

## BEST PRACTICES

Successful Oxford Houses focus on recovery, responsibility, accountability, communication, and unity.  
Read the Manual. Follow the Traditions. Adhere to the Lease. Learn the Model.

1. **MEMBERSHIP:** Every member has a voice and a choice. New members within their first 30 days have restrictions on curfew times and overnights, along with increased 12-step meeting requirements. This is to help them get established with living in Oxford House and practicing a recovery program.
2. **EES:** (Equal Expense Shared): Everyone pays the same weekly expense. EES adjusts as vacancies change. Houses place members on financial contracts when they fall behind. Members more than 2 weeks behind are usually put on an ultimatum to get current or face expulsion. *Read Tradition 6.*
3. **HOUSE MEETINGS:** House meetings are mandatory. House meetings include weekly business meetings, interviews, and emergency meetings. All meeting minutes are documented. Approved absences include: work, school, vacation, or family/medical emergencies. *Read Tradition 2*
4. **RECOVERY MEETINGS:** Successful Oxford Houses have 12-step recovery as the cornerstone and either strongly encourage or require 12-step meeting attendance. *Read Tradition 4*
5. **CURFEW:** Houses implement curfews to bring structure into member's lives. Members late for curfew may be placed on a "no overnight" contract for a designated timeframe.
6. **OVERNIGHTS:** If having a guest or if staying out, communication with the house is important. Improper communication may result in a "no overnight" contract for a designated timeframe.
7. **GUESTS:** Members are responsible for their guests. Do not leave guests unattended in the house. Guests must not be active in addiction or under the influence of drugs or alcohol.
8. **MEDICATION:** Members are responsible for their own medications. Lock boxes are required. Pill counts may be asked. Doctor notes and/or prescription verification may be asked. *Read Tradition 7*
9. **CHORES/CLEANLINESS:** Chores will be assigned once a week at the weekly business meeting. Each member must keep their assigned area clean. One or two days may be designated as "chore days". Neglected or incomplete chores may result in consequences, such as fines, added chores, or deep cleaning. Rooms should be kept clean. Members are expected to clean up after themselves when cooking/eating. Personal items don't belong in common areas.
10. **BEDROOMS:** Bedrooms are private, and should be respected. Do not enter another bedroom without permission. Members in shared rooms should have mutual respect. Bedroom doors are not to be locked from the outside. Moving rooms is based on length of stay or house vote.
11. **CONFLICTS:** There will be times where houses need to solve conflicts. Be objective and focus on recovery principles. Put the house's well-being first. If a conflict persists, call the Chapter Housing Services Committee (HSC) for assistance. *Read Tradition 5*
12. **DISRUPTIVE BEHAVIOR:** Any continuous behavior that upsets the house as a whole or threatens the reputation of the house. Members may be put on a behavioral contract or expelled depending on the circumstances. Lack of quality recovery leads to chronic disruptive behavior. Nonpayment of EES is considered disruptive. *Read Tradition 3*
13. **WARNING/CONTRACT/EXPULSION:** No one is perfect. Members use accountability to help each other grow. All disruption is discussed as soon as possible. Severe disruption may need an emergency meeting called. Limited opportunity is given to correct negative behavior. Any contract placed on a member must be documented in the minutes and approved by a vote. Immediate expulsion is given for: relapse, violence, and blatant criminal activity. *Read Tradition 3*