



## *VisionQuest Policy and House Rules*

The following guideline is the policy set by VisionQuest along with rules that must be adhered to by all VisionQuest house residents:

1. **Abstinence:**

- Complete abstinence from all mood altering substances is mandatory.
- Caffeine and Nicotine are allowed.
- Expect random drug testing

2. **Smoking:**

- There is no smoking allowed in the house. Smoking is allowed in designated areas only. Cigarettes butts must be put in a container. No cigarette butts on property or driveway.

3. **Restrictions:**

- For the first 30 days of your stay with VisionQuest you are not permitted to leave the residence except for the purpose of medical emergency or to attend activities approved by VisionQuest Society and then only with approved company (i.e. 3 other approved residents.)

4. **Groups and Meetings:**

- You are expected to attend all activities on time, unless previously excused by staff. Groups and AA/NA meetings are mandatory, not optional, for all residents.

5. **Medication & Prescriptions:**

- All prescription drugs will be turned over to the House staff for dispensing. ALL future medications shall be prescribed by a doctor and delivered to VisionQuest by a staff member - no exceptions

6. **Emergency Procedures:**

- Emergency drills are to be treated as real emergencies. Fire Alarm: when the fire alarm sounds, all residents are immediately to proceed to the designated meet up area. Under no circumstances is a resident to re-enter a building after gathering prior to getting the all-clear.

7. **Food and Meal Times:**

- Meal times will be set daily. Meals will be served during those times only. If a meal time is messed, a “save” can be requested prior to the meal time.
- Snacks: Toast and Juices are available for snacking. Pastries may also be eaten as a snack when available. Clients must clean up after themselves immediately after making a snack.

8. **Laundry:**

- Laundry is a privilege. Maximum of 2 loads per week per client.
- Use only the necessary setting, water level, temperature, and amount of detergent.
- Remove your own laundry promptly from the laundry room and machines once completed. Show respect for other people’s belongings. Do not just throw other peoples laundry on the floor or the top the machine.

9. **Chores:**

- Chores will be assigned by the House Manager and will be on a 2 week rotation.
- Chores to be completed daily as suitable for the functioning of the house.
- If you are unavailable to do your chore due to work, you must make arrangements to cover your chore. You will still be held responsible for the completion of your chore whether or not you do it.

10. **Coming and Going:**

- It is important that the staff know where you are at all times, and any variation to the daily schedule must be approved by House Staff.
- All residents are required to sign out when leaving premises, and sign in upon returning. (MANDATORY)
- While out of the house, if there are any changes to plans, activities, or timeframes, clients are required to call and report to House Staff.

11. **Visitors:**

- Visiting hours are Sundays from 1:00pm until 5:00pm. Visitors are asked to come during visiting hours only.
- Please show courtesy to your fellow room mates by providing notice of when visitors are expected.
- Visitors are not permitted upstairs or in any clients rooms
- Visitors must follow all house rules including be clean and sober.



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### **12. Conduct:**

- Respect should be shown to all clients of the house as well as in the community. This includes outside meetings and on the house property. Please respect the rules and values of meeting facilities and other persons. Let's be a good example to the public and to our neighbors.
- Quiet time: For multi-client rooms, respect must be shown to room mates by ceasing all noise-making activities between 11:00 pm and 6:00 am. This includes TV's, audio, computers, and conversation unless by mutual agreement.
- Common areas: Respect should be shown for fellow room mates by keeping all common areas clean and tidy. Study materials, dishes, tobacco, newspapers, and other belongings in common areas unattended.
- TV and Audio to be kept at appropriate volume levels while in use. Turn off TV and Audio when not being watched and or listened to.
- Headphone use is prohibited during groups. Clients may be asked to remove headphones if it is determined by staff that they are being used to isolate.
- Do not touch any other clients' belongings without permission. This includes food.
- Do not enter any bedroom other than your own.

