

## Employee Acknowledgment

**Confidentiality:** Due to the nature of our work, each employee will gain, directly or indirectly, sensitive and confidential information or clients/patients and staff members. The health care professional safeguards the client's rights to privacy by judiciously protecting information of a confidential nature including medical treatments information, diagnosis, medical records, personal patient information, etc. This information should be shared only with those persons who, due to their position, have a need to know. Sensitive or confidential information must never be used as the basis for social conversation or gossip. If an employee is in doubt as to whether or not certain information may be shared, he/she should consult with their supervisor.

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**Drug Testing Policy:** Agency maintains a drug free workplace policy with regard to the possession, use, distribution and sale of drugs or alcohol. All employees are prohibited from the unlawful or unauthorized manufacture, distribution, dispensing, possession or use of a controlled substance or any alcoholic beverages while in the workplace or on Company paid time. Employees who have direct contact with clients may be subject to reasonable-suspicion testing when the Agency or its client has reason to believe that drug or alcohol problem exists or a violation of the policy has occurred. The Agency may perform random drug testing on any employee with 24 hour notice to the employee.

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**Harassment policy:** This agency is committed to providing work environment that is free from all forms of discrimination and unlawful harassment including sexual harassment. This policy applies to all employees including management personnel. Sexual harassment is any unwelcomes sexual advances either explicit or implicit as a term or condition of employment. Improper behavior may be verbal, visual, or physical in nature and/or the creation of a hostile environment. Management will investigate complaints of sexual harassment promptly, impartially and without fear of retaliation to the employee. An employee should report the alleged incident immediately and confidentially to the appropriate manager or Human Resources.

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**Non Solicitation/Illegal Remuneration:** Agency does not reimburse or provide incentives to employees, physicians, durable equipment providers, family or other health professional for patient referrals for home health services.

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**Workers Compensation:** Agency does not provide workers compensation insurance. In the event of an emergency or injury contact agency management or instructions. If the emergency is life threatening, proceed to the nearest hospital. Contact the agency as soon as possible. It is required to complete the incident report for agency records.

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**Progressive Discipline Policy:** Agency utilizes a progressive discipline process in case of misconduct or unacceptable performance. This includes verbal warning, written warning and final warning. Disciplinary action may begin at an advanced stage of the process or may result in immediate termination based upon the nature and severity of the offense, employees past record and other circumstances.

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**Agency Policies:** *I acknowledge that I have read, understand and will comply with all applicable agency policies.*

Employee: \_\_\_\_\_

Date: \_\_\_\_\_