

DABCI MARKET SHARE LLC
DBA P Inc. Nationwide Services
Contractor Standards Guide

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Section 1 - Welcome Statement

On behalf of DABCI MARKET SHARE LLC - DBA P Inc Nationwide Services, let us extend a warm and sincere welcome. We hope you will enjoy your work with us as a contractor. We believe that each person working with our company contributes directly to DABCI MARKET SHARE LLC - DBA P Inc Nationwide Services's growth and success.

Section 2 - Purpose of this Guide

This guide is designed to help independent contractors learn about our culture and how we operate on a daily basis. Please refer to it whenever you have questions. This guide is intended to provide general information about our company and we hope it is helpful to independent contractors. It is not intended to create contractual rights or obligations of any kind.

Section 3 - Open Door Policy

The company has an open door policy and takes the concerns of its contractors seriously. Although independent contractors are encouraged to speak to their employer first, our company's open door policy means contractors should feel free to raise issues that need attention.

Section 4 - Outside Employment

Independent contractors are free to perform services for other companies at any time.

Section 5 - Visitors

Unauthorized persons are not permitted on company location at any time.

Section 6 - Working Schedule and Pay

Working Schedule

Contractors are free to create their own schedules and work directly with case workers to reschedule if needed. After work schedules have been communicated and agreed upon, however, it is important to honor these commitments and communicate with P Inc and caseworkers weekly.

Pay - Drug Screens and FCS

Drug Screens

All Contractors of drug screen services will be paid on the 1st of each month. Drug screen documents must be submitted to P Inc within 24 hours of the completion of the test.

FCS

All contractors of Family Centered Services (FCS) are paid monthly by check on the 19th day of the month. This requires all notes and supporting documents for FCS be submitted no later than the 5th of each month. Documents received after the 5th day will be paid the following month.

P Inc. takes all reasonable steps to assure that contractors receive the correct amount of pay in each check and that contractors are paid promptly on the scheduled day.

Section 7 - Workplace Violence

It is DABCI MARKET SHARE LLC - DBA P Inc Nationwide Services's policy that any threats, threatening language or any other acts of aggression or violence will not be tolerated. Violations of this policy may lead to immediate termination of contract.

Section 8 - Smoking

Our company is in compliance with the Clean Air Act and has made all our office buildings designated non-smoking areas. Smoking will not be allowed within any office buildings. To those who smoke, we respectfully request your understanding and cooperation and ask that if you need to smoke please do so outside the buildings. This includes "Vaping" or using e-cigarettes.

Section 9 - Confidential Company Information

The protection of confidential business information and trade secrets is vital to the interests and the success of this organization. Such confidential information includes but is not limited to the following examples: Customer lists and contact information, Price lists, Financial information, Marketing strategies and Employee information.

Dissemination of proprietary or confidential Company information via electronic or other means without appropriate authorization is prohibited. It is extremely important that all confidential information not be disclosed or communicated in any way.

Section 10 - Health and Safety

The company takes every reasonable precaution to ensure that we have a safe working environment. Safety measures and rules are in place for the protection of all employees and contractors. It is everyone's responsibility to help prevent accidents. Contractors who observe an unsafe practice or condition should report it immediately.

Section 11 - Solicitation / Distribution

The company works hard to maintain a pleasant and cooperative environment. However, no business relationship can operate efficiently if there are frequent work interruptions. As such, contractors should not solicit for any cause, or distribute literature of any kind for any purpose during working time.

Section 12 – Personal Information

Changes to contact information or ability to perform services must be communicated immediately with P Inc and applicable parties as needed.

Section 13 – Continuing Education

License and/or certification may be required for the contracted services requested. It is the contractors responsibility to maintain their applicable license, certification and continuing education to continue services. A copy of these documents must be provided to P Inc. each time they are completed. Please see attached "Description of Services" for these requirements.

Section 14 – Grievance Procedures

Any disagreements with clients should be brought to P Inc. management immediately or as soon as it is possible to do so. Within no less than 24 hours of incident. Documentation will be necessary.

P Inc. Nationwide Services reserves the right to moderate or mediate any situations that may arise.

P Inc. maintains a contract with the MO Dept of Social Services and MO Dept of Social Services may discontinue a contract with an individual directly if they find reason to do so. P Inc. is not responsible for decisions to terminate contractor agreements by the State of MO.

I have received a copy of this handbook and I have read it.

Contractor Signature _____ Date _____