

GRACE FOR ADDICTIONS

Grace House Code of Conduct

Controlling revision: October 22, 2026

OUR FOUNDATION

Grace House is built on principles of **grace, dignity, community, hope, and multiple pathways to recovery**. This Code of Conduct guides our shared life together and ensures a safe, supportive environment where everyone can thrive in their recovery journey.

Our Commitment: - We treat each person with respect and honor - We believe in accountability with compassion - We support each other's recovery - We maintain a safe, sober, and peaceful home

CORE VALUES IN ACTION

GRACE

We believe in second chances and new beginnings. Mistakes are opportunities for growth, not reasons for shame.

DIGNITY

Every person deserves to be treated with respect, regardless of their past or their struggles.

COMMUNITY

Recovery happens in relationship. We support each other, celebrate victories together, and walk through challenges side-by-side.

HOPE

Lasting change is possible. We believe in each person's capacity for transformation.

MULTIPLE PATHWAYS

We honor each person's unique recovery journey and respect diverse approaches to wellness.

NON-NEGOTIABLE SAFETY STANDARDS

The following behaviors create immediate danger and may result in immediate termination of program participation under the Unified Removal and Discharge Process in the Resident Handbook and Participant Agreement:

✗ VIOLENCE & THREATS

- Physical violence or assault toward any person
- Threats of violence or intimidation
- Weapons of any kind on property (guns, knives, dangerous objects)

✗ SUBSTANCES & PROPERTY VIOLATIONS

- Bringing alcohol or illicit substances onto the property
- Possession of drug paraphernalia
- Selling, sharing, or distributing substances to others
- Theft or deliberate destruction of property

✗ SEXUAL MISCONDUCT & HARASSMENT

- Sexual harassment, assault, or coercive behavior
- Non-consensual physical contact
- Creating a sexually hostile environment

✗ ENDANGERMENT

- Behaviors that create serious, ongoing risk to self or others
- Refusing to follow safety protocols during emergencies
- Intentionally putting others at risk

These are non-negotiable because they compromise the safety of our community.

SOBRIETY & RECOVERY EXPECTATIONS

✓ SUBSTANCE-FREE LIVING

- **Grace House is an alcohol-free and illicit substance-free environment**
- All residents commit to abstaining from alcohol and non-prescribed substances
- If you experience a return to use, **tell someone immediately** — we will support you, not shame you

✓ MEDICATIONS ARE SUPPORTED

- **All FDA-approved medications are permitted and encouraged**
- This includes Medication for Opioid Use Disorder (MOUD): methadone, buprenorphine (Suboxone), naltrexone (Vivitrol)
- Mental health medications are fully supported
- Medications must be prescribed by a licensed provider

- Follow medication storage guidelines (see House Manager)

✓ ACTIVE RECOVERY ENGAGEMENT

- Participate in recovery support activities according to your phase: 4 per week in Phase 1 (Days 1–30), 3 per week in Phase 2 (Days 31–90), and 2 per week in Phase 3 (Days 91+). The weekly house meeting does not count toward this total. Change Course Leaders take part in extensive Change Course programming Monday through Thursday. Because of this substantial structured engagement, Grace House requires Change Course Leaders to add only two (2) additional supportive activities per week — in place of the standard phase-based recovery activity requirement.
 - Peer support groups
 - Mutual aid meetings (AA, NA, SMART Recovery, etc.)
 - Individual counseling/therapy
 - Faith-based recovery (if chosen)
 - Other recovery activities approved by staff
- Attend required house meetings (weekly — Thursdays at 7:00 PM)
- Meet regularly with your peer coach (frequency varies by program phase)

✓ TREATMENT CHOICE IS YOURS

- You may seek clinical treatment from **any provider you choose**
- You are not required to use a specific treatment program or counselor
- We will support you in accessing the care you need

DAILY LIVING EXPECTATIONS

HOUSE CARE & RESPONSIBILITIES

Personal Space: - Keep your bedroom clean and organized - Respect roommate's space and belongings (if shared room) - No eating or storing open food in bedrooms (to prevent pests) - Do laundry regularly and put away clean clothes

Shared Spaces: - Clean up after yourself immediately in kitchen, bathrooms, and common areas - Complete your assigned chores on schedule - Return shared items to their proper place - Report maintenance issues to House Manager

Your Assigned Chores: Assigned at move-in and rotated monthly

Chore Schedule: Posted in the kitchen common area and updated each rotation

SCHEDULE & ATTENDANCE

Curfew: Policy GH-CURFEW-001 v3.0 supersedes all prior curfew tables. Phase 1 (Days 1–30): 9:00 PM Sunday–Thursday and 10:00 PM Friday–Saturday. Phase 2 (Days 31–90): 10:00 PM Sunday–Thursday and 11:00 PM Friday–Saturday. Phase 3 (Days 91+): 11:00 PM Sunday–Thursday and midnight Friday–Saturday. Hard ceiling: No curfew at Grace House extends past midnight in any phase, for any reason other than verified current employment.

