

RULES AND REGULATIONS CONTRACT FOR WG/JH

Updated 01/25/2022

Prior to admission to WG/JH, guests must read and sign "Guest Rules & Regulations Contract" including consent for observed urine and/or breath testing.

GENERAL RULES GUESTS MUST FOLLOW

1. Be out of bed before 7:30am Mon-Fri & before 10:00am Sat & Sun (if currently not employed.) *Have the bed neatly made by 8:00am Mon-Fri & by 11:00am Sat & Sun. *Be showered, dressed, have eaten, packed lunch and be ready to leave the house by 10:00a Mon-Fri.

2. Attend a mandatory House Meeting. Currently the House Meeting for WG is held on Tuesday Mornings at 9:00am and will end at 10:30am. House Meeting for JH is Monday Evenings at 5:00pm. If you are currently employed, please discuss this with your employer as it is a requirement of WG/JH to attend. Exceptions will only be made with prior approval of staff on a time-by-time basis. If you attend other Mandatory groups, you will be asked to make other arrangements, if other arrangements cannot be made WG/JH may not be for you.

3. Grocery Shopping is each guest's responsibility. WG/JH Guests will utilize community resources ex: Haven food shelf, Listen Community Services food shelf and community dinners, Advanced Transit for transportation to and from the grocery store and their own reusable sturdy bags to carry items from point A to point B. **Each guest is encouraged to apply for Vermont State 3 squares Food stamps previous or upon admission into WG/JH's program.**

4. All guests will attend other in-house meetings/events, TPC events, or other community events that have been deemed mandatory (unless working for paid employment). Guests will be made aware of these at house meetings or on the bulletin board.

5. **If currently not employed, guests need to be out of the house Mon-Fri from 10am-2pm either at the Upper Valley Turning Point or somewhere appropriate/safe in support of their Recovery.**

6. Monday through Friday non-employed guests are strongly encouraged to be at the Turning Point to be available for telehealth services, Voc Rehab services, job search and resume writing. At noon, a recovery meeting will begin. If there are no other appointments or obligations, Women of WG/JH are strongly encouraged to attend.

7. Family style dinners between all Guests of WG/JH are strongly encouraged to create a sense of belonging and relationship bonding. As a group effort with potluck style dinner, please get the group together and discuss what everyone can bring to the table.

8. **ALL GUESTS MUST** Post the following on the bulletin board:

- **Work/volunteer schedule.**
- **Approved overnights and approved child visitation.**

9. **Curfew is 10:00pm Weekends included.**

- IF you are working in a restaurant that requires you to work nights, such guest(s) MUST supply staff with an up-to-date schedule. Guests are required to post it on the bulletin board (By the door going to the garage) so staff and house members are aware of when you are scheduled until. Guests can work from the hours of 5am until 11pm when required by employment. NO OVERNIGHT SHIFTS ALLOWED and **NO RESTAURANTS THAT SERVE ALCOHOL.**
- OCCASIONALLY, groups of people in the fellowship engage in social activities that last longer than the hours of curfew. We would like you to participate & will allow this on a time-by-time basis **IF** it has been requested 24 hours in advance and approved by a Staff member.

10. **All conditions listed need to be met to attend approved activity or late for Curfew:**

- A person who has 1+ years of continuous sobriety will be with you or
- A person who is KNOWN to and has met APPROVAL of staff.
- Who will commit to calling/texting from an approved number (their personal cell phone) stating where you are going and how long you expect to be.
- When the event is over, they must call/text the time you are leaving the social event and the name of a responsible party who is transporting you or if you are driving your own vehicle.
- UPON YOUR RETURN TO WG/JH, you MUST CALL from the WG/JH Landline PHONE and leave a message that you are home. **Each person who was out late must state their name in the message themselves.** The time between when you left the event and arrived at WG/JH must be reasonable (example: it takes 15 minutes to travel from point A to point B. Arrival time should be 10:15pm.)
- If you fail to follow this procedure exactly, you will lose this privilege for an indefinite period.

11. **FOR ALL GUEST PROTECTION:**

- **always Keep the doors to WG/JH locked.**
- Use only the door to the garage for entering and exiting the building.
- **WG Guest** must NOT use the deck over the garage for any reason.

