



HARDY`S HOME INVESTORS

POLICIES AND PROCEDURES

****1. Purpose & Scope****

- Objective: **To provide a clear explanation of our policies and how they apply to our mission and vision of providing clean, harmonious homes to aid in the recovery process. Hardy's Home Investors, LLC will provide transparent, accurate financials for growth (acquisitions, renovations, financing, operations).**
- Audience: Hardy's Home Investors, LLC will provide to leadership, board, lenders/investors, regulators, and residents.
- Cadence: Hardy's Home Investors, LLC will have monthly internal; quarterly board; annual statements.

****2. Policy Principles****

- Hardy's Home Investors, LLC will operate with integrity & accuracy
- Timeliness & accessibility
- Consistency & comparability
- Compliance & ethics
- Confidentiality with appropriate disclosure
- Clear accountability

-We encourage residents to be involved in our developmental approach to recovery. Every home will have weekly meetings to discuss any issues with our current policy as well as other topics.

-We will promote meaningful activities through our online platform. Examples of peer-to-peer activities include movies, fishing trips, sober parties, cultural excursions, church gatherings, and other social events that promote unity, harmony, and personal development.

-Our staffing approach follows the NARR standards, which focus on teaching recovery skills and positive behaviors.

- Every staff member will obtain accreditation at level one or above, matching the qualifications needed for their role.

-We will obtain proof that all staff hold the necessary documents to fulfill the position held. We will ensure that they are culturally responsive and competent.

- We will utilize the Social Model-Oriented Supervision of Staff as outlined in NARR.

- All homes and facilities owned and/ or operated by Hardy`s Home Investor, LLC will meet the highest standards. Our property maintenance company will inspect and maintain all properties and ensure they meet all federal, state, and local requirements.

-Many of our properties feature open floor plan designs, complemented by private rooms for enhanced comfort and privacy. This open space is conducive to meetings, discussions and family activities and building community.

-All properties are 100% drug and alcohol free. No Exceptions. Offenders may be removed or asked to leave.

- Each resident will complete an entry recovery plan. Once assessed, we will determine how we may best help the resident achieve and maintain sobriety.

- We will have a resources page that will provide community sources of help. Such as free clothes pantries, food pantries, mental health resources, recovery organizations. This page will be updated with new and current information to assist the residents in their recovery process.

- Purpose: Recognize and maximize the mutual benefits of PRS for peers in recovery and program participants.

- Scope: All PRS activities, training, supervision, and related interactions within Hardy`s Home Investors, LLC.

-Purpose: **Is to instill family values and to provide the licensee with a functionally equivalent family environment.**

- Restrooms: Restroom cleaning duties will be conducted each day, with responsibility shared among house members according to a schedule that takes into account the total number of residents. Clean after each use.

-Restrooms: Each household member will take turns cleaning the restrooms daily, following a rotation schedule based on the number of people in the household.

- ****Common Areas: **** Cleaning and upkeep (kitchen, dining room, living room) will rotate among members in the same rotation schedule as restrooms.

- The Licensor or designated staff will publish and update the rotation schedule to ensure fairness and clarity.

3.1 Safety and Health

- ****Fire safety: **** No open flames, smoking in prohibited areas, proper disposal of cigarettes. Some homes may have designated smoking areas. Keep exits clear.

- ****Security: **** Lock doors and windows; do not lend keys or access codes to others. Individual access codes will be given to each member.

- ****Inspections: **** The Licensor may conduct reasonable inspections with prior notice, except in emergencies.

3.1a Medical emergencies (Including intoxication, overdose or withdrawals)

- ****Initial assessment: **** Check responsiveness and breathing; call 911 if needed.

- ****First aid actions: **** Provide care with kit, use AED or NARCAN if trained and available.

- ****EMS handoff: **** Share location, condition, hazards, and number of people.

- ****Post-event: **** The SC documents incident; contact family/guardian if appropriate; arrange safe lodging if resident cannot stay.

-**All policies are designed as a framework to guide ethical, peer based mutual support for all involved.** We set expectations so residents know how to support each other respectfully. Key values like treating each other with respect, **keeping information confidential**, helping without causing harm and being transparent about the process.

-One of our **primary policies is to try and connect residents to the community and local services.** We will use respect and confidentiality. All communication will be consensual, safe,

and accountable. All owners, community liaison, family, and residents will help in this mission. All homes will be near local public transportation to allow easy access to the community.

- **Neighbors' concerns will be managed immediately.** They will be 3 degrees. Urgent will be managed 24-48 hours. Short Term will be managed in 1-2 weeks, and Long Term will be handled in 30-60 days. All incidents will be formally documented. Keep residents informed. Inform authorities as required. Each year, resolutions will be documented.

