



Agreement to Standards, Policies, Testing

This agreement between Stepworks Sober Living and you (the resident) outlines the standards and policies you must follow to remain in the Stepworks Sober Living program, including your consent to drug and alcohol testing. Read each item carefully and initial the spaces provided to indicate that you have read and understood each statement. If you have questions, please contact the Stepworks Sober Living house manager by phone, email, or in-person (contact information is provided upon admission).

Resident Responsibilities

_____ For security and accountability, always use the sign in/out sheet when entering or exiting the property.

_____ Complete your daily chores (and mark them on the chore sheet).

_____ Quiet time is 11:00 P. M. to 7:00 A. M.

_____ Be courteous to residents who work other shifts and sleep during the day.

_____ The curfew for all residents is 11:00 P. M. (If this does not accommodate your work schedule, communicate with the house manager in advance to request an exception.)

_____ Maintain employment and submit the following to the house manager: (1) a copy of your work schedule and (2) when requested, proof of paystubs. (Employment must not interfere with recovery; you must remain active in your chosen recovery path.)

_____ If you are on disability (receiving a monthly check), fill your free time with the following: attend meetings, work at a part-time job, assist the sober living manager with tasks around sober living, attend school, etc. (Give a weekly report to your case manager of what you accomplished in your free time.)

_____ Be responsible for utilities. Conserve water and electricity. Turn off lights and televisions when not in use. Do not adjust thermostats without approval. If you abuse utilities, you may be fined or required to pay the overage.

_____ Be courteous with the clothes washer and dryer. Do not leave clothes unattended.

_____ While living in a Stepworks Sober Living home, represent the program in a positive manner. Treat yourself and others with dignity and respect.

_____ Be a good neighbor. Greet our guests or neighbors with a smile, wave, or "hello." Keep your voice and music to a reasonable volume level. Clean up after yourself, wear appropriate clothing outside of your bedroom, and do not use offensive language in front of guests and neighbors.

_____ Residents are not allowed to have pets.

_____ Do not bring Kroger carts to our property. (This is theft.)

_____ Do not glorify drug use or criminal behavior.

_____ Never take photographs or video of other residents without their consent.

_____ Never share information about other residents with third parties: including their names, photos/videos, or anything said in group or privately (even if they willingly participated). This includes posting on social media accounts.



Continuing Recovery Expectations

- _____ Do not sponsor another Stepworks Sober Living resident.
- _____ Participate in all weekly house meetings. (Consecutive unexcused missed meetings may result in eviction from the program.)
- _____ Submit your Recovery Meeting Attendance form at your weekly case management meeting.
- _____ Attend the minimum number of meetings based on your Stepworks Sober Living phase. (Church attendance and Celebrate Recovery meetings do count toward this requirement. Stepworks provides recovery support meetings, but you must also attend **at least one outside meeting.**)
- _____ You are responsible for scheduling and attending medical and follow-up appointments (including outpatient visits required by the Stepworks Sober Living program).
- _____ You are responsible for getting on the Stepworks transportation shuttle when it arrives. Staff will not come and get you.
- _____ Stepworks transportation only goes to locations on the transportation schedule.
- _____ Submit your requests for overnight or weekend passes to the house manager at least 72 hours in advance. (The house manager is responsible for approving or denying these requests.)
- _____ Attend the monthly tribe gathering. (If you cannot attend, provide a work excuse.)

Drugs, Alcohol, Medications, and Testing

- _____ Do not consume or possess any form of alcoholic beverage.
- _____ Do not consume or possess any form of illicit or unprescribed drugs.
- _____ Stepworks Sober Living will not administer medications to residents. All residents are responsible for self-administering their own medication.
- _____ Do not share prescription medications and take them only as prescribed.
- _____ You are responsible for maintaining your medications, prescription and otherwise, and locking them in the lockers provided in your sleeping area at all times.
- _____ Do not share your lock code with anyone.
- _____ You will receive one lock on admission. If you lose your lock or if it needs to be cut off, it is \$5.00 to replace.
- _____ Stepworks Sober Living performs medication counts regularly. Keep your medications in their original containers with the labels clearly identifiable.
- _____ You are subject to random drug screens. Drug screens that yield unexpected results are sent to a lab. If the lab confirms your use of an illicit substance, you must meet with the Stepworks clinical team to discuss the next step, which may include your referral to a higher level of care.
- _____ In some situations, the person or persons administering these tests may be your peer(s) and not medical personnel.