- **Wg Guests** May use the back deck for eating, reading; relaxing, visiting, NEVER for smoking.
- **FOR WG and JH Guests there is a STRICT No Smoking Policy.**
- Pets are NOT ALLOWED at/in WG/JH, not even hungry and neglected strays that come over from the neighbors just looking for a little love and affection. ☹️
- **FOR WG and JH CANDLES ARE NOT PERMITTED.**

ANY MODIFICATIONS TO ANY OF THE EXPECTATIONS of the GENERAL RULES LISTED ABOVE MUST BE MADE IN WRITING ON THE APPROPRIATE FORM AND APPROVED BY STAFF.

*Sign if you agree to follow these General Rules listed above: _____

12. RECOVERY PLAN

- Guests will follow their individualized recovery plans which emphasize the time limited nature of their stay. Focusing on such areas: Recovery, securing employment, medical care, counseling, legal issues, education, parenting, etc....
- Guests will meet individually with a Recovery Coach Staff Member once per week to discuss progress with her recovery plan. These meetings may reduce in frequency as they become stable and have completed many of her goals.
 - There may be times when Recovery Coaching may not happen for unexpected reasons on the part of Staff or guests. **Every attempt to reschedule within the same week will be made.** In the event of a scheduled absence by Staff, a guest may meet with a different staff member. There are occasions when meetings might not occur, but we take them very seriously and will make every attempt for them to happen. Success happens when we are all working together to help you meet your goals.
 - Guests are strongly encouraged to apply for any government assistance programs they are eligible for before or by the second week of their stay.
 - Guests are encouraged to apply for any potential affordable housing options early in their stay due to the long wait lists for affordable or subsidized housing.

Guests may be asked to leave WG/JH if they cannot demonstrate consistent progress with their recovery goals.

13. ZERO TOLERANCE POLICY

- For the safety of all those residing at WG/JH, guests must maintain continued abstinence during their stay. Use of ANY alcohol such as **mouthwash & cough medicines** need to be thoroughly looked over to make sure they do not contain any alcohol as well as other mood-altering drugs (including prescription drugs if not authorized by staff, IE: emergency room visit) or chemicals is cause for **immediate discharge.**

- A recurrence plan will be put in place on your first day at WG/JH. Please prepare Emergency Contacts ahead of time or gather Emergency Contacts for this exact reason. 211 and the Upper Valley Haven Shelter will be an option during the colder winter months but are not an immediate solution to a discharge. If a positive UA due to passive use (being with people who are using and mistakenly ingesting or inhaling a substance) happens it will result in **immediate discharge**. The relapse plan will help you further your treatment and make sure you are safe if you choose to continue your treatment.
- A referral to inpatient treatment or a lower level of care will be made for a guest who is discharged due to relapse and would like to recommit to recovery if it is listed on her relapse plan. However, they must immediately find other accommodations while waiting for admission to a program, they cannot stay at WG/JH during the interim. This is decided upon when the relapse plan is put in place.
- Upon administrative discharge, they will be supervised by a staff member to assure other Guests' safety and make sure house belongings are not stolen. They are to gather belongings and must leave the property immediately. If they do not do this, staff will pack belongings at their earliest convenience. **Please remember WG/JH is not responsible for any lost or stolen articles.**
- When discharged, the emergency contact we have on file will be notified and requested to pick you up if you do not have a plan of action.
- Staff will request assistance from the Hartford Police Department in any situation deemed necessary.
- Random observed urine and/or breath tests occur regularly and may be requested at ANY TIME during guests stay at WG/JH.
 - Breathalyzer test is an immediate discharge if not registering .000.
 - If an insufficient amount of urine is collected, another sample will be taken w/in 1 hour.
 - Refusal to take a UA/breath test is considered admission of use & discharge will occur.
 - Bringing alcohol or other mood-altering drugs (including non-prescribed Rx), chemicals, paraphernalia, weapons (including BB-guns, knives, etc.) into the house is cause for **immediate discharge**.
 - Staff have the right to do room searches if they think contraband may be present.
 - K-9 searches will be done randomly when a Staff member see's it necessary.
 - Violent or threatening behavior or any situation deemed by staff to be harmful to WG/JH, its Staff or any guest of WG/JH may result in **immediate discharge**.
 - Guests are required to report any behavior or rule infractions that undermine the ability of all guests to stay positive, focused on recovery and free from the use of alcohol, other drugs, and

prescription drugs that are not prescribed and approved. This includes when a resident breaks CURFEW. It needs to be reported to the ON CALL Staff member immediately as soon as the missing guest is noticed to be missing. Purposefully withholding this information will result in **immediate discharge**.

