

# HARMONY HOUSE

## Rules and Expectations

### Welcome to Harmony!

The staff has developed a number of rules and expectations that you are asked to observe for the duration of your stay. Compliance with these will prevent problems from arising and help you to make the most of your time here.

If at any time you have questions please ask the group leader or the house manager for help, they will be happy to help you.

### Eligibility for stay in the house

1. Residents are usually expected to be referred from another treatment facility after completing treatment.
2. A resident must be medically and psychiatrically stable.
3. A resident who has not been referred from another treatment facility must be assessed by our clinical psychologist prior to being admitted.
4. Nobody under the age of 18 will be admitted.
5. A person must be clean from drugs and alcohol in order to be a resident.
6. A resident will be automatically discharged on receiving 3 written warnings.
7. A maximum stay of 6 months will be allowed.
8. The full treatment fee must be paid on the due date or the resident will be asked to leave the house.
9. Harmony House reserves the right to at its sole discretion decide whether to readmit a resident who has been suspended or to refer him/her to a Primary Care facility or other center for treatment.

### Core Rules

These rules form the non-negotiable foundation upon which our structure is built. Breaking these rules will result in your immediate expulsion from Harmony.

1. No alcohol, drugs, or other mood altering substance may be consumed by residents.
2. Residents may not have any alcohol, drugs, or other mood altering substances in their possession.
3. Residents are not to act out with behaviours related to other addictions (eg: Sex and love addiction, eating disorders, gambling addictions).
4. Residents may not engage in criminal behaviour.
5. Residents may not self-prescribe medication. Refer all medical issues to a qualified professional. Refusing to take medication that has been prescribed may also be viewed as self-prescribing.
6. No sexual activity or exclusive relationships may be formed by residents during their stay.
7. No abusive behaviour – verbal, physical, or threatening – is allowed. This includes acts of self-mutilation and other forms of violence towards oneself or others.

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8. Residents are not to initiate contact with our neighbours for any reason whatsoever and are to respect their privacy at all times.

### **House rules**

These rules set out the structure of the Harmony program. Breaking these rules will result in a written warning or immediate expulsion at management's sole discretion.

### **Dangerous people, places, and things**

1. Residents may not associate with people who are known to be using drugs or drinking.
2. Residents may not engage in sex or sex acts with anybody other than an established partner that the house acknowledges as being acceptable.
3. Residents may not enter bars, bottle stores, night clubs, casinos, totes, betting parlours, pool bars, striptease venues, escort agencies, or tattoo parlours.
4. Residents may not keep any drug paraphernalia.
5. No pornography may be kept in the house.
6. Residents may not use internet chat rooms or similar services based on cellular technology. This includes "Mixit" and other dating services.

### **Accountability**

1. Residents are expected to attend all of the groups and individual sessions held at Harmony during their first month of stay. If a resident would like to miss a group or session he/she is required to request permission from management on the morning request form before the morning staff meeting.
2. Residents are expected to attend all meal times at Harmony House. Residents who are working may miss breakfast and lunch if they are at work at the time of the meal.
3. From Monday to Saturday residents are to be awake and out of bed by 07h30.
4. No laying down or sleeping during the day. If a resident feels ill and wants to lie down he/she must first inform the house manager and seek permission.
5. When leaving the house residents are required to note on the "Sign out" board where they are going to.
6. The house manager can request drug testing or blood samples. This will be done at the resident's expense.
7. Curfew time is 10:30pm from Sunday to Thursday and midnight on Friday and Saturday.
8. A resident must consult with his/her counselor for assistance in job seeking activities.
9. Residents are required to complete detailed Daily Plans on the provided forms. These plans must be submitted to the office before 07h45 each morning for approval or amendment by the therapeutic team. Plans will be finalized

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10. Residents must adhere to their plans and may only change under exceptional and uncontrollable incidents. In the event of a change this must be reported to the Resident Manager or to the Director. Failure to adhere to this will result in a written warning.
11. Residents are required to keep receipts for all of their purchases and be able to demonstrate exactly what they have spent their money on.
12. Residents may not accept money from anybody except house management.