-Courtesy Rules: **We provide safe, sober respectful living environment that applies to all residents, staff, or visitors. These rules consist of sobriety of all residents, curfews and quit hours. Respectful communication. No harassment. Cleanliness and shared space etiquette.** Guest visitors' guidance and sign ins. Safely report hazards and no prohibited activities. Confidentiality and protect others recovery information.

2) Core Principles

- Respect and dignity from owners, residents, contractors, workers, family, and others.
- Mutuality and shared experience
- Recovery-centered approach
- Boundaries and safety
- Confidentiality

3) Roles

- Peer Recovery Specialists (PRS): deliver PRS services, maintain boundaries
- Supervisors/Program Leaders: ensure supervision, compliance, and quality
- Participants/Residents: engage with PRS and provide feedback
- All Staff: support recovery-focused culture and coordination

4) Services and Activities

- 1:1 and group sessions

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- Coping skills and relapse prevention
- Resource referral and navigation (housing, healthcare, employment)
- Recovery planning and goal setting
- Crisis support per established protocol
- Life skills will be one topic in our weekly home meetings

5) Privacy, Boundaries, and Data

- We collect only essential information and have secure storage
- We enforce clear boundaries and professional conduct
- We document interactions by consent and privacy rules

6) Quality, Safety, and Ethics

- Ongoing training and supervision
- Clear escalation for safeguarding or boundary concerns
- Compliance with applicable laws and ethical standards

7) Outcomes and Evaluation

- We will track metrics: engagement, satisfaction, retention, referrals
- WE will schedule regular program review and continuous improvement

8) Approvals and Review

- Policy owner: HARDY'S HOME INVESTORS, LLC
- Effective date: 2026-06-07

- Review cadence: annually or as needed

****3. Roles & Responsibilities****

- Executive Leadership / Board: Co-owners Reginald W. Hardy Sr. and Reginald W. Hardy Jr. will act as executive leadership to govern and approve all policies and procedures or changes.
- CFO / Finance Lead: Reginald Hardsy Sr. will act as CFO for all policy, reporting, and controls.
- Operations & Asset Managers: Reginald W. Hardy Jr. will be responsible for operations, asset management, and cost controls.
- Investor Relations: We do not have investors but will add a policy should we consider. Owners will finance.
- Compliance / Audit: Hardy's Home Investors, LLC will conduct random audits to ensure that we are following national, state, and local standards and laws.
- Data Governance: Hardy's Home Investors, LLC will store all data on a secure cloud-based storage platform, only accessible by either owner.

****4. Reporting Framework & Metrics****

- Cadence: Hardy's Home Investors, LLC will conduct monthly management; quarterly board; annual statements
- Growth metrics: Hardy's Home Investors, LLC will utilize QuickBooks as our accounting software. We have invested in the online version so that we can access data 24 hours a day 365 days a year. This software has the capability to produce all the standard business reports required to operate our company.
- Formats: Hardy's Home Investors, LLC will use standardized statements and forms.

****5. Data Governance & Controls****

- Data owners & stewards will be Hardy's Home Investors, LLC.
- Data quality standards are of the highest industry standards and will be stored in the securest form available.
 - Access controls & audit trails: Any financial information can be obtained by sending the proper written request to one of the owners. All data will be from the most recent audit reports or quarterly reports.
- Reconciliations: All books will be reconciled monthly.

****6. Disclosure & Communication****

- External disclosures: Hardy's Home Investors, LLC, does not have investors but will communicate and disclose any information required by law.
- Internal: Reginald W. Hardy Sr., Co-Owner
 - Reginald W. Hardy Jr., Co-Owner
 - Christa Hardy, Secretary
- Approvals: Hardy's Home Investors, LLC budget and material disclosure will only be approved by the co-owners.

****7. Governance & Review****

-Hardy Home Investors, LLC **will always consider its residents in the governance of all its policies.** Residents will play a critical role in implementing current and future policies.

- Rights prior to signing: Licensee has the right to seek legal advice regarding this agreement prior to signing. Once signed it is a legal binding agreement.

****8. Compliance Snapshot**

- Hardy`s Home Investors, LLC will adhere to NARR standards of compliance.

- Private funder/financing regulations: None

- Data privacy considerations (state privacy laws): Hardy1s Home Investors, LLC will comply with all State of Texas law regarding data privacy laws.

- Policy: Co-Ownees Reginald W. Hardy Sr _____

Reginald W. Hardy Jr. _____

- Approval date & review cadence: June 7, 2026, Annually

- Training on policy & compliance: June 7, 2026, Annually