The only curfew exception is current employment. A participant whose verified work schedule conflicts with curfew may be granted an employment-based adjustment covering scheduled shifts plus reasonable travel time. A copy of the work schedule must be on file with the House Manager. No other exceptions (social, family, recreational, or recovery-activity) extend curfew. Curfew adjustments are granted only for verified current employment. Submit your work schedule to the House Manager; the adjustment covers scheduled shifts plus reasonable travel time. Overnight passes may be granted after 60 days of residency to residents in good standing. Overnight passes require a written request submitted 48 hours in advance, including the location and host name. More than three curfew violations in a 30-day period will result in a community accountability conversation and potential curfew reset.

House Meetings: - Mandatory attendance: Thursdays at 7:00 PM - If you must miss, notify House Manager in advance

Sign-In/Sign-Out: - Use the sign-out sheet by the front door when leaving the property - Include: time left, destination, expected return

Notify Staff If: - You'll be late for curfew - You need to miss a house meeting - Your schedule changes - You'll be away overnight (requires advance approval)

VISITORS & GUESTS

Visitor Rules: - All visitors must be **pre-approved** by House Manager - No visitors who are actively using substances - Visitor hours: Monday–Thursday 10:00 AM–9:00 PM; Friday–Saturday 10:00 AM–10:00 PM; Sunday 12:00 PM–8:00 PM - Visitors must remain in common areas (living room, kitchen) - No visitors in bedrooms at any time - No overnight guests without advance approval

Your responsibility: Ensure your visitors respect house rules and other residents

EMPLOYMENT, EDUCATION, VOLUNTEER WORK

Phase 2 and 3 Residents: - Expected to be engaged in employment, education, or volunteer work - Actively engaged weekdays 9:00 AM–4:00 PM in employment, education, job training, volunteering, or scheduled appointments (exceptions require House Manager approval) - If unemployed, actively seeking work (documented job applications) - Keep House Manager informed of work schedule

Exceptions may be made for: - Intensive outpatient treatment - Medical conditions (with documentation) - Short-term transition periods (discussed with House Manager)

FINANCIAL RESPONSIBILITIES

Weekly Program Fee: - Amount: \$_____ per week - Due: On the agreed day recorded in your Participant Agreement - Payment methods: Cash, money order, or electronic transfer - Late arrangement: Speak with the House Manager BEFORE the due date if you need a payment plan. Fees unpaid more than 7 days without an approved plan begin an administrative review.

What to do if you can't pay: - Talk to House Manager immediately — before you fall behind - We will work with you on payment plan or hardship accommodation - Do not avoid staff or hide financial difficulty

COMMUNICATION & RESPECT

✓ RESPECTFUL COMMUNICATION

- Use kind, respectful language with all residents and staff
- No yelling, name-calling, or verbal abuse
- Address conflicts directly and calmly (ask staff for support if needed)
- Practice active listening

✓ CONFIDENTIALITY

- **What you hear here, stays here; what you see here, stays here**
- Do not share other residents' personal information, stories, or struggles outside Grace House
- Do not post about others on social media without their consent
- Respect others' privacy

✓ BOUNDARIES

- Knock before entering others' rooms
- Ask permission before borrowing items
- Respect "no" — if someone sets a boundary, honor it
- Romantic or sexual relationships between residents are strongly discouraged during early recovery and may be addressed in accountability conversations if they become disruptive to the community.
- Report boundary violations to staff

✓ INCLUSIVE COMMUNITY

- Welcome and respect people of all backgrounds
 - No discrimination based on race, ethnicity, religion, gender identity, sexual orientation, age, or disability
 - Challenge your own biases; be willing to learn and grow
 - Create a culture where everyone feels they belong
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HEALTH, SAFETY & SELF-CARE

PERSONAL HEALTH & HYGIENE

- Shower/bathe daily
- Wash hands before meals and after using bathroom
- Do laundry weekly (clean clothes and bedding)

- Keep personal space clean to prevent illness
- If you're sick, take precautions to avoid spreading illness



EMERGENCY PROTOCOLS

- Know where fire exits are located (see posted map)
- Know where naloxone (Narcan) is stored
- Know how to call for help (see posted emergency numbers)
- Participate in fire drills and safety training
- Follow staff instructions during emergencies



SELF-CARE & WELLNESS

- Attend medical and mental health appointments
- Take medications as prescribed
- Get adequate sleep (quiet hours: 10:00 PM to 7:00 AM (11:00 PM to 7:00 AM on weekends))
- Eat nutritious meals
- Engage in healthy activities (exercise, hobbies, social connection)

TECHNOLOGY & MEDIA USE



GUIDELINES

- Use headphones when listening to music, videos, or games
- No loud phone conversations during quiet hours
- Charge devices in your own space (do not monopolize common area outlets)
- No inappropriate content (pornography, glorifying substance use, violent content)



PHOTOGRAPHY & SOCIAL MEDIA

- Do not photograph or record others without their consent
- Do not share photos/videos of Grace House or other residents publicly without permission
- Be mindful of your social media use — avoid content that undermines your recovery
- No live streaming from Grace House

ACCOUNTABILITY & PROGRESSIVE DISCIPLINE

Our approach is grace-centered and focused on growth, not punishment.

