will call out "help" in a loud voice. The house manager/owner or member will ask for aid from the members who are present.
 - B. The house manager/owner member will instruct a resident to call 911 and inform them that there is a member who is a danger to themselves or others and is potentially violent. Then, the house manager/owner member will approach the member and attempt a verbal intervention. If the member calms down then wait with the member until the police arrive and apprise them of the situation. If the member does not calm down, do your best to ensure the safety of those present and vacate the premises with other members and wait for the police to arrive.
 - C. Place hands on the resident only if absolutely necessary and under the observation of other house manager/owner members.
 - D. Once member safety is insured have follow-up meetings immediately with other members and house manager/owner who were involved in the incident.

INTERVENTION FOR THE INTOXICATED/IMPAIRED COMMUNITY MEMBER

POLICY

AMERICASOBER does not provide treatment or medical care to community members. However, the house manager should be prepared to manage residents who are intoxicated or impaired by a substance.

BASIS

Members in recovery may relapse or become intoxicated or impaired by a substance. Therefore, the house manager should be prepared to manage residents in an appropriate manner.

PROCEDURE

1. The following procedure should be implemented for members who are assessed as being intoxicated or impaired by a substance.
 - A. The house manager/owner member who observes the behavior, or is informed of the possibility of the resident being intoxicated, should evaluate the situation by assessing the following:
 - i. Is the member's behavior uncharacteristic of how they normally appear?
 - ii. Does the member have slurred speech or unsteady gait?
 - iii. Does the member have an odor of alcohol, pot, glue or some other substance?
 - B. If the member is assessed to be intoxicated or impaired by a substance, house manager/owner will ask the member if he/she has been drinking/using a substance. If the member acknowledges use then they will not be allowed to participate in the sober house and will be referred to an appropriate level of care. House manager/owner, or someone of the member's family or friends, will then transport the member to the appropriate facility.
 - C. If the member who is assessed to be intoxicated or impaired by a substance denies using alcohol or drugs then the house manager/owner member should ask the member's peers for supporting evidence that the member was using, perform a urine screen (refer to the policy on "Random Urine Drug Screens") - Also, a room search may be warranted to insure that no illegal or dangerous substances have been brought into the house (see the policy on "Search for Hazardous Items"). If the urine screen test shows a positive reading or the search reveals alcohol or mood altering/illegal substances, then the procedure under "B" should be followed.
2. House manager/owner will discharge the member.

MEDICAL CARE

POLICY

Members at **AMERICASOBER** must have access to adequate medical care. **AMERICASOBER** does not provide treatment or medical care to community members.

BASIS

Individuals often enter **AMERICASOBER** with medical problems that require follow-up and medical problems may develop that require attention.

PROCEDURE

1. Direct medical care to the members is provided either by the resident's personal physician or referrals
2. If a member becomes physically ill while in the recovery residence at **AMERICASOBER** then the following procedure is to be followed:
 - A. Call 911 if the situation is an emergency and/or life threatening
 - B. Call house manager/owner and inform them of the situation.
 - C. House manager/owner will then make the appropriate medical referral.
 - D. **DO NOT** try to move an injured/ill person or give First Aid or CPR unless you are qualified to provide this assistance.
3. **For minor injury a basic CPR kit can be found at the manager's office**

MEDICATIONS

POLICY

Members may take certain medications under the supervision of a qualified physician. **AMERICASOBER** does not administer medications.

BASIS

A percentage of the individuals who come to **AMERICASOBER** are on some type of medication either for a physical or psychiatric concern.

