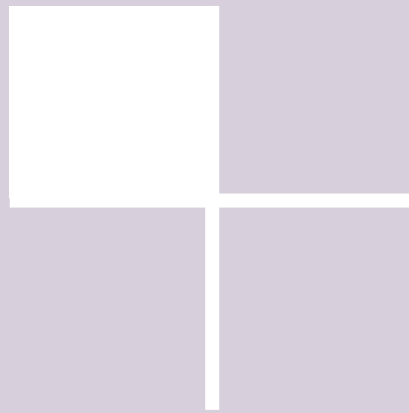


REACT

Programs

**CORPORATE
DIRECTORY**



THRIVING BEYOND™
COMPLEX TRAUMA

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Legal & Copyright

_____ (hereinafter referred to as "the Client") acknowledges that during the discovery term with TIM FLETCHER CO. (hereinafter referred to as "the Company") that they will be exposed to information, work and strategic documents of a highly confidential nature. The Client further acknowledges that such information is proprietary to, and a trade secret of the Company and their Clients. In the same token, the Company acknowledges that during the discovery term with the Client that they may be exposed to information, work and strategic documents of a confidential nature. The Company further acknowledges that such information is proprietary to, and a trade secret of, the Client.

'Confidential Information' shall be information enclosed within this document in its entirety, as well as information disclosed to, or acquired by, each party, relating to the business of the Company or the Client as a consequence of the performance of the obligations set forth in the Master Agreement (MA), including information developed or gathered by the Company in the course of the project work. Such confidential information includes information about the organizations, budget and activities, information regarding finances, administration, partnerships, strategies, data files, passwords, etc.

Each party shall use their best effort and exercise utmost diligence to protect and maintain the confidentiality of the Confidential Information. Each party shall not, directly or indirectly, use the Confidential Information for his/her own benefit, or disclose to another party, any Confidential Information, whether or not acquired, learned, obtained or developed by each party alone, or in conjunction with others, except as such disclosures or use may be required in connection with the performance of the Services outlined in subsequent documents such as but not limited to a MA, License Agreements, or as may be consented to in writing by the Company.

The Confidential Information, shall remain, the sole and exclusive property of each respective company regardless whether such information was generated by the Client or the Company or by others, and each party agrees that upon termination of this discovery term he/ she shall deliver promptly to the other party all such tangible parts of the Confidential Information including records, data, notes, reports, lists, correspondence, materials, marketing or sales information, computer programs or other documents or property which are in the possession or under the control of the Client without retaining copies thereof. The copyright to all original documents, papers, plans, working design files, or other material prepared by the Company pursuant to this discovery and document belong to the Company, and shall not be delivered forthwith to the Client upon completion of the term.

Confidential Information shall not include information in the public domain, information released from the provisions of this agreement by written authorization of the Company, or information which is part of the general skill and knowledge acquired by the Supplier from a third party or other source.

DATE

CLIENT NAME (please print)

CLIENT SIGNATURE

Welcome!

RE/ACT is an independent organization which provides recovery education for addictions and Complex Trauma under the guidance of Tim Fletcher Co.. RE/ACT licences its Intellectual Property from Tim Fletcher Co. and thereby uses this IP under the regulations set forth by Tim Fletcher Co. in all of its endeavours.

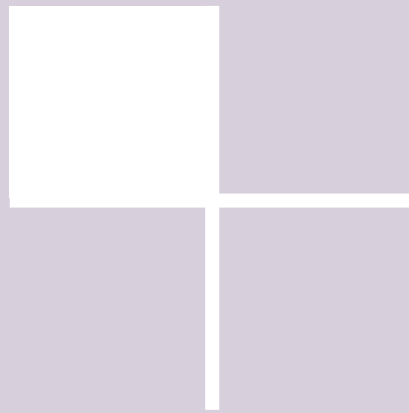
Our primary goal in all efforts is to help clients successfully Thrive Beyond Complex Trauma™, and effectively employ tools provided by our various programs in order to achieve real, lasting healing. We therefore offer a loving, safe, comfortable environment to anyone who joins or becomes involved with our programs. The documents in following represent how we as an organization aim to outline and further respect the rights and the responsibilities that each person has in order for everyone to work successfully together!

The enclosed forms, standards, policies and procedures have been adopted and implemented by RE/ACT to ensure adherence to the true essence of our brand, our beliefs, our values, and to keep everyone safe, healthy, and growing in all aspects of life.

I wish you the best in implementing this Program into your organization. I encourage you to reach out with questions, comments and encouragement as you and your community continue to grow.

With Love,

Tim Fletcher



THRIVING BEYOND™
COMPLEX TRAUMA

ORIENTATION DAY 1

PRIOR TO CLIENT'S ARRIVAL

Prepare client binders with:

Printed: (Staple these 6 documents together as they are signed at the end of Orientation and put in each client file)

1. Accident Waiver < See Accident Waiver >
2. Admission Consent Form < See Admission Consent Form >
3. Client Confidentiality Form < See Client Confidentiality Form >
4. Liability Waiver < See Liability Waiver >
5. Photo Release Form < See Photo Release Form >
6. Rules Sheet < See Rules >

Printed: (and placed in the binder:)

1. A second Rules Sheet < See Rules > which also must be signed
2. Client Rights and Responsibilities < See Client Rights and Responsibilities >
3. Class Topics Schedule < See Class Topics >
4. Phase 1 and 2 schedules < See Phase 1 and Phase 2 Schedules >
5. 60 Characteristics Document < See 60 Characteristics Document >
6. Lined writing paper

Supplies to prepare are: urine testing bottles, alcohol testing strips, gloves, pen, marker, client's Application form, Client Log Sheets, Drug Result Sheets, extra pens for clients to use, and a medium to show our Welcome Video.

