

Compliance Policy Acknowledgement

Our Home Care Agency is committed to providing the highest level of ethical service and upholding conduct standards and corporate legal compliance. Our policies and Corporate Compliance Plan clearly supports a 'zero' tolerance to any form of fraud or misconduct. This applies to all employees, direct and contracted, regardless of position and title.

I, as an employee of Reliable Home Health, acknowledge that I have apprised of and agree to comply with the Agency's Corporate Compliance Policy. I understand that in no way does this create an obligation or contract of employment and that I, as well as the Agency, have the right to end the employment relationship at any time.

Employee's Printed Name: _____

Employee's Signature: _____

Date: _____

Do's & Don'ts of Home Care

Do's

- Be courteous and pleasant at all times. (Positive Attitude)
- Wear your Agency issues ID Badge while making all visits.
- Report any unusual occurrence to the office IMMEDIATELY.
- Call the office immediately if the Client does not answer their door for a scheduled visit. Failure to notify the office may be considered abandonment, especially if the Client has had a medical emergency and in on the floor without your knowledge. DON'T assume they aren't home. CALL!
- Follow your schedule at all times WITHOUT MAKING ANY CHANGES.

Don'ts

- Do NOT bring your personal issues to the Client's house.
- Do NOT use the Client's phone for any personal phone calls.
- Do NOT EVER ask or borrow money from the Client for ANY reason.
- Do NOT agree to life or move furniture.
- Do NOT agree to scrub floors on your hands and knees.
- Do NOT agree to do extraneous window washing.
- Do NOT wash curtains or drapes.
- Do NOT agree to haul heavy trash barrels.
- Do NOT do any snow shoveling or raking of leaves.
- Do NOT transport any Client's in your car unless you have a signed consent/authorization.

Employee's Signature

Date