

## **Welcome House, Inc.**

### **Resident Rules**

#### **Rule Number 1: AA/NA Attendance and Sponsorship**

Each resident is **REQUIRED** to attend Welcome House AA/NA meetings (held daily at 8 am and 7 pm). Welcome House meetings are **MANDATORY** for **ALL** residents within the Probation/Assessment period. If you are in the house and there is a meeting in progress, **be at that meeting!** Probationary residents must attend at least a meeting a day, consisting of a minimum of 2 outside and 2 inside meetings and any combination to fill. Residents must remain present from the start of the meeting until the end to receive credit. When attending an outside meeting, the resident must turn in an "Outside Meeting Slip" signed by the meeting leader to receive credit. Residents **MUST** obtain an out-of-house or approved in-house sponsor (core + member) as a requirement of the Welcome House program. Once a resident has attended **ninety (90)** meetings in (90) Days **AND obtained a sponsor**, the minimum attendance **REQUIREMENT** is **four (4)** meetings per week, at least two (2) must be Welcome House meetings, and at least two (2) must be outside meetings. (This includes Welcome House University classes or sessions). While on a pass, residents are **EXPECTED** to attend outside meetings and should consult with the office for assistance with meeting locations. For more information on local meetings, visit [kc-aa.org](http://kc-aa.org) or [kansascityna.org](http://kansascityna.org). New residents are **REQUIRED** to attend the following Welcome House University classes within their first fourteen (14) days of residency:

- New Resident Orientation
- Sponsorship
- What is a 12-Step Program?
- Step 1: Surrender

Additional Welcome House University classes may also be required to complete the program successfully or as management directs.

The semi-monthly All House meetings are **MANDATORY** for all residents and are held on the second Thursday and last Monday of each month at 7:00 pm or as posted.

Mandatory meetings are just that - **MANDATORY**. If you are in the house and there is a meeting in progress, **YOU MUST GO TO THE MEETING!** Failure to comply with the meeting attendance requirement **WILL** result in **DISMISSAL** from the Welcome House.

#### **Rule Number 2: Use of Alcohol or Mind-Altering Drugs**

The **USE** or **POSSESSION** of alcohol, mind-altering drugs, or drug paraphernalia in any form (including mouthwash, cough medicine, anything that contains alcohol, legally controlled drugs or substances, and illegal drugs of all forms) **WILL** result in **IMMEDIATE DISMISSAL** from the Welcome House. Residents will be discharged from the Welcome House program on suspicion of using the above substances at the discretion of Management. Periodic urine and breath alcohol tests will be given as a requirement of the program and at the discretion of Management. When asked to participate in a BA, residents must do so immediately. For a UA, residents have two hrs. to provide a sample. Residents must remain in the lobby area until the successful completion of the testing process.

Refusing to take a UA or BA, or inability to produce a UA sample in the allotted time frame, is considered the same as testing positive and will result in **IMMEDIATE** dismissal from the program.

#### **VOLUNTARY DISCLOSURE:**

Residents **MAY voluntarily** disclose to staff that they have used or drank. The resident will be **discharged and directed** to go to detox. After completion of detox (or seven days), the resident **may** reapply for admission. Management will then decide if and when the resident may reenter the Welcome House program.

**POSITIVE UA OR BA:** Residents who test positive on a drug screen or show any level of intoxication on a breathalyzer are immediately discharged and **MAY NOT** apply for readmission for a minimum of thirty (30) days and **WILL BE** subject to additional admission requirements.

### **Rule Number 3: Program and Recovery Team Participation, Counseling, and Referrals**

Active program and recovery team participation, counseling sessions, referrals, and adherence to program and recovery team direction are **MANDATORY** for **ALL** residents. Recovery Coaching is provided through the Welcome House Program and may be scheduled or directed by the staff.

In addition to the Recovery Coaching Program, residents must meet with Recovery Support Staff regularly (as determined by level or staff) for check-ins, counseling, and assessments.

Failure to comply with the program and recovery team participation, counseling, and referrals requirement **WILL** result in **DISMISSAL** from the Welcome House.

### **Rule Number 4: Employment**

**ALL** residents are **REQUIRED** to be employed or **actively seeking** employment. Unemployed residents are **REQUIRED** to be ready and leave the Welcome House by 9 am daily to seek employment. Unemployed residents **MUST ATTEND** the 8 am AA/NA meeting and **MUST LEAVE immediately after.** Unemployed residents on restriction **MUST RETURN** to Welcome House between 2 pm - 5 pm.

**ALL** unemployed residents are **REQUIRED** to participate in Jumpstart and day labor opportunities as a program requirement or as directed by Management. Residents participating in the **Jumpstart Program** should discuss their eligibility and the program requirements with Recovery Support Staff.

