

Date: October 18, 2023

Re: Work Ethics

To: _____, Contractor

This letter is to acknowledge your understanding of the policy of Next Step Behavioral Houston, LLC regarding work ethics as it relates to contracting and working with clients. You are reading this letter and signing to acknowledge your understanding of working with clients. Please read below the following.

1. You understand that all duties performed must be face-to-face in the client home or community. Any services performed other than in person must be approved by upper management. It is not guaranteed the approval will be granted but special considerations will be given based on the individual client circumstances.
2. You agree all time submitted for payroll will be true and have documentation/notes in the BHC system that matches the times of which the client are being seen.
3. You agree to not write notes on clients that have not received services or who are not receiving services currently with the agency.
4. You agree to be truthful in your delivery of services to the clients as you represent the agency.
5. You understand that you must abide by and comply with all state and federal regulations as it relates to your position with the agency in servicing our clients.
6. You understand that you are never to transport at no time any clients without a written consent from the adult or legal guardian of a minor. It must be in their file in the BHC system.
7. You are to never be under the influence (drugs/alcohol) while transporting clients. You will be held solely responsible for any damages or injuries as the individual contractor.
8. You understand that if you do any illegal activity directly or indirect in the name of Next Step Behavioral Houston LLC or Rosalind Smith, you will be terminated immediately and held responsible for any and all damages.

Sign: _____ date: _____

If you have any questions, please feel free to contact me at 512-293-2526.

Thank you,

Rosalind Smith, PhD, LPC-s, LCBT