PROCEDURE

- A. Members may not take any mood-altering medications (e.g. opiate-based pain medications, benzodiazepines, barbiturates, sedatives-hypnotics, sleeping pills, diet pills).
- B. In rare instances, a member may have a medical procedure or pain that requires brief use of medicines that are not on the client 'safe drug list'. Clients at that time must submit to the house manager/owner of **AMERICASOBER** physician documentation of the necessity of the medication.
- C. Members must inform house manager/owner of any prescriptions/medications they have when they are admitted to **AMERICASOBER** and any prescriptions/medications they receive while a resident at **AMERICASOBER**. Failure to do so will result in disciplinary action and possible discharge.
- D. Members may only take over the counter medications that are approved by **AMERICASOBER** on the 'safe drug list'.
- E. Members who are on any medication must be able to self-administer their own medication without the aid of a health-care professional. If a resident is unable to do so, then they will be referred to a facility that can aid them.
- F. Members who are on medication are responsible for the proper dosage of their medication. Medication must be stored, not accessible on counter tops or dressers. The preferred storage for any medication is a lock-box or locked in single-occupancy rooms.
- G. Any deviation from the proper medication dosage will be investigated by the house manager/owner. Deliberate alteration of the dosage in an attempt to alter mood will result in disciplinary action and possible discharge.
- H. Members must not discontinue taking any prescribed medications without the written authorization of a medical doctor.

RANDOM URINE DRUG SCREENS

POLICY

AMERICASOBER is a community for individuals in recovery. Members have suffered and/or have been diagnosed with alcohol and/or other substance dependence/abuse and will be required to randomly submit urine for drug screens.

BASIS

Random urine drug screening is an effective means of monitoring member alcohol/drug intake status. Drug testing may also be ordered by a treating physician for medical purposes.

PROCEDURE

1. The collection of urine for a drug screen test may be administered by the house manager/owner member of **AMERICASOBER**, either randomly or with probable suspicion of the member's use of drugs/alcohol during the course of their stay at **AMERICASOBER**. The test may be administered and read by a house manager/owner member of **AMERICASOBER**.
2. Urine may be collected either by the use of rapid on-site drug detection methods (commonly referred to as a "dip stick") or collected and sent to a lab for testing. If the sample is to be sent to a lab, it will be packaged and mailed according to the mailing instructions provided by the laboratory.
3. Results are noted in the member's file.

SEARCH FOR HAZARDOUS ITEMS

POLICY

AMERICASOBER has the right to search members' belongings and the community for illegal substances and inappropriate/hazardous items.

BASIS

AMERICASOBER seeks to ensure the safety of all members and to provide a safe environment conducive to recovery from addiction.

PROCEDURE

- A. Upon admission, a house manager/owner member may search the member's personal belongings for illegal or inappropriate/hazardous items. The member will be informed of **AMERICASOBER**' policy regarding keeping of illegal substances or inappropriate/hazardous items in residence.
- B. Periodic searches (timing is decided by the house manager/owner) of the residences will be done by a house manager/owner member to look for illegal or inappropriate/hazardous items.
- C. If a member is found to be in possession of an illegal or inappropriate/hazardous item upon admission the item or substance will be confiscated by the house manager/owner. If, during a residence search, it is discovered that a member is keeping an illegal substance (e.g. drugs such as cocaine, heroin) or an inappropriate/hazardous item (e.g. a legal but mood-altering drug such as alcohol or a weapon) the item(s) will be confiscated and the resident will be subject to discipline and may be discharged.
- D. Inappropriate/Hazardous Items
 - Illegal drugs - Cocaine, heroin, amphetamine, pot, etc.
 - Legal drugs that are mood altering - alcohol and anything containing alcohol, prescription drugs, etc.
 - Weapons or anything heavy or sharp enough to be used as a weapon

SUICIDE ASSESSMENT AND PRECAUTIONS

POLICY

All suicidal expressions or gestures should be taken seriously

BASIS

Suicidal expressions and gestures indicate serious emotional problems and life threatening actions.

PROCEDURE

Suicide Precautions

1. If a member reports that they are experiencing suicidal ideations the house manager/owner will contact Emergency Medical Support for guidance.
2. Ensure that the member is safe by remaining with the resident 1:1 until the member is transported and safely at an emergency facility and remove all potentially hazardous items that may be available to the member.
3. The house manager/owner should call 911 immediately if they feel the situation is no longer safe or manageable.