Residents that receive disability compensation and cannot or choose not to work **MUST SECURE** external volunteer opportunities or volunteer a minimum of 20 hrs. a week at the Welcome House. Failure to comply with the employment/volunteerism requirement **WILL** result in **DISMISSAL** from the Welcome House.

### **Rule Number 5: Program Participation Fee**

The program participation fee is \$28 per day or \$196.00 per week, paid in advance. **All Residents Must Remain a Minimum of One (1) Week (\$196.00) Ahead of Program Participation Fees.**

Residents who cannot make advance payments in full or have fallen one (1) week behind in fees will be subject to house restrictions and be **REQUIRED** to sign and comply with an **ALTERNATE RENT PAYMENT PLAN** as determined by Management. Just as they are in life, personal accountability and responsibility are keys to successful recovery. The Welcome House is here “to carry the message of recovery, not to carry the alcoholic or addict.”

Failure to comply with the program participation fee requirement **WILL** result in **DISMISSAL** from the Welcome House.

### **Rule Number 6: Restriction**

Residents are **RESTRICTED** to the house during the probation and assessment period (except to work or seeking employment). To move from the probationary and assessment period, residents must meet with their Recovery Support Specialist, attend all the “First Four” Welcome House University Classes, be current on fees, have a negative UA, and complete the clinical assessment and screenings. The residents will remain on house restrictions and probation until these requirements are met. Residents on restrictions can leave only to look for work starting at 9:00 am and are not allowed to return until 2:00 pm (but must return no later than 5:00 pm) to seek active employment **ONLY**.

Exceptions may be approved for legal and medical appointments with management approval.

**Court-ordered residents** may be subject to additional stipulations directed by the courts.

Failure to comply with the restriction requirement **WILL** result in **DISMISSAL** from the Welcome House.

### **Rule Number 7: Gambling, Theft, Violence, Threatening Behavior, Vandalism, or Any Unlawful Behavior**

Gambling, theft, violence, threatening behavior, bullying, discrimination, vandalism (defacing or damage to any Welcome House property), or **ANY** unlawful conduct will result in **IMMEDIATE DISMISSAL** from the Welcome

House. Unlawful conduct includes illegal downloading of copyrighted media (movies, music, files, etc.) from Welcome House Wi-Fi or any Welcome House-owned devices. Management will report applicable and relevant information to the appropriate law enforcement agencies.

### **Rule Number 8: Prescription and Other Medications**

All prescription medications **MUST** be identified and inventoried with staff during resident admission. When a resident receives a new prescription or an adjustment to an existing medication, staff must be notified immediately. Residents must lock their prescription medication in their resident's footlocker or a Welcome House-approved lockbox. Medications that require refrigeration will be held at the front desk.

**All medications are subject to management approval.** Prohibited medications include, but are not limited to, narcotic medicines, tranquilizers, benzodiazepines, opiates, and amphetamines. Opioid replacement therapy (suboxone/buprenorphine) is by management approval only.

Residents are **REQUIRED** to take **ALL** medications **AS PRESCRIBED** or **INDICATED** on the label. The Welcome House is **NOT** responsible for the resident(s) medical or pharmaceutical care.

**Please note:** Residents that are found to be, or suspected of, abusing over the counter (OTC) or prescribed, permitted medications **WILL BE** considered **NON-COMPLIANT**. Failure to comply with the prescription and other medications requirement **WILL** result in **DISMISSAL** from the Welcome House.

### **Rule Number 9: Curfew and Quiet Time**

Residents are **REQUIRED** to observe house curfew and quiet time. When curfews take effect, noise levels will be at a "quiet level" in common areas and rooms. The front and courtyard doors are locked, and there is no permitted access outside except for individuals leaving for work or coming in from work. **No** exceptions will be made to this policy. Failure to comply and return to Welcome House by curfew is considered **AWOL**, and the residents voluntarily discharge themselves from Welcome House.

Curfew times are as follows, except if posted otherwise:

- Sunday thru Thursday 10:30 PM – 5:00 AM
- Friday and Saturday Midnight – 5:00 AM

Failure to comply with the curfew and quiet time requirement **WILL** result in **DISMISSAL** from the Welcome House.

