

<Insert Company Letterhead>

## Enforcement of Policies and Grievance Policies

As a member of (Insert Recovery Residence Name) you have agreed to abide by the House Rules. This agreement covers drug testing, dismissal processes, and grievance policies. By signing this document, you agree that you understand possible consequences and processes for dismissal and are aware of the grievance policy as stated.

### Drug Testing Policy

(Select policy, or combine policies to reflect your policy, delete options not being used)

Option 1: Recovery Residence staff have the right to request residents to provide a urine sample or other drug test; this includes random alcohol and/or drug tests. If a resident refuse to submit to any alcohol and/or drug testing, the resident will be immediately dismissed from the house.

Option 2: Residents will be subject to both random and behavior indicated alcohol and/or drug screening tests. Refusing to submit to a test is grounds for immediate dismissal.

Option 3: All residents are subject to at least one drug/alcohol test per week or random breathalyzer and drug testing whenever staff deems fit due to suspicion. All residents are subject to drug/alcohol testing after an overnight pass or extended trip with no exceptions.

Option 4: When first entering a drug test will be required. After entering as a resident, a drug test may be required when any resident is suspected of be being under the influence of any substance, at the discretion of staff or peers.

Option 5: There is no drug testing provided or required at this recovery residence.

### Dismissal Process

(Insert Recovery Residence Name) is an abstinence-based program and we have a zero-tolerance policy when it comes to relapse and/or drugs and alcohol being found on property. In occurrence of a relapse, circumstances determine how each situation is handled by staff.

When asked to leave property due to using or failed drug screen/breathalyzer, or as a consequence for violating House Rules, staff will take the necessary measures to help the resident get to a safe place that meets their recovery needs as long as he or she is willing.

Dismissed residents may return to the residence as long as a bed space is available, and the resident meets the following requirements:

- Have one week of continued sobriety confirmed by your sponsor.
- Pass a urinalysis test and a breathalyzer.
- Approval of return by staff and members of the recovery residence.
- Payment of any outstanding fees and readmission fee.

#### Grievance Policy

1. All clients have the right and are encouraged to communicate his or her grievance to (Insert Recovery Residence Name) staff member or company representative. There will be no consequences or retaliation for the resident filing a grievance.
2. All residents have a right to file a formal written grievance. The resident may request a form from any staff member or House Manager. (Grievance Forms are located at insert location). The resident should fill out the form and return it to any staff member or the House Manager.
3. Written grievances shall be forwarded to the (insert responsible party's name or position)
4. In the instance where the decision maker is the subject of a grievance, decision making authority shall be delegated to (insert responsible party's name/position).
5. Time frame for expedient resolution is two business days upon receipt of the complaint/grievance.
6. The resident will be sent a written notice of the grievance outcome and steps for appealing the outcome.
7. Throughout this process, the resident has the right to contact, make a complaint and/or appeal the grievance outcome to the California Consortium of Addiction Programs and Professionals (CCAPP) by calling (916) 338-9460.

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_