TYPES OF DISCHARGE

POLICY

AMERICASOBER member records will state the type of discharge for the member.

BASIS

The member record must accurately reflect the type of discharge that occurred when a member leaves **AMERICASOBER** for accuracy, research and assessment if the member reapplies for admission.

PROCEDURE

Upon discharge house manager/owner will assign one of the following designations for the type of discharge that the member experienced.

Discharge of Completion - The member has completed the requirements of the **AMERICASOBER** recovery residence in good standing and has processed his/her leaving with the community of house manager/owner and members.

Administrative - The member has violated a rule(s) that would endanger the community (e.g. using drugs or fighting). The member leaves the premises and/or the program without permission and does not notify house manager/owner or peers, (e.g. If the resident is out past curfew leaves during the night). The member chooses to leave the **AMERICASOBER** recovery residence prior to the length of stay that house manager/owner has recommended.

Medical Leave - The member is no longer appropriate to remain at **AMERICASOBER** recovery residence because of a physical condition that cannot be adequately treated if the member remains at **AMERICASOBER** or their condition warrants assessment for treatment and/or medical care.

NONDISCRIMINATION

POLICY

AMERICASOBER does not discriminate against persons accepted into the community.

BASIS

AMERICASOBER believes that all persons should have the opportunity to live in a recovery community and recover from their drugs and alcohol addiction.

PROCEDURE

1. **AMERICASOBER** does not discriminate on the basis of race, religion, gender, national and ethnic origin, qualified disability (except for those who, by reason of their disability, would be unable to participate in the requirements of the program), sexual orientation, or HIV status.
2. This policy also applies to hiring of house manager/owner and volunteers.

MEMBER RIGHTS AND RESPONSIBILITIES

POLICY

To safeguard the rights of persons who are members at **AMERICASOBER**

BASIS

Each member has certain rights and responsibilities to ensure the best experience possible.

PROCEDURE

- Members will be informed of their rights and responsibilities upon admission into the sober house and given a copy of House Rules and Resident Rights

As a member of **AMERICASOBER** you have the right to:

1. Be treated with dignity and respect
2. Participate actively in your recovery
3. Be given information regarding informed consent prior to the start of your stay.
4. Be seen by a private physician with the understanding that all costs will be the responsibility of the member.
5. Have all information pertaining to stay held in confidence
6. Receive information regarding cost
7. Be fully informed at the time of admission of the rights and responsibilities set forth herein and of all the rules and guidelines governing resident conduct.
8. Initiate a complaint or grievance procedure and understand that you may begin the grievance procedure by contacting the House Manager or House Owner(s) or MASH
9. Request referral resources in the event of your dismissal from **AMERICASOBER**
10. Not to be required to perform services for **AMERICASOBER**, which are not included in the usual expectations of all members.

CONFIDENTIALITY AND MEMBER RECORDS

POLICY

The right to confidentiality of all residents regarding verbal and written information will be protected and compliance with federal and state laws will be met.

BASIS

To uphold the confidentiality and protect the right to privacy of members.

PROCEDURE

- A. All house managers, members and volunteers of **AMERICASOBER** will, to the best of their abilities, adhere to the confidentiality laws and procedures as set forth in Federal Law 42 CFR, Part 2 Confidentiality of Alcohol and Drug Abuse Patient Records.
- B. Resident files (both current and past) will be kept in a locked filing cabinet(s) in one of the recovery residences' offices, which have the capability for the door to the office to be locked. These files will be under the direct maintenance and supervision of the house manager/owner. The files will be utilized and viewed only by **AMERICASOBER** unless:
 1. The members whose name appears on the file requests to view their file,
 2. A court order is furnished requesting the file, or any part thereof, and;
 3. A situation in which the member's life is in danger and the file or a portion thereof would aid in the treatment of the member.

CODE OF ETHICS

AMERICASOBER strives to maintain a respectful environment built on honesty and trust. Focusing on our member's individual growth to include these core principals is important to us.