### **Rule Number 10: Overnight Passes**

Upon completion of the probationary period and entering the full program at level **one**, residents are eligible to request a 24-hour pass at the discretion of Recovery Staff. At level two, a 48-hour pass, and at level three, up to 71 hours. Passes are approved by a member of the Recovery Staff only if the resident meets compliance requirements (program fees, meeting attendance, and current UA). All passes **MUST** be approved **IN ADVANCE and IN PERSON**. You must sign out a pass at the front desk and give your expected date and time of return. **NO EXTENSIONS** will be granted over the phone; you must return at the end of your pass. **ONLY** Management can approve emergency pass requests or situations. Residents are expected to meet the recovery meeting requirements while on the pass. When returning from a pass, the resident must report directly to the front desk.

Court-ordered residents may be subject to additional stipulations directed by the courts.

Failure to comply with the overnight pass requirement **WILL** result in **DISMISSAL** from the Welcome House.

### **Rule Number 11: Sign In/Sign Out**

**ALL** residents are **REQUIRED** to sign in/sign out when leaving or returning to the Welcome House (print first and last name and note time of departure/return).

When working past curfew or overnight, the resident must inform the front desk and provide an expected return time. Residents will be **AWOL** (absence without leave) if not in the house, not signed out, and no notification has been provided to the desk staff.

### **Rule Number 12: Resident Visitation**

All visitors must sign in and out on the visitors' log and must remain in the common areas. Visitors are not permitted in the resident wings. Visitation by non-residents is limited to non-curfew hours. New non-program (significant other, friends/family) visitor hours 2pm – 9pm excluding events that will open hours to friends/family. Program visitors (sponsor, case manager PO) hours are 9am to 9pm. Visitors are subject to management approval and must be accompanied by the residents they are visiting at all times. Disruptive or unaccompanied guests will be told to leave promptly.

Failure of a resident to comply with the visitation requirement **WILL** result in a **DISMISSAL** from the Welcome House.

### **Rule Number 13: Dress Code and Personal Hygiene**

**ALL** residents **MUST** be dressed appropriately in public areas (including the first floor, the deck, the courtyard, the dining hall, etc.) **appropriately dressed means** wearing shirts, pants, or shorts and shoes.

Nudity is **NOT** allowed. Residents **MUST** be covered at all times, except when changing clothes in their room and shower room. Tank tops, pajamas, or open-toed shoes are **NOT** permitted in the dining room.

Hand-cut tank tops, torn sleeveless shirts, or “A-shirt under shirts” are **NOT PERMITTED** in any public area, patio, or parking lot.

Residents are **NOT PERMITTED** to wear clothing that depicts **ALCOHOL/DRUG USE, DRUG PARAPHERNALIA, PROMOTES OR CONTAINS THE NAMES OR LOGOS OF BARS OR ALCOHOLIC BEVERAGES.**

Residents are **REQUIRED** to shower daily and maintain personal hygiene.

New residents may request a hygiene pack from the front desk. When available, a resident may receive financial assistance for laundry services from the desk staff.

Failure to comply with the dress code and personal hygiene requirements **WILL** result in **disciplinary action**.

### **Rule Number 14: Appliances/Electronics/Personal Belongings**

Hot plates, coffee makers, refrigerators/microwaves, and space heaters are **NOT PERMITTED** in resident rooms or hallways. **ALL** electronic devices are subject to Management approval and **MUST** be plugged into a surge protector to comply with KANSAS CITY FIRE REGULATIONS (surge protectors are available at the office for a fee). Please note TV sizes are to be 32" or smaller. **ALL** approved electronics **MUST** be turned off when not in use.

The Welcome House is not responsible for lost, damaged, or stolen personal property. Be advised not to buy, sell, trade, or loan personal belongings of value (cell phones, electronics, clothing, etc.) to other residents.

It is strongly suggested that you refrain from bringing items of high value. Welcome House is not liable for your personal belongings, including residents' property, in the Welcome House parking lot (i.e., cars, mopeds, or bicycles).

You must secure your personal belongings if you choose to leave the Welcome House or be dismissed. Items left behind by a resident will be packed up and stored for seven days. After seven days, all items left behind and not claimed are considered abandoned and will be donated or disposed of. Welcome House is not liable or responsible for items abandoned due to any dismissal.

Failure to comply with the electronics requirement **WILL** result in disciplinary action.

### **Rule Number 15: Resident Phone Elevator, and Mail**

All phone calls on the resident's phones are limited to ten (10) minutes. See the desk staff for usage details. Residents are **NOT PERMITTED** to use any of the office phones (except in emergencies). Elevator use is limited. Please use the elevator as necessary for moving in/out or for medical conditions pre-approved by Management. Residents are directed to use the stairs. Mail service to the Welcome House is restricted to current residents only. Any mail or

packages received for a non-resident will be returned to the sender. The only mail to be held will be for alumni participating in the Thrive program.

Failure to comply with the resident phone requirement **WILL** result in **disciplinary action**.