- **THERE IS A STRICT NO SMOKING OR CANDLE BURNING POLICY. DOING SO WILL RESULT IN IMMEDIATE DISCHARGE FROM WG/JH PROGRAM.**

*Please sign here to acknowledge you are aware of our **ZERO TOLERANCE** Policy:

14. Meetings and the Recovery Community

- **GUESTS OF WG/JH WILL ATTEND A MINIMUM OF ONE 12-STEP MEETING EACH DAY (or an approved alternative Ex: All Recovery, Smart Recovery, Dharma Recovery). Exceptions in unusual circumstances may be made with prior approval of staff.**

- Those attending Clara Martin Center's Intensive Outpatient Program or any other IOP **MUST** attend a local PEER lead Recovery meeting as well that day. ***This is not an approved alternative.**
- Those participating in a Medication Assisted Treatment Program **MUST** attend a local PEER lead Recovery meeting as well that day. ***This is not an approved alternative.**
- Families with infants **MUST** attend a local PEER lead Recovery meeting each day as well whether they have childcare or not.
- WG/JH Guests will find a **temporary** 12-step sponsor outside of WG/JH by the second week of her stay who they will contact on a regular basis.
- This temporary sponsor may become her regular sponsor, otherwise they should continue making connections and looking for a sponsor that will be ongoing.
- Guests will collect numbers and call other women who are solid in the fellowship for support and friendship and rides to meetings.
- Each WG/JH guest is responsible for getting their own rides to meetings. No one should assume that they can ride along with another WG/JH guest unless they have an invitation from the driver of the vehicle or have also called the driver and gotten a ride.
- Do not assume Staff of WG/JH will give out rides to Guests of WG/JH for any reason.
- No WG/JH guest is responsible for providing rides to other housemates for any reason, therefore all guests must reach out to the community to get their own help with transportation. This will assist you in building a broad base of women that can support you in your recovery.

15. Medications:

- WG/JH will accept those who are taking medications for physical or psychological conditions if the guest takes on full responsibility for administering and managing her medications independently.
- All prescribed medications are to be kept in provided lock boxes (All guests are required to submit to a random Medication count by a staff member).
- All prescribed medications need to be kept in the containers they are dispensed in.
- Benzodiazepines, Opiates, and other drugs that have the potential for abuse are not permitted (except for buprenorphine and methadone for medication assisted treatment ONLY).
- **Documentation of medications must be on file upon admission. Documentation will include WG/JH guest's name, medication, dose, frequency, duration, the prescribers name, and phone number, how many refills are left and when a new prescription must be written.**
- Misuse or failure to use medications as prescribed may be cause for discharge.
- Any guest who fails to do the appropriate actions to make sure they do not run out of medication **may** be discharged.
- If there is any discrepancy between prescription documentation and meds in lock box residency may be **immediately discharged**.
- Staff must be notified of any new medication or discontinuation of a medicine and documentation must be updated to reflect the change.
- Discontinued medications must be disposed of properly. The Hartford Police Department has a drop box for this purpose.
- Staff must always be alerted of any immediate care center or emergency room visits regardless of day or time.
- Medications that are administered or prescribed at these visits must be cleared with staff prior to their use.
- Any use of a prescription medicine not allowed at WG/JH may result in discharge if the above procedure is not followed.
- The only exception to this is when a WG/JH guest is incapable of communicating to health care professionals (i.e.: being brought into ED due to an auto accident and unconscious).
- Any non-critical surgeries or planned procedures that require pain medicine must be deferred until no longer a guest at WG/JH.
- WG/JH guests must disclose their substance use addiction to all health care providers including emergency departments and immediate care centers.
- Those participating in a Medication Assisted Treatment Program **MUST** attend a local PEER lead Recovery meeting as well that day separate from their MAT requirements.
***This is not an approved alternative and repeated from above for a reason.**

16. **Rooms and Personal Possessions**

- WG/JH guests are given an electronic keycode for their rooms. Guests are not allowed to change or give those keycodes out to ANYONE.

