**TOCO HILLS COMMUNITY ALLIANCE**

**COMMUNITY GUIDELINES**

We are committed to sustaining a welcoming, enriching environment for clients, volunteers, and supporters. To that end, we have established the following community guidelines that we encourage everyone to carefully read and follow:

1. ***Love Thy Neighbor***. Look out for one another and yourself. A spirit of harmony and mutual respect is vital to a functional community.

1. ***Promote Peace***. When conflicts arise at THCA, we expect all parties involved to be respectful and affirming while seeking swift, constructive resolution. **Violence of any kind is not tolerated at THCA.**
2. ***Be Alert and Engaged.*** If you feel threatened or witness a neighbor being threatened, please report it immediately to a team lead or staff member on site. Again, THCA has a zero tolerance policy against violence of any kind.
3. ***Respect Others’ Property.*** Theft of any kind is inconsistent with THCA’s commitment to a peaceful, welcoming community. It can also create conflict and places limits on our overall mission.
4. ***Be Mindful of Personal Appearance.*** Please use good judgment when it comes to clothing and attire. Please avoid overly revealing clothing and clothing that contains offensive language, graphics, or themes.
5. ***Adhere to Established Hours of Operation.*** The THCA premises is accessible from 11am-4:30pm on the days we are open. We ask that you respect this schedule and avoid loitering during times in which our facilities are closed.
6. ***Adhere to Established Drug and Alcohol Policy.*** THCA does not allow illegal drugs or alcohol on premises at any time. This is for the safety of our clients and volunteers as well as in the interest of any of those who may be in recovery.

*\*Cigarettes and tobacco products are to be used in designated areas only.*

1. ***Commit to the Cause.*** Everyone involved with THCA is a vital part of the mission. When onsite, we ask that you avoid solicitation of goods, services, or ideas that are unrelated to the work of our organization.

Thank you for being a contributing member of this community. If you have questions about any of our guidelines, please do not hesitate to ask a staff member or team lead. Failure to comply with any of these guidelines may result in temporary or permanent removal. Legal action may be taken for any acts of violence or physical/verbal threats of violence.