### **13. Personal Relationships Policy**

- Clients may be asked to discontinue involvement with individuals that are deemed to be a negative influence on clients while at VisionQuest. Individuals include, but is not limited to: partners who use, individuals from recent incarceration, individuals from previous treatment facilities who have relapsed, family members who use, or other "friends" who use. This includes involvement through writing, talking on the phone or seeing on visitation. Visitors are not allowed on property if they are actively using. During visits, visitors and clients are expected to behave modestly in regards to touching. "Modest" kissing hello and good-bye is allowed.

### **14. Dress Code:**

Choice of clothing is a personal issue. This policy is not meant to restrict nor dictate a client's choice of clothing. It is meant to create a safe, comfortable, discrimination free, and recovery oriented environment for all clients.

- Clothes should be clean and laundered on a regular basis (once a week).
- Clients must be dressed when not in room: shirt and pants or shorts. Clothing must not reveal genitals at any time. This includes when walking to and from shower.
- Residents must wear appropriate sleeping garments while sleeping. Sleeping in the nude is not permitted.
- Tank tops are not allowed while prepping and serving food.
- Clothing exhibiting party scenes/profanity/alcohol or drug use/sexism/homophobia/sexual or implied sexual content are not allowed.
- Hoods on jackets must not be worn indoors and sunglasses must be removed when inside the house.
- If you are told by a staff that a certain article of clothing is inappropriate, you are to change clothes immediately. You are not to wear that article of clothing again while at VisionQuest. This can be reviewed by the director who has ultimate say on this subject.

### **15. Rooms:**

- Resident accommodations are double occupancy for the majority. You are expected to share the area.

### **16. Bathroom and Showers:**

- Cleanliness: Bathrooms and Showers to be kept neat and clean. No urinating on the floor. Sit down if you have to. Wipe sink and faucets after use. Generally clean up after yourself each time.
- Morning Showers: Morning bathroom use up to 6:30 am is to be kept to a maximum of 15 minutes per client. This includes your time in the shower and all other bathroom use.
- House Staff may assign specific bathroom use priorities.

### **17. Violence Policy:**

- VisionQuest has a zero tolerance to violence. Violence will not be tolerated both physical and verbal. No horseplay, verbal teasing or jousting. No nicknames.

### **18. Discrimination:**

- VisionQuest will not tolerate any discrimination with regards to race, religion, color, national origin, height, weight, marital status, sexual orientation.



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### **Pornographic Items:**

- Sexually explicit pictures, magazines, reading materials, movies or internet sites are not allowed at VisionQuest. Staff will periodically complete room inspections and pornographic items will be discarded.

### **19. Gossip:**

- No gossiping at any time. If there is a concern regarding another resident, talk to that resident or bring it up in group and to the house manager. Gossip destroys people's trust and feelings of safety.

### **20. Notice to vacate:**

- A written thirty (30) day notice of intention to move and vacate is requested from all residents.

### **21. Rent:**

- All Room and Board cheques are to be made payable to VisionQuest Recovery Society.

### **22. Refunds:**

- All unused portions of rent will be returned within 10 working days to origin of payer.

### **23. Unpaid Rent:**

- Any outstanding amounts owed to VisionQuest for unpaid rent, will be deducted accordingly prior to any refund.

### **24. Eviction:**

- The following infractions will result in immediate eviction:  
(1) Stealing, (2) Using of any mood or mind altering substance, (3) Violence

### **25. Personal Property:**

- Any and all property will be first packed under the supervision and of the house Staff, brought offsite and will be kept in a secure locker for 15 Days, and will be disposed of on the 16th day.

### **26. Penalties:**

- Consequences for non-compliance will be implemented by House Staff as follows:  
(1) Performance Contract, (2) Relocation of room, OR (3) Termination of Residency.

### **27. Complaints:**

- Any and all complaints can be addressed the House Manager, or directed to the Executive Director. If you are not satisfied with the end result you can direct your concerns in writing to [complaints@visionquestsociety.org](mailto:complaints@visionquestsociety.org) which goes directly to the Society's board.

I, \_\_\_\_\_ have read and agreed to the above mentioned rules and terms.

Date: \_\_\_\_\_, 2009

Signature: \_\_\_\_\_

Witnessed: \_\_\_\_\_