



Rules and Expectations

Adam Zontak, is the Director of Operations, the managing live-in director of The First Step Sober Living Apartments. By choosing to live in The First Step Sober Living community, you are agreeing that he is in charge and his instructions are to be followed without fail. Failure to do so will lead to immediate expulsion or other disciplinary actions ____ (initial)

1. Grievances: Please file a grievance only if you feel you have exhausted all other forms of compromise, such as attempting to discuss it with your House Manager or the other resident you have concerns with. If you are still unable to reach an agreement you can then turn in a written grievance through this process:

- Please legibly write out or type your grievance and sign it.
Once written out you can turn this document in to the House Manager. He will then determine the best manner in which to handle said Grievances.
- If there is no agreement reached at that time, The First Step Sober Living, House Manager will have 24 hours to formally respond to the grievance (unless the nature of the problem demands a more immediate response). A formal response is a written response or verbal communication.
- If at this point an agreement is still not reached, The First Step Sober Living House Manager will consult with the Sober Living Team and/or the Executive Directors on the matter and another offer of compromise or solution will be made within seven days.

NOTE: Abuse or game playing with this service will result in the resident being asked to leave the home. ____ (initial)

2. Absolutely no romantic or sexual involvement between residents in First Step's Sober system of care is allowed. The First Step Sober Living system of care includes IOP and sober living. Furthermore, we require all activities in The First Step Sober Living to be gender specific, i.e. rides to and from meetings, IOP and work, as well as recreational activities ____ (initial)

3. Apartments are to remain gender specific with regard to visitation ____ (initial)

4. Always lock all doors when leaving the house, including the deadbolt lock ____ (initial)

5. Residents must submit to a UA or BA whenever asked by, The First Step Sober Living staff. Refusal to submit a UA or BA is grounds for immediate eviction from the house ____ (initial)

6. The weekly house meeting is determined by the House Manager and is mandatory! Only extreme cases (such as serious illness, family emergency, vacation planned in advance, etc.) will be acceptable as a reason for missing the weekly house meeting. Work, meeting with a sponsor, doing step work, studying, etc. is not valid reasons for missing the weekly house meeting. In the case of an emergency, notify the House Manager four hours in advance that you will not be attending the meeting. ____ (initial)

7. Each resident will attend at least FOUR- 12 step meetings per week. All residents are required to have a meeting attendance sheet signed by the chair-person and not each other. Attendance sheets are to be turned in weekly at the house meeting. Intensive Outpatient is considered meetings.



8. Sponsorship: Each resident has one week upon admission to obtain and maintain a relationship with a 12 step sponsor. Your sponsor must also have a sponsor and be actively working the steps. If you decide to fire your sponsor, you must have already found a replacement. Furthermore, the House Manager will maintain contact with your sponsor ____ (initial)

9.

10. If a resident notices behaviors in another resident that are not conducive to a life of recovery this must be brought to the House Managers attention immediately. **This behavior includes, but is not limited to, missing meetings, not talking to their sponsor, violating rules regarding male/female peers, isolating, negativity, or disrespecting staff.** We will work toward giving others considerations. Each member of the house is obligated to give these considerations. Each member is also obligated to listen to these considerations. ____ (initial)

11. Each resident is responsible to notify the House Manager of other residents whom they know to have broken any rules. ____ (initial)

12. Anonymity is a tradition of 12 step programs. The First Step Sober Living, works closely with these programs, but is NOT in and of itself a 12 step program. Therefore, be aware that the tradition of anonymity may not be practiced by any resident in The First Step Sober Living community, especially when they are expressing concern for your well-being. ____ (initial)

13. No gossip. Our definition of gossip is, talking negatively about someone while they are not physically present to hear what you have to say. Spreading rumors that you have not heard or seen, as a present 1st party to such defamatory remarks or said incident. ____ (initial) If you have issues with another resident talk directly to that resident. The First Step Sober Living community strives to be a place of peace for all of our tenants. The House Manager will be available to facilitate this process if necessary. ____ (initial)

14. Work/volunteer work: Each resident has 2 weeks upon admission to find employment or perform **16 hours** of volunteer work per week while seeking employment, **NO EXCEPTIONS; AA SERVICE WORK IS NOT COMMUNITY SERVICE.**

NOTE: If your House Manager requests to see a paystub it must be presented for verification of employment ____ (initial)

15. Residents are required to fill out a daily tracker, outlining what they do each day until they find employment. ____ (initial)