- WG/JH guests will not enter other housemates' rooms without their permission and being accompanied by them.
- WG/JH guests are not to use any items that do not belong to them. This includes items that are stored in the garage by the Second Wind Foundation or FOOD that is bought by a guest with her own money. Personal food is to be labeled clearly in BLACK marker and stored in Kitchen cabinets and Refrigerators/Freezers. If extra storage is needed, please purchase storage bins, and label these bins with your name on it. These will also need to be stored in the kitchen neatly under the bench.
- WG/JH guests may not bring any large furniture to WG. **Laptops are allowed but TV's in your personal room space are not.** Please find additional storage for your large belongings.
- Upon arrival at WG/JH guests must limit their belongings to **2 suitcases of clothing** and **2 boxes of other personal possessions**.
- If at arrival or over the course of a guest's stay their clothing and personal items do not fit easily into their bedroom area, the guest will be asked to find storage off site for their excess belongings.
- WG/JH does not provide guests with storage for personal items while at WG.
- Policy allows for 30 days of storage only after completion of program or administrative discharge.
- If your items are not retrieved within 30 days of completion of program or discharge, they will be donated to local agencies for the benefit of the community.

WG/JH guests are responsible for their own belongings. While WG/JH will make every effort to keep the facility secure, WG/JH is not responsible for lost, damaged, or stolen property.

Guests are advised not to bring valuables with them.

- Out of respect for roommates and others, all Guests must keep their personal areas neat and clean including making your bed by 8 AM weekdays and 11 AM on weekends. Not doing so will result in a written consequence.
- For the common good of WG/JH and WG/JH guests, staff may decide at any time to alter room assignments.
- WG/JH will attempt to give 24-hour notice of this room alteration, although reserves the right to do it as needed under certain circumstances. **No room changes will be made by guests.**
- **Furniture is not to be moved without staff permission; this includes bed frames.**
- CANDLES ARE NOT PERMITTED.

*Please sign here to agree to Meetings/Recovery, Medications and Personal Possessions:

17. FINANCIAL: Fees, Budgeting and Savings:

FEES for each WG/JH Resident are as follows:

- \$100 per week.

- Readmission is not allowed until back owed payment has been paid in full.
- Staff will assist in formulating a payment plan for guests who anticipate difficulty paying the full amount of fees each week.

BUDGETING IS MANDATORY: each guest must provide documentation of all income received within 3 business days and provide a budget for that income. **WG/JH defines budget priorities as:**

- WG/JH program fee
- Personal grocery budget
- Legal fines and payments (including child support)
- Automobile expenses
- Outstanding debts
- Miscellaneous (coffee, cigarettes, nail care, hair products, etc.)

SAVINGS:

- Savings are necessary for guests to secure housing upon the end of their stay at WG/JH.
- The Second Wind Foundation can hold savings for any guest saving for a large debt or expense such as: security deposit, automobile, fines, etc.
- Money in savings held by SWF may not be drawn upon until discharge
- If there is a balance due to WG/JH at time of discharge money will be applied to the WG/JH fee first.**
- In the case of an administrative discharge, savings less WG/JH program fees will be returned to the resident within 72 hours of discharge.
- If it is deemed that a guest has mismanaged her income and not made WG/JH program fee a priority, and if her balance reaches \$400 or more and there is no repayment plan put in place, they will be given 7 days to pay her balance in full. If they are unable to do so, discharge from the program may occur.

18. Employment, Disability, Education, Other Circumstances, Volunteering, Work & Volunteer Search, Community Engagement

- **Employment**

- v WG/JH guests must find employment or an approved alternative by the 3rd week of her stay. (Turning Point is always in need of Volunteers please revisit “General Rules” at the beginning of this contract)
- v WG/JH guests may secure positions that are a minimum of 24 hours per week and a maximum of 40 hours per week.
- Appropriate employment is between the hours of 5:00 am and 11:00 pm. Regular overnight shifts are NOT ALLOWED** although positions requiring temporary overnight training may be allowed by staff under certain circumstances.

-WG-guests must inform the employer they have a prior engagement preventing her from working Monday nights and needs to be out of work by 4:00pm.

-Guests may not quit a job unless they have obtained another one and have discussed their plan with their case manager.

· **Disability**

-WG/JH guests who have been approved for and are receiving short or long-term disability benefits are expected to obtain at least 15 hours of volunteer work weekly if they choose not to find employment. In lieu of a paystub they must provide documentation of hours volunteered each week.

-Having applied for disability does not qualify a WG/JH guest for this option, the disability must already be approved, and must be receiving benefits. WG/JH guests with disability benefits must be in the community between the hours of 9:00 AM-3:00 PM each weekday and not at WG/JH.

