



2075 Plessis, Montréal H2L 2Y4 514 529 9462 info@accmontreal.org www.accmontreal.org

ACCM Drop-In Resource Centre House Rules

All members of ACCM who access the Drop-In Centre and its activities are expected to be familiar with and follow the House Rules. The rules listed below are contingent upon the notion of **mutual respect** amongst all members (members, volunteers, staff and visitors). If members do not follow the House Rules, they will be given a first written warning, followed by a second written warning and if behavior continues, possible disciplinary action will follow (temporary break from accessing ACCM's services).

CONFIDENTIALITY: Confidentiality of information (e.g. a member's sero-status) must be maintained. Anything you SEE, HEAR, or DO at the Drop-In must be kept in the Drop-In (see ACCM's [Confidentiality Agreement](#)).

DRUGS and ALCOHOL: If members are intoxicated and their behavior is disruptive, they will be asked to leave.

SMOKING: Smoking is limited to the smoking area which is located outside of the building near the staircase. Please do not smoke near the entrance doors so that the smoke does not spread to other areas of the Centre.

LOANS: Please do not ask members, staff, volunteers or anyone else accessing the space for loans such as money or cigarettes.

ILLEGAL ACTIVITIES: No illegal activities such as pill exchanges or selling drugs (HIV medications, prescription or recreational) on the premises.

ABUSIVE BEHAVIOR: Violent behavior, abusive language, harassment or hurtful remarks (including those based on race, gender, class, age, sexual orientation or identity) will not be tolerated. Nor will other intimidating actions such as solicitation, blatant sexual acts or conduct, or unwanted/non-consensual advances such as touching, kissing or hugging, etc. Threats against one's physical safety will result in immediate expulsion from the Centre (see [Policy on Prevention of Psychological Harassment or Sexual Harassment And Complaints Procedure](#)).



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PROPERTY: Property and equipment of the Drop-In are for the on-site benefit of all members. Property and equipment must be treated with care and remain on the premises.

STORAGE: The Centre does not have the capacity for storing members personal possessions. If things are left in the Center, it will be removed by staff at the end of the day.

LOST, STOLEN, OR DAMAGED GOODS: ACCM is not responsible for any lost, stolen or damaged goods. Members are responsible for the security of their personal belongings and are encouraged to keep their personal possessions close to them at all times. If you need further assistance, please ask a staff member.

THEFT: Stealing from any member, staff, volunteer or anyone else accessing the space is strictly prohibited.

FOOD: Food resources are limited at ACCM and are given when available. Members are welcome to eat from the Member fridge in the kitchen but cannot take food from the storage fridge in the hallway. Members must ask staff for access to the food pantry.

PETS: Pets are permitted so long as they do not disturb visitors at the Centre (i.e. barking, jumping on visitors, etc.)

VISITORS: PARTNERS, FRIENDS and FAMILY of members are permitted to visit, when hosted by a member during Drop-In hours. All visitors must sign a [Confidentiality Agreement](#) upon arriving at the Centre.

PLWHIV VISITORS: A member of ACCM may host a PLWHIV as a visitor, for a “first-time visit”. Should the PLWHIV decide to become a member after their visit, they must complete an intake with Support staff before accessing further services, including the Drop-In Centre.



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*I, _____, understand and agree to follow the House Rules listed above. I acknowledge that failure to follow these rules may result in a verbal warning, written warning or break from the Centre, depending on the circumstances.

Signature of Member

Signature of Witness and Role

Date

* A copy of this agreement will be kept in your member, volunteer or employee file. A copy can be made for members upon request.



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ACCM Confidentiality Agreement

I, _____, as a member, volunteer, employee or visitor (please circle relevant categories) with ACCM (AIDS Community Care Montreal – Sida bénévoles Montréal), understand that I may have access to confidential and private information concerning the organization and its members. I hereby promise not to divulge any confidential information to any other person or organization without explicit, complete and prior authorization of my supervisor and/or the person/people concerned.

Signature

Signature of Witness and Role

Date

* A copy of this agreement will be kept in your member, volunteer or employee file. A copy can be made upon request.