### **Rule Number 16: Resident Room Cleanliness & House Chores**

Resident rooms are to be kept clean, uncluttered, and organized, with NO OPEN FOOD, beds made daily, floors vacuumed, and linens and clothing laundered weekly. Room inspections are conducted regularly. No outside furniture is allowed, only furniture provided by the WH. NO PERSONAL ITEMS (pictures, posters, lighting fixtures, etc.) are to be hung on room walls.

Residents are REQUIRED to help with house cleaning and chore activities as listed on the weekly Chore Roster or as directed by Management. Assigned chores must be completed daily. Residents are REQUIRED to sign off on the chore once the chore has been completed.

Failure to sign off on chores will be considered a failure to complete the assigned chore. When on a pass, or otherwise unable to complete a chore, the resident must make arrangements for the chore to be completed. Residents are REQUIRED to maintain cleanliness in ALL common areas whether or not the site is your assigned chore. Meaning if you see a mess, clean it up immediately. Maintaining a clean environment is a sign of respect and gratitude. Failure to comply with the house and resident room cleanliness requirements WILL result in disciplinary action.

### **Rule Number 17: Resident Galley Kitchen**

Residents must maintain a clean, organized galley kitchen. The refrigerator and galley storage areas are **ONLY** for storing food and beverages provided by the Welcome House. Anything in the galley kitchen is open to all residents except for items that are labeled for a specific resident, i.e., late plates. All unauthorized items will be discarded.

Failure to comply with this requirement **WILL** result in **disciplinary action**.

### **Rule Number 18: Privacy and Room Access/Search**

Residents should expect **MINIMAL** privacy. In most cases, residents share rooms with other residents. The Welcome House reserves the right for staff to access rooms at **ANY** time deemed appropriate or necessary and to search a room or residents' personal belongings. Residents must open any locked storage immediately upon request by staff. Welcome House reserves the right to open any locked storage container. Welcome House will confiscate anything found against Welcome House rules or policy or deemed dangerous to staff or residents. Failure to comply with a room or personal belongings search **WILL** result in **IMMEDIATE DISMISSAL**.

### **Rule Number 19: Smoking/ Non-smoking**

Welcome House is a **NON-SMOKING** facility. Smoking is **NOT PERMITTED** anywhere inside or in front of the building, the courtyard, or Welcome House vehicles. Residents that choose to smoke **MUST** do so outside in the designated smoking area. The courtyard is **NOT** a designated area.

Vaporizer use is **ONLY PERMITTED** outside the building and in the resident wing, public areas of the 2nd and 3rd-floor area and bedrooms—NO VAPING ON THE 1st FLOOR, INCLUDING DINING ROOM AND MEETING /CLASSROOMS. The Welcome House reserves the right to change or alter this policy at any time or to restrict or limit use by individuals or areas to address problems or concerns that may arise.

After curfew, outside access to smoke **is limited** and at the discretion of the desk staff. Such access is a **privilege and not a right**. Outdoor access is **NOT PERMITTED** between the hours of **Midnight and 5a**. Failure to comply with desk staff direction or the smoking/ non-smoking requirement **WILL** result in **disciplinary action, which may include discharge**.

### **Rule Number 20: Vehicle and Vehicle Operation**

Residents that elect to own, operate, or park a vehicle on Welcome House property are **REQUIRED** to do so legally and **MUST** complete a Welcome House vehicle registration form. Residents are allowed one car or truck and one

two-wheeled vehicle (motorcycle, moped, bike), for a total of two. **Vehicle maintenance of any kind is not permitted on Welcome House property.**

Vehicles must be operational, appropriately titled, tagged, and insured, and residents **MUST** have a valid driver's license. Vehicles that do not meet the above requirements **ARE NOT ALLOWED** to be parked on Welcome House property and will be towed at the owner's expense. If a vehicle is left on the property after the resident's discharge, the vehicle will be towed at the owner's expense after 3 days.

Failure to comply with the vehicle requirements requirement **WILL** result in **disciplinary action**.

### **Rule Number 21: Length of CORE Program Residency**

The mission of the Welcome House is to provide a "residential program to recovering alcoholic and drug-addicted men facing the difficult **transition** from treatment, incarceration, and homelessness to **integration** back into society as productive citizens."

The Welcome House is **NOT** intended as a long-term living solution for any resident. The core program consists of a 30-day probationary period followed by an eight (8) month core recovery program. Under certain circumstances, a program residency extension of up to three (3) additional months may be available by application and requires formal approval.

Extensions are one (1) time **ONLY**, limited to 3 months **MAXIMUM**, require formal application and approval, and include an increased program participation fee during the extension period.