AMERICASOBER members will conduct our business honestly and ethically.

1. Will treat all persons with dignity and respect
2. Will safe guard person's privacy and confidentiality per state, federal and local requirements
3. Will not threaten or commit any act of physical or emotional abuse
4. Will not become romantically or sexually involved with persons currently served (or served in the recent past)
5. Will not engage in harassment
6. Will not discriminate due to race, religion, age, sexual orientation, disability, national ancestry or economic condition
7. Will strive for continued personal growth and self-improvement through education, training and consultations.

PROCEDURE

1) CONTACT WITH MEMBERS

- a) Male contact (house manager/owner, volunteers, workmen, etc.) with the female members will be monitored at all times by a female house manager/owner and female contact (house manager/owner, volunteers, workmen, etc.) with male members will be monitored at all times by a male house manager/owner.

2) REPORTING UNETHICAL OR INAPPROPRIATE BEHAVIOR

- a) Anyone who observes or has substantial reason to believe house manager/owner or a volunteer has engaged in unethical behavior in violation of this policy must report that behavior in confidence to the immediate supervisor of the house manager/owner member.
- b) Any house manager/owner or volunteer who believes a member has behaved with her/him in such a way as to provoke or invite unethical behavior must report that interaction to their house manager/owner.

3) CONSEQUENCES FOR FAILURE TO COMPLY

- a) Breach of this policy constitutes grounds for serious disciplinary action, including immediate suspension and/or probable dismissal.
- b) House manager/owner and volunteers will be oriented to this policy and indicate understanding and agreement to comply.

GRIEVANCE POLICY

Grievance Policy

It is the policy of our home and MASH (Massachusetts Alliance for Sober Housing) to ensure Certified Sober Homes and stakeholders grievances are handled respectfully, appropriately, and professionally.

All conflicts should be resolved peacefully. First, try to resolve the conflict between yourselves. If that is not possible, or if it may be unsafe to do so, or if the issue is with the operation of the house, bring the issue to the house manager. If the house manager cannot resolve the issue, or if the issue is with the House Manager, then bring the issue to Management via phone or email, (617) 610-0053, or zotrер@thesoberhousing.com, respectively.

Unresolved grievances may be brought to MASH. The MASH Formal Grievance should be documented on the MASH Formal Grievance Form found at: <https://mashsoberhousing.org>. This Formal Grievance Procedure should not be used for retribution or personal gain.

HOLD HARMLESS, WAIVER AND RELEASE

I/We hereby understand and acknowledge that use of the Facilities (including all equipment, training, programs, events, sauna and hot tub) made available by AmericaSober, LLC and/or REIC, LLC may expose me to many inherent risks, including accidents, injury, illness, or even death. I/We assume all risk of injuries associated with participation including, but not limited to, falls, contact with other participants, high heat and/or humidity, and all other such risks being known and appreciated by me.

I/We hereby acknowledge my responsibility in communicating any physical and psychological concerns that might conflict with participation in activity. I/We acknowledge that I am physically fit and mentally capable of performing the physical activity I choose to participate in.

After having read this waiver and knowing these facts, and in consideration of acceptance of my participation and AmericaSober providing use of the facilities to me, I agree, for myself and anyone entitled to act on my behalf, to **HOLD HARMLESS, WAIVE AND RELEASE** AmericaSober its officers, agents, employees, organizers, representatives, and successors from any responsibility, liabilities, demands, or claims of any kind arising out of my use of the Facilities.

I/We indicate that I/We have read and understand this Waiver of Liability. I am aware that this is a waiver and a release of liability and I voluntarily agree to its terms. I agree to (1) indemnify and hold harmless PSI, LLC and RH Group, LLC from and against all claims, injuries, suits, and damages arising out of the performance by Americasober, LLC and REIC, LLC from any and all liability under all circumstances (2) not to sue PSI, LLC and RH Group, LLC to disburse earnest money in accordance with this agreement.