16. Residents may not quit a job without first securing a new one. There will be no lapse in employment or volunteer work. ____ (initial)

17. **Residents must be up, with their Beds made and Rooms Cleaned by 9:00am Monday thru Friday.** ____ (initial)

18. Quiet hours are from 10 PM every night to 9AM every morning. The noise level in the house must be acceptable to EVERYONE in the house. At midnight on every night of the week, all televisions, radios, iPods, computers, etc. must be turned off and residents in bed. ____ (initial)

19. Curfew: Every resident must be in the house by 11pm every week night, and by 12pm on weekends. ____ (initial) – Weekends are Friday & Saturday



20. Leaves of absence: Overnight, weekend or longer passes may be obtained. These must be pre-approved at least one week in advance by the House Manager. These passes will be considered on a case by case basis. ____ (initial)
21. Chores: Each resident must complete daily or weekly chores on time and chores are to be done with excellence. Daily/weekly chores will change every week. The house manager will decide what your chores are, post them, and ensure they are being performed. ____ (initial)
22. Bedrooms and common areas are to be kept clean and tidy at all times ____ (initial)
23. Residents will always keep personal belongings in their rooms, stored neatly and tidy. ____ (initial)
24. No food in bedrooms. ____ (initial)
25. You will be sharing a bathroom and hot water heater with several other residents at one time; please be thoughtful of your housemates. Residents are not to take baths or extended showers. ____ (initial)
26. No push pins or any other device that will cause damage to a wall, door or other house surface. ____ (initial)
27. No halogen lamps, candles, incense or other open flame fire hazards are allowed. ____ (initial)
28. No tobacco or nicotine use inside the house, including smokeless tobacco, electronics, Vapes and cigarettes. Smoking is allowed in DESIGNATED AREAS ONLY. Always dispose of cigarette butts in the provided containers. ____ (initial)
29. No aggressive behavior towards anyone or anything.
- NOTE: Aggressive behavior includes, but is not limited to, raising your voice, slamming doors, or cussing at staff/residents ____ (initial)
30. No horseplay or rough housing allowed. ____ (initial)
31. No weapons of any kind are allowed. (This does not include normal pocket knives that are legally acceptable by area laws). ____ (initial)
32. Repairs: No resident is to repair or attempt to repair any part of the house. If there is a maintenance problem please notify the House Manager. If there is a maintenance problem which requires immediate action (water leak, utility outage etc.) contact the House Manager immediately. ____ (initial)
33. Computers: no pornographic or gambling sites allowed. Also no illegal downloading of music, movies or other data. No Gaming Allowed. No installation of any software is allowed without prior consent of The First Step's House Manager. ____ (initial)
34. No lending or borrowing money from other residents or staff. ____ (initial)
35. We suggest you do not bring valuables in the house. Expensive watches, jewelry, electronics etc. are allowed at your own risk. The First Step Sober Living, has no responsibility for your personal belongings ____ (initial)
36. Bars/clubs/adult oriented businesses: Residents are NOT allowed to visit a bar of any kind, club of any kind, adult oriented business of any kind. NO EXCEPTIONS OF ANY KIND. ____ (initial)
37. The rules of the house are a guideline to protect your health, safety, and wellbeing and shall be followed during your stay at sober living. Our mission is to provide a safe, secure, and reliable living environment that promotes accountability, productivity, and prosperity in recovery; therefore our rules and expectations are in place to protect you. ____ (initial)



38. After discharge, residents have three days to remove all of their personal belongings from the house. After three days, the belongings will be donated to charity _____ (initial)
39. **Family day is On Sundays from 1pm-6pm**, in which a tenant may have a female/ family member or friend visit at The First Step Sober Living Community so long as the following rules are respected, Visitors are only allowed in Common Livings Spaces, i.e. living room, kitchen, bathroom, other outdoor and common areas. NO visitors are allowed in any Bedrooms, at any time what so ever! If, this privilege is violated in any manner, it will be grounds for immediate expulsion from, The First Step Sober Living Property! _____(initial)
40. **Periodically the Owners of the First Step Sober Living Community will be visiting and working though out your stay. It is prohibited for anyone other than the House manager, or someone with previous consent, to engage in conversation with the owners. No personal questions, No Job Seeking, asking to borrow money, or manipulation of any type will be tolerated. In other words, please stay away from the owners unless they have engaged in conversation with you first.**_____ (initials)