### **Additional Acknowledgements, Understandings & Agreements**

Court-ordered residents that fail to comply with Welcome House rules, policies, or program requirements will be discharged immediately, and all appropriate parties will be notified (court, probation, or parole officer, etc.).

The Welcome House has a regularly updated website and actively uses other printed or social media forms. Photos and notes related to the Welcome House program, including events and certain activities, are frequently posted to these sites. Residents are not required to participate or be included in these photos or other communications.

Residents that wish to be **EXCLUDED** must submit a request in writing (signed and dated) to Welcome House leadership. Residents employed by the Welcome House or participating in the Jumpstart program are considered participants in the Welcome House Rehabilitative Jobs Program. Residents that fail to comply with the program and are discharged, including voluntary discharge without notice, will forfeit any accumulated earnings or compensation due them through their employment or participation in the Rehabilitative Jobs Program.

This revision of the residents' rules supersedes all previous rules that have been issued. Welcome House, Inc. reserves the right to interpret, change, suspend, amend, cancel, or dispute with or without notice to all or any part of our policies and procedures at any time. We will notify all residents of these changes. Changes will be effective on the dates determined by Welcome House, Inc.; after those dates, all superseded policies will be null.

### **Write-Up/Peer-Review**

Residents who violate Welcome House Resident Rules may be subject to a Peer Review Board hearing under the following conditions: The resident has received three (3) or more documented write-ups, the infraction does not warrant immediate discharge, or management determines that a review is otherwise appropriate. The Peer Review Board may issue disciplinary actions, set behavioral requirements, or determine whether continued residency is permitted. Failure to comply with any directives or requirements issued by the board will result in immediate dismissal from the Welcome House.

### **Off-site Work & Volunteer - Code of Conduct**

Remember, when you are on a job (or volunteer opportunity) coordinated by the Welcome House - **you represent the Welcome House**. Participants in these activities are **REQUIRED** to comply with the following:

- If you signed up to do a job, and you can no longer go for any reason, it is your responsibility to inform the desk and find your replacement.
- Be on time, introduce yourself, work hard, and complete the job. Be polite, courteous, and respectful of the Client and the Client's property always. Work safely and be aware of your work environment. Follow the instructions/directions provided by Welcome House Management and or the Client (while on-site).
- If additional work is requested, or there are significant changes in the original agreement, refer the Client to Welcome House Management. **DO NOT** schedule additional work directly with the Client.
- **DO NOT** use your cell phone (talk, text, or internet) while at work. Cell phone use is restricted to the lunch break.
- Clean up after yourself. **DO NOT** leave trash or litter at the Client site (collect it and take it to an off-site trash can for disposal).
- Do only as you are instructed. You are not there to act as a consultant, and your opinions or suggestions are not appropriate unless specifically requested.
- If there is a reason that you feel you cannot complete the job as requested, contact Welcome House Management for directions.
- Wear clothing appropriate for the specific task or opportunity. If you have any questions about what is appropriate, please ask Welcome House Management for directions.
- **DO NOT** contact the Client directly (except when on-site and specific to the task-at-hand). **DO NOT** call or text the Client, before or after the job, unless specifically instructed to do so by Welcome House Management.
- Use the restroom prior to arriving at the site (**DO NOT** ask to use a client's bathroom and **DO NOT** go into a client's home unless specifically instructed to do so). Over the lunch break (or in an emergency) go to the nearest public restroom if necessary.
- If you smoke, ask the Client for permission to do so first. Smoke breaks should be kept to a minimum (1 smoke break every two hours). **DO NOT** leave cigarette butts at the Client site (put them in an empty can and take them to an off-site trash can for disposal).
- You are **REQUIRED** to disclose and **immediately** provide **ALL** payments to Management. If you are behind on rent, **ALL** earnings (including tips) **MUST** be applied toward your rent obligation (as determined by Management).
- Welcome House vehicles, tools and/ or equipment must be cleaned and returned to the Welcome House daily.
- You are not to use the Welcome House vehicles for anything other than the specific assignment (transportation to and from the job site, with no stops or deviations except as pre-approved by Management).
- **BE GRATEFUL** – Clients that hire the Welcome House are **SUPPORTING** the **Welcome House** and **YOU**. They don't have to do this. Please make sure that they know how grateful we are for their support.

**DINING SERVICE HOURS:**

**M-F**

**Breakfast 5:00-6:30 AM -- Lunch 12:00-1:00 PM -- Dinner 5:00-6:30 PM**

**Weekend**

**Breakfast 5:00-6:30 AM-- Lunch 12:00-1:00 PM-- Dinner 5:00-6:30 PM**