HOW ACCOUNTABILITY WORKS

Level 1: Verbal Conversation - Informal, supportive discussion about concern - Understanding what happened - Agreement on plan moving forward - Documentation in your file

Level 2: Written Warning - Formal written notice - Specific expectation that needs to be met - Timeline for improvement - Increased check-ins - Copy provided to you

Level 3: Accountability Meeting - Meeting with House Manager and peer coach - Review of concerns - Development of accountability plan - May include: - Temporary restrictions (e.g., earlier curfew, increased check-ins) - Return to Phase 1 support structure - Additional recovery support requirements - Increased supervision

Level 4: Housing Review - Care team meeting (you're invited to participate) - Discussion of whether Grace House is still the right fit - Options may include: - Continued residence with maximum support - Transition to higher level of care (treatment, clinical program) - Voluntary exit with warm handoff to alternative housing - Involuntary discharge (only if safety concern persists)

RELAPSE RESPONSE POLICY

Return to use is not automatic grounds for discharge. We work WITH you, not against you.

IF YOU USE SUBSTANCES:

1. **Tell someone immediately** — your safety is our priority
2. We will assess your medical needs (may call 911 if necessary)
3. Together, we'll determine next steps:
 - Stay with increased support
 - Temporary return to treatment/detox with plan to return
 - Adjust your recovery plan
 - Additional resources and connection

YOU WILL NOT BE AUTOMATICALLY KICKED OUT

Discharge for return to use is considered only if: - You refuse to engage with support after return to use - You repeatedly bring substances onto property - Your use creates imminent danger to community - You're unable to maintain sobriety despite all available support

Grace means second chances. And third. And fourth.

YOUR RIGHTS

AS A GRACE HOUSE RESIDENT, YOU HAVE THE RIGHT TO:

-  Be treated with dignity and respect
-  Privacy in your personal space
-  Choose your own treatment providers
-  Take all prescribed medications (including MOUD)

-  Practice your spiritual/religious beliefs
 -  File a grievance if you feel mistreated
 -  Leave the program voluntarily at any time
 -  Be free from discrimination
 -  Access your own file (with 48-hour notice)
 -  Have your personal information kept confidential (within legal limits)
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GRIEVANCE PROCESS

If you have a concern or feel this Code of Conduct has been violated:

1. **Talk to staff first** — most issues can be resolved through conversation
2. File a written grievance with the House Manager within 10 days of the incident. A written acknowledgment is provided within 24 hours; the grievance is reviewed within 5 business days.
3. Receive a written House Manager response within 5 business days of receipt, including findings, actions, and reasons.
4. Appeal if needed to Grace For Addictions leadership within 5 days of the House Manager response; send the appeal and original grievance and response to thomas@graceforaddictions.org. A final decision will be provided within 10 business days.
5. **External resources** — if unresolved, contact Iowa HHS Recovery Housing

You will not face retaliation for filing a grievance.

VOLUNTARY EXIT & DISCHARGE

YOU MAY LEAVE AT ANY TIME

If you choose to leave Grace House: - Provide at least 14 days' written notice to the House Manager - Complete exit interview - Return keys and borrowed items - Allow us to help plan your next steps

DISCHARGE MAY OCCUR IF:

- You violate non-negotiable safety standards
- You refuse support after multiple interventions
- Your behavior creates ongoing risk to community
- You stop paying fees and refuse to create a plan

Program-Initiated Removal and Discharge

When a program-rule violation or conduct that threatens another resident's life, safety, or recovery results in immediate termination of program participation, Grace House will explain the decision verbally and give the resident two hours from that notice to leave the

property, subject to any longer notice or other process required by applicable law. Staff will document the reason and notice time and provide written confirmation. During an active emergency, staff may take lawful protective action immediately. Grace House will make reasonable efforts to assist with next steps. Belongings that cannot accompany the resident will be documented, securely stored and made available for later retrieval under the belongings policy. Any required legal process will be followed.

Even in discharge, we provide referrals, support, and a warm transition when possible.

OUR SHARED COMMITMENT

By living at Grace House, I commit to: - Maintaining a sober, safe environment - Treating others with respect - Taking responsibility for my recovery - Engaging with the community - Following house expectations - Asking for help when I need it - Celebrating progress with my housemates - Honoring the trust placed in me

Grace House commits to: - Treating you with dignity always - Supporting your recovery journey - Providing a safe, clean home - Holding you accountable with compassion - Working with you through challenges - Respecting your autonomy and choices - Connecting you with resources you need

ACKNOWLEDGMENT

I have read (or had read to me) the Grace House Code of Conduct. I understand the expectations and my responsibilities. I commit to upholding this Code and contributing to a safe, supportive community.

Resident Signature: _____

Date: _____

Staff Witness: _____

Date: _____

This Code of Conduct is reviewed with all residents during orientation and is posted in Grace House common areas for ongoing reference.

Questions? Concerns? Always talk to your peer coach or House Manager.

Grace For Addictions | Grace House

1311 9th Street, Des Moines, Iowa

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