· **Education**

· To enroll in college:

-WG/JH guest must be able to stay current in paying her program fee.

-WG/JH guest must volunteer or have employment of 15 hours per week.

-WG/JH guest must be in the community between 10am-2pm weekdays.

· **Other circumstances**

-Occasionally there will be a unique circumstance that allows a WG/JH guest to choose volunteering over paid employment. If so:

-WG/JH guests must be able to stay current in paying her program fee. A written request must be made to staff requesting a modification and explaining the circumstance that makes it necessary.

-WG/JH guest must volunteer or have employment for a set number of hours determined by WG/JH committee and within reason for modification to be in place.

· **Work and Volunteer Search**

-Any WG/JH guest who is not employed a minimum of 24 hours, is disabled, and has not found employment or volunteer work for a minimum of 15hrs will utilize the Upper Valley Turning Point to remain productive and be of service to the community.

· **Community Engagement**

-All WG/JH guests must be productively engaged in the community.

-All WG/JH guests are expected to be in the community and at the Turning Point Center between 10am and 2pm. **The ONLY exception is** those who are employed hours at night or on the weekend will be granted a modification allowing them to be at WG/JH Monday through Friday 10:00 am till 2:00pm for an equivalent number of hours as they work.

-NEVER assume you have a modification. All modifications must be requested in writing, APPROVED, documented and in your file.

-Due to the inability to be at WG/JH from 10:00 AM till 2:00 PM. WG/JH guests are expected to pack a lunch to bring with them each day.

-WG/JH guests must dress for all activities they will engage in during these hours as returning to the house to change clothing is not an option.

*Please sign here to acknowledge Financial, Employment and Savings priorities:

19. Telephone Use- Computer Use and Quiet Hours:

- Use of the household phone is limited to twenty minutes.
- If a WG/JH guest needs to use the phone for a longer period for business purposes, they need to let housemates know so they can plan accordingly.
- No incoming phone calls between 10:00 PM and 8:00 AM.
- Cell phones are allowed at WG/JH.
- Be respectful of your housemates when talking during quiet hours.
- Computers are available at The Turning Point Club for your use.
- Laptops are allowed at WG/JH, however, remember that WG/JH is not responsible for any property lost, stolen, or damaged.
- No laundry is to be done between the hours of 10:00 PM and 8:00 AM.
- All activities in common areas or outside on deck or in yard between the hours of 10:00 PM and 8:00 AM must be quiet activities to be respectful of other Guests and neighbors.

20. Food and Chores:

- All guests must purchase and provide their own food and discuss storage amongst other guests at WG. If there is not enough cabinet/fridge space for every guest must provide their own plastic storage bin for dry goods clearly marked with their name.

- Guests are encouraged to generate a family style meal where every guest will bring something to the table potluck style. This can be discussed or proposed at House Meeting.
- Food should be clearly labeled with **BLACK** sharpie if it is not intended to be shared.
- Any WG/JH guest who eats food that another resident has purchased and clearly labeled may be discharged from the program.
- Guests are responsible for cleaning their own dishes/pots and pans used to prepare their meals. During family style dinner it is a TEAM EFFORT.
- **No food is to be stored or eaten in bedrooms. This may result in a written warning. Please arrange for additional storage in a large plastic bin marked clearly with a guest name on it.**
- All Guests will be assigned cleaning tasks at house meetings. Not completing your weekly/daily chore may result in a written warning. If it becomes an ongoing problem this may result in being discharged.

21. Visitors and Regulations re: who is allowed and not allowed on WG/JH property:

- **WG- Do not give out the address or the location of WG to personal male friends.**
- **JH- Do not give out the address or location of WG to personal female friends.**
- Male service workers, police and probation officers, male staff, or male committee members may come to WG/JH when necessary. A staff member will prepare ALL WG/JH Guests before this happens.
- Medicaid drivers or taxi drivers may come into the WG/JH driveway to pick guests up or drop you off but not come inside.
- Other men not listed above are not allowed on the property.
- **Significant others, girl/boyfriends, wife/husband, persons you have developed an intimate and physical relationship with are not allowed on the property (Even if they are a taxi driver).**
- Staff may make an exception to this rule (must be requested and approved) for: When you are arriving with or departing with your belongings at the beginning or end of your stay at WG/JH which will be supervised by a Staff member.
 - When children are being dropped off or picked up depending on their ability to walk (i.e., bad weather) and other special circumstances on a time-by-time basis.
- To protect the need for guests' privacy, general visiting hours are limited to 1— 4 on Sunday afternoons. An exception may be made when requested in writing and approved by WG/JH Guests and staff members.