UPON CLIENT'S ARRIVAL

Welcome the clients and have them wait in a waiting area. Once tested negative they can have a seat in the Orientation room (if supervised testing is warranted, go into the washroom with them or use the washroom in the Orientation room if not locked). Log results in Client Log.

1. Show the Welcome Video from Tim.
2. Go over rules with them and have them sign it and keep it in their folder.

NAME	Attended	Tested	Forms Signed	Start Date	Added Email to Client List	Create File/ Enter Info in Client Log	Filed

ORIENTATION WEEK ATTENDANCE

ABS	NAME	M		T		W		T		F	
		Class Group		Class Group		Class Group		Class Group		Class Group	

A = Absent E = Excused (permission from Counsellor) L = Late (include amount of time)

CLIENT RIGHTS & RESPONSIBILITIES

THE CLIENT HAS THE RIGHT TO:

- Be treated always with the utmost of respect and dignity without discrimination;
- Receive care that is courteous, considerate and timely;
- Receive complete and current information regarding all aspects of your treatment in a manner you understand;
- Be informed of the policies and procedures that apply to you;
- Know the name of the person or people in charge of your care and be informed of the names and functions of staff;
- Expect that information gathered concerning your care will be treated in a confidential manner; and
- Express your concerns and receive a response. It is your right to file a formal complaint which will be reviewed by the Director and executive Director. All complaints are investigated and handled accordingly (complaint forms can be obtained through your Peer Support Worker, Counsellor or the Director.)

CLIENT RIGHTS CARRY WITH THEM CERTAIN RESPONSIBILITIES:

- Provide relevant and accurate information to staff so that a treatment plan addressing your needs can be developed;
- Follow your treatment plan to the best of your ability;
- Encourage your family and social supports to assist in your treatment when appropriate;
- Accept responsibility for your actions and your decisions about your treatment plan;
- Be courteous and respectful of other clients and staff and property; and
- Report, in confidence, any behaviours that are not appropriate for this program, this includes, but is not limited to, another client using drugs/ alcohol, another client offering you drugs/ alcohol/ sexual favours.

DATE

CLIENT INITIAL

PLEASE SIGN AND RETURN ONE COPY TO ORIENTATION ADMINISTRATOR

CLIENT SAFETY

OUR COMMITMENTS

- It is the responsibility of the RE ACT Centre to ensure that clients and staff are physically and emotionally safe during all program activities
- During programming hours, RE ACT clients should be under supervision of RE ACT staff
- If clients become hostile towards each other, staff should mediate and try to diffuse the situation before violence occurs
- If the clients cannot resolve their conflict, they will be asked to leave the premises and may be restricted from the program for a period of time
- Physical/ verbal abuse will not be tolerated from any client and/or staff and will result in either suspension or discharge/ termination.
- If a client is violent and requires restraint/ removal from the situation, staff are to call the police for assistance.
- In the case of violence, staff should clear other clients away from the scene and not attempt to interrupt the violent behaviour themselves.

DATE

CLIENT INITIAL

PLEASE SIGN AND RETURN ONE COPY TO ORIENTATION ADMINISTRATOR

CLIENT RULES

We ask that during your time with us, you keep in mind that the following rules and regulations are in place for your safety, treatment goals, and comfort. Please conduct yourselves accordingly.

By breaching any of these rules, you risk terminating your participation in the REACT Centre.

- We are an abstinence based program so you are not allowed to be under the influence of either drugs or alcohol (excluding THC according to the THC Policy), or be in possession of any substances while in our program.
- You are required to attend everything included in the program: classes, groups, counselling, activities, etc. In Phase 1, attendance at Monday support group and Tuesday art therapy groups are mandatory.
- If you are unable to attend any class for whatever reason please inform the office staff in person or by calling (_____)_____-_____.
- If absent 2 days in a row without a phone call, you will be discharged from the program.
- Violence will not be tolerated whatsoever. Any disruptive/ disrespectful behaviour, including abusive or threatening language, verbal abuse, racist comments, and sexual discrimination are grounds for dismissal.
- Be considerate of all people in the building. An attitude of respect and tolerance for other clients and staff are to be maintained at all times.
- Theft is not tolerated and will result in immediate discharge.
- At no time are clients to seek out sexual encounters with other clients in the program.
- Cellphones, headphones, earphones, or players of any kind are not allowed during program activities.

PHASE 1 CLASS SCHEDULE

	TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK 1	9:15 - 11:00	Intro to the Brain	Complex Trauma Characteristics 1-20	Complex Trauma & The 12 Needs	Anger & Emotions	Relapse Warning Signs Class and Graduation
	11:30 - 12:30	Art Therapy				
WEEK 2	9:15 - 11:00	The Brain & Complex Trauma	Complex Trauma Characteristics 21-40	Marks of Addiction & Stages of Change	Conflict	Triggers, Mindfulness and Grounding
	11:30 - 12:30	Art Therapy				
WEEK 3	9:15 - 11:00	Mental Health	Complex Trauma Characteristics 41-60	Resentments	Shame Masks & Roles	Self-Care & Time Management
	11:30 - 12:30	Art Therapy				
WEEK 4	9:15 - 11:00	Grief	Relationships Red Flags & Levels of Relationships	Relationship Trust in Recovery	Boundaries	Supports
	11:30 - 12:30	Art Therapy				