### **Groups and fellowship requirements**

1. Residents are required to attend at least one AA meeting and at least another two 12-step fellowship meetings per week.
2. Residents are required to honour the agreements they made with previous treatment centers and other external counselors.
3. Residents who have eating disorders are required to attend either at least one OA meeting or one EDG each week.
4. Residents are required to meet weekly with their sponsor to discuss stepwork.
5. Residents are required to complete stepwork at a rate of one step every week, except step 4 for which two weeks are allocated. If a resident has done step 4 before then he/she will only be allowed one week to complete it the second time.
6. Residents are required to do written stepwork for each step in the stepwork book provided by the house.

### **Medical**

1. Residents may not keep in their possession any prescribed medication, vitamins, or any such at all. All this must be handed in to the office for safe keeping.
2. Residents are responsible for coming to the office to collect their medication at the correct times.
3. Residents must inform house management of any medication that they are taking.
4. Residents may not use any medication that contains alcohol, codeine, ephedrine, or any other mood or mind altering chemical. If a resident is in any doubt about their medication, he/she must check it with the house doctor, Dr Ras (082 382 1919), before taking it.
5. Residents who refuse to take previously prescribed medication without first consulting with the prescribing doctor and informing house management will be deemed to be self-medicating.
6. Harmony House reserves the right to stipulate that a resident must consult with a psychiatrist, clinical psychologist, social worker, or other professional. The expense for this must be carried by the resident.

### **Money Issues**

1. Residents may not lend, borrow, or exchange money or belongings between themselves.
2. Residents may not employ, or use the professional services, of each other.
3. Residents are expected to be familiar with the contents of the financial agreement.
4. Residents are to hand in to the office all bank cards, credit cards, cheque books, and other instruments of payment.

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## **Eating disorder rules**

1. Residents are required to be abstinent from their eating disorder.
2. If a resident acts out on an eating disorder Harmony House reserves the right to refer the resident back to primary care, or a specialized eating disorder unit at their sole discretion.

## **Safety and Security**

1. Residents are required to take every reasonable precaution to ensure the safety of Harmony House and its residents. This includes:
  - a. Locking the house and closing the windows before going to bed
  - b. Locking the house and closing the windows before leaving the property
  - c. Taking everything out of your car and not leaving anything in it that might be taken
  - d. If there is somebody at the gate when you arrive home, drive around the block until the area is clear
  - e. Fulfilling the duties of the security monitor when this is assigned to you.

## **House Expectations**

These rules set out how we live together in the house. They govern standards of hygiene and acceptable behaviour. Their purpose is to ensure that the house is comfortable, safe, and acceptable to all members of the community.

It is important that residents confront each other on the way in which the house is left. If you find that there is a mess in the kitchen, for example, try to find out who made it and ask them to clean it. This assists in the therapeutic process of your housemate, and it also helps to keep the house neat and clean.

Contravening these rules will result in individual consequences (for example: being put on kitchen duty), community consequences (for example: the tea/coffee/sugar may be withdrawn), verbal warnings, or written warnings leading to expulsion.

## **House leader**

The job description for the house leader is available on the notice board.

1. The house leader is appointed by house management.
2. Residents are required to cooperate with the house leader. Those who do not cooperate will be referred to house management.

## **Kitchen**

1. Do not smoke in the kitchen.
2. Clean up immediately (before you eat) after you have finished cooking.
  - o Wipe stove down
  - o Clean the inside of the microwave.
  - o Wash and dry pots.
  - o Wash and dry cutlery.
  - o Wipe down the kitchen surfaces.
  - o Clean anything else that you may have used.
3. When the bin is full, replace the bin bag.

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4. Do not leave teaspoons at the tea station. Wash and dry them before replacing them in the cutlery tray.
5. Kitchen duty will be assigned to residents. Such duty includes keeping the kitchen clean at all times.

## **Bathrooms**

1. Wash the bath after taking a bath.
2. Use appropriate towels or mats to ensure that there is not water on the floor after bathing or showering.
3. Do not leave your personal toiletries in the communal bathrooms.
4. Do not leave the bathroom without ensuring that it is acceptably clean and neat.