- A meeting with staff members and WG/JH guests can be called to ask for permission to request different times for your child(ren) to come for a visit. This request needs to be made ONE week in advance.
- Visiting hours are for minor children (including boys up to age 12) Female/Male family members (other than significant other)
- WG Female friends (with no substance use issues)
- JH Male friends (with no substance use issues)
- **Staff supervision is required for former guests who have successfully moved out of WG/JH 6 months after they have left. *If they are still active in our sober community after 6 months post-move-out they will then be allowed for visits with-out staff supervision.**
 - Former guests of WG/JH who were discharged administratively or due to substance use **may not** be on the property. Former WG/JH guests who have been discharged administratively (non-related to substance use and friends who have recently left treatment centers may be allowed on property for WG/JH events with approval of staff and ONLY if staff is present.
- If there are extenuating circumstances, a WG/JH guest may request of staff that they be allowed to have a person visit outside of the scheduled visiting hours. This request must be in writing and approved by staff.
- **At no time should WG/JH guests allow visitors in WG/JH guests rooms, to do so may be cause for dismissal from WG.**
- Visitors are allowed in the common areas (kitchen, living room, dining room of the main floor and use of the ½ bath) only during visiting hours Sunday 1-4.

Overnight visits for children of WG/JH guests:

- Two weekends per month are allotted for overnight visits for WG/JH guest's children under the age of twelve.
- Children must sleep in the resident's room.
 - Ø WG/JH guests are responsible for full-time supervision and care of their children REGARDLESS of their age.
 - Ø Children are not to be left alone at any time REGARDLESS OF THEIR AGE.
 - Ø Guest children are to NEVER be left in the care of other WG/JH guests for any reason.

· **Full Time FAMILY UNITS-** There are Two rooms reserved for Families. Family units are only suitable for Mothers or soon to be Mothers of a single child under the age of 12months or 1 Year of age. We encourage each Resident applying for a Family unit to think about what living communally and in Recovery Housing will be like with a newborn/infant.

22. Relationships with Others:

- Physically intimate behavior, such as kissing and petting, are not permitted anywhere on the premises.
- Sexual encounters between WG/JH guests are not permitted and could result in discharge.
- Disputes will be settled among WG/JH guests themselves. If a stalemate occurs, guests will seek assistance from their case manager or staff on call.
- Name-calling may be cause for discharge.
- Violence of any kind is cause for discharge.

Please sign here to acknowledge Electronics, Chores, Visitors, Family units & Relationships

Confidentiality and Safety:

- To keep WG/JH safe and confidential, guests are asked to limit outside activities to the rear of the house. The back deck can be used for gathering. The front porch is not to be used at any time.
- Remember smoking on a deck or on the stairs of both decks is **ZERO TOLERANCE**.
- Guests must respect confidentiality and not talk about or name other WG/JH guests to members in the community including people in the rooms of AA/NA. This rule applies to visitors as well. WG/JH guests are responsible for explaining this rule to her visitors.
- If WG/JH guests observe or suspect rule violations by another WG/JH guest, they will report to the staff member on duty immediately. Staff will then take the appropriate action. Confidentiality will be honored.
- Failure to report behaviors or circumstances that are harmful to WG/JH and its guests, including any WG/JH guest who is engaging in harmful behavior may result in discharge. Protecting addictive behavior is **ZERO TOLERANCE**

23. Emergency on Call:

- The emergency on-call person will be posted on the kitchen calendar and our Private Facebook Group for Current WG/JH guests and staff only.

-If there is an emergency i.e.: (someone is using, there is a fire? an unauthorized person is in the house) call 911 **first** if it is warranted and then call the emergency on call person.

- If you suspect someone is under the influence or is not in compliance with a MAJOR rule, (i.e.: Curfew, stealing or under the influence) inform the On-Call staff member immediately.

I, the undersigned, have read this document and agree to follow the "House Rules and Guest responsibilities contract" outlined within it during my residency at WG/JH. I also agree to submit to random observed urine and/or breath testing at WG/JH. In addition, I agree to respect and protect the confidentiality of WG/JH's fellow Guests.

Signature _____

Date _____

Witness _____

Date _____