



All Sufficient Home Care Services Inc.

Caring Culture... Excellent Care

3080 Ogden Ave. Suite # 307, Lisle IL, 60532

Tel: 708-613-5393; Fax: 815-552-9081

Confidentiality and Protection of Clients Records Policy

I. PURPOSE

The purpose of this policy is to define the at-will employment relationship at All Sufficient Home Care Services Inc. and to ensure that all employees understand the terms and conditions of their employment.

II. SCOPE

This policy applies to all employees of All Sufficient Home Care Services Inc.

III. POLICY

1. At-Will Employment:

- Employment at All Sufficient Home Care Services Inc. is on an at-will basis. This means either the employee or the company may terminate the employment relationship at any time, with or without cause, and with or without notice.
- No representative of the company, other than the CEO or President, has the authority to enter into any agreement contrary to this at-will employment relationship. Any such agreement must be in writing and signed by the CEO or President.

2. No Implied Contracts:

- Nothing contained in the Caregiver Handbook, company policies, procedures, or any other document or verbal statement shall be construed as creating an express or implied contract of employment for a definite period.
- The at-will nature of the employment relationship cannot be modified or waived by any statement or promise made by any company representative, except as described above.

3. Employment Decisions:

- All employment decisions, including promotions, demotions, transfers, and terminations, are made based on the at-will employment relationship and are at the discretion of the company.
- Employees are free to resign at any time, for any reason, or no reason. Similarly, All Sufficient Home Care Services Inc. retains the right to terminate employment at any time, with or without cause or notice.

4. Employee Acknowledgement:

- All employees are required to sign an acknowledgment form confirming that they have read, understand, and agree to the at-will employment policy. This acknowledgment will be retained in the employee's personnel file.



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I acknowledge that I have received, read, and understand the Confidentiality and Protection of Client Records Policy of All Sufficient Home Care Services Inc. I agree to comply with this policy and understand that any violation may result in disciplinary action, up to and including termination of employment.

Employee Name: _____

Employee Signature: _____

Date: _____

For Office Use Only:

This acknowledgment receipt will be kept in the employee's personnel file.