Violence and Weapons

- _____ Do not commit or threaten violence against anyone for any reason. This behavior is grounds for eviction and legal action.



_____ Do not possess weapons on Stepworks Sober Living property. This includes the facility, the property around the facility, and vehicles parked near the facility. "Weapons" includes but is not limited to the following: firearms of any kind, knives four inches or longer, tasers, swords, clubs, martial arts weaponry, etc.

_____ Do not steal. Stealing is a crime and is grounds for eviction and legal action.

Visitors and Sex

_____ Do not enter a romantic relationship with another resident. (Violations may result in eviction.)

_____ Do not engage in sexual relations of any kind on Stepworks Sober Living property or in vehicles parked near the property.

_____ Do not host overnight visitors. Visitors must exit Stepworks Sober Living property before curfew.

_____ Visitors must only enter common areas. This includes sober living residents from other apartments.

_____ Visitors must not enter bedrooms.

_____ Do not sleep in another resident's apartment or bed.

_____ Do not possess, view, stream, or download pornographic material of any kind.

Stepworks Sober Living Property

_____ Do not smoke in any Stepworks facility. Vaping and tobacco chew are permitted but must not damage the property in any way.

_____ Any damage to property as a result of your negligence will be your responsibility to fix or replace.

_____ Smoke detectors must remain on the wall. (If a smoke detector is beeping or needs batteries, do not remove it. Notify the sober living manager.)

Personal Property and Injury

_____ You give consent for Stepworks Sober Living to search your personal property at any time, including your vehicle.

_____ Residents are permitted a vehicle on site (car, motorcycle, moped, scooter, etc.) after completing PHP or after 30 days in the program.

_____ Before parking your vehicle on the property, you must show a valid driver's license, registration, and proof of insurance to the house manager. You must park your vehicle in the designated areas.

_____ Stepworks Sober Living is not liable for any stolen or damaged personal property.

_____ Stepworks Sober Living is not liable for any personal injuries sustained while on the property.

_____ Storage space is limited. If your personal items do not fit in the space provided, they must be stored off site.

_____ If you abandon belongings at Stepworks Sober Living, we will attempt to contact you. If you do not collect your belongings within thirty days, they will be donated.



Rent

- _____ Pay your rent according to the schedule explained in the Resident Lease Agreement.
- _____ If you fall behind the payment schedule explained in the Resident Lease Agreement, you are subject to eviction.
- _____ If you cannot pay rent for a week, contact the house manager by phone, email, or in-person before the end of that week.
- _____ Obtain a debit card. Stepworks only accepts cash payments in special circumstances.

Relapses

- _____ Stepworks takes relapses very seriously. They aren't just a personal problem. They impact the entire Sober Living community.
- _____ If you relapse, be honest and tell a team member as quickly as possible.
- _____ Before determining the best course of action, the clinical team will consider your honesty, usage, period of relapse, medical history, and treatment history. Depending on these factors, you may be allowed to stay in Sober Living but transfer back to a higher level of care. Or you may be evicted and referred to a residential or inpatient treatment program at Stepworks or elsewhere.
- _____ Completing a thirty-day or more residential program gives you "preferential status" when you reapply for Stepworks Sober Living.

Eviction

- _____ Failure to follow any of the above standards may result in eviction.
- _____ This document does not provide a comprehensive list of standards and violations. Even if an offense is not specifically described in this document, Stepworks Sober Living reserves the right to evict you from the property.
- _____ If evicted, you must leave the premises at the end of the business day and not return under any circumstances. (This time frame is subject to change according to the discretion of Stepworks Sober Living.)

Resident Agreement to Standards

I, (print name) _____, have read, understood, and agreed to abide by the standards and terms of this document.

Resident Signature: _____ Date: _____ / _____ / _____

Team Member: _____ Date: _____ / _____ / _____



Resident Consent to Drug and Blood Alcohol Level Testing

I, (print name) _____, understand that I can be tested for drugs and alcohol at any time, for any reason, according to my agreement with Stepworks Sober Living. I also understand that the person(s) administering the tests may be my peer(s) and not medical personnel. I am aware that if I test positive, refuse compliance, or attempt to cheat or circumvent the tests in any way, I will be evicted from the Stepworks Sober Living property and program and will be required to leave the premises immediately. If my results are unexpected, the test may be sent to an outside lab for confirmation. If this happens, I may receive a bill from the third-party-lab. My signature below indicates my understanding and consent.

Resident Signature: _____ Date: _____ / _____ / _____

House Manager: _____ Date: _____ / _____ / _____