## **Bedrooms**

1. Do not play music loudly so as to disturb fellow residents.
2. No males in female bedrooms, and no females in male bedrooms.
3. No visitors in bedrooms.
4. Residents must have made their bed before the morning Serenity group.
5. Show respect for the space of your roommates – do not speak on your cellphone late at night, do not leave your stuff on the floor, do not make a noise while they are sleeping or meditating, etc.
6. No private televisions or Play Stations are allowed in the bedrooms.
7. Residents must strip their beds on Monday and leave their linen next to the washing machine to be washed.
8. The house manager has the right to inspect bedrooms at any time. The house manager may also ask residents to open cupboards or personal belongings to show him/her the contents.

## **Lounge**

1. The TV is communal and a majority vote determines channel selection and choice of videos/DVD's.
2. Do not watch anything on the television that is not recovery orientated.
3. The last person to leave the lounge at night is responsible to tidy it up.

## **Visitors**

1. All visitors must report to the House Manager upon arrival.
2. Visitors may only be received during the times laid out in the program.
3. Only two visitors may visit a person at any one time.
4. Visitors may not stay overnight.
5. Any resident may ask a visitor to leave for whatever reason.
6. If a resident wants a visitor to be banned this must be brought to house management for a decision.
7. Visitors are not permitted to stay after 22h00 on weekdays and midnight on weekends.
8. Visitors must adhere to the parking rules set out for residents.
9. The resident being visited is responsible for cleaning up after his/her visitors (eg: wash coffee mugs and empty ash trays).

## **Security**

1. The outside security gate is to be locked at all times.

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2. Do not allow the neighbours dogs to leave the property.

### **Harmony House Courtesy Van**

1. Use of the Harmony House is undertaken entirely at your own risk.
2. Patients who drive the Harmony House van will be held responsible for any damages incurred to the van, people, or possessions while doing so.

### **General**

1. Harmony House is a non-smoking facility. Residents may only smoke in the allocated area (outside the kitchen at the braai area).
2. Residents are required to be fully dressed by the time the morning Serenity group starts.
3. Residents are required to complete the various house chores that may be assigned to them.
4. Any personal belongings left in the house will only be stored for 7 days, after which it will be assumed that they have been abandoned. We will then donate them to a charity of our choosing.
5. Parking is only permitted in the street outside of the house.
6. No pets are permitted on the premises.
7. Residents are responsible for their personal laundry.
8. No resident is to enter into a money transaction with Veronica for any reason.
9. Arrangements to meet the house counselor or Steve for a consultation must be made through the house manager.
10. Steve will be on call 24 hours a day and is available to deal with matters outside of the house managers capability.
11. No pictures or posters are allowed to be put up on the walls.
12. The neighbours dogs are not allowed in the house during group or overnight.
13. The resident telephone can only be used during lunch or after the evening meal.
14. Harmony assumes no responsibility for the safety of residents money or possessions kept in the safe on the premises.
15. Harmony and it's owners and staff does not accept any liability for any injury or loss incurred by residents during their stay in the house. Clients are advised to have their own insurance (and travel insurance where appropriate) in place.
16. Clients are responsible for the safety of their possessions during their stay at Harmony House and indemnify Harmony House against any damages or losses, direct or indirect.
17. Harmony House reserves the right to change these rules with immediate effect at their sole discretion.

### **Guiding principles**

1. Respect – We must show respect for ourselves and each other. We must show support and be courteous.
2. Honesty – Be honest to the best of your ability. Do not purposefully mislead, or take advantage of the trust of others.
3. Responsibility – Actively participate by sharing and confronting issues as they arise with yourself and in others.
4. Confidentiality/Anonymity – Matters discussed in a group are not to be discussed outside of that group. Matters arising in and around Harmony are not to be discussed with anybody who is not currently a resident of the house.

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Ref: HRH/8  
Valid from: 11 July 2007

This includes sponsors, anybody in the fellowship, aftercare meetings, family members, spouses, partners, and anybody else.

I acknowledge that I have read and understood all of the above. I hereby agree to abide by all of the above rules and expectations.

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Name (please print)

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Signed

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Date

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