

DABCI MARKET SHARE LLC

DBA P Inc. Nationwide Services

Contractor Standards Guide

Revised February 2024

Table of Contents

Section 1 - Welcome Statement

Section 2 - Purpose of this Guide

Section 3 - Open Door Policy

Section 4 - Outside Employment

Section 5 - Visitors

Section 6 - Working Schedule

Section 7 - Workplace Violence

Section 8 - Smoking

Section 9 - Confidential Company Information

Section 10 - Health and Safety

Section 11 - Solicitation / Distribution

Section 12 – Personal Information

Section 13 – Continuing Education

Section 14 – Grievance Procedures

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. Your partnership is highly valued, and we're excited to have you contribute to our mutual 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. Our company's open door policy means contractors should feel free to raise issues that need attention. We welcome suggestions to better our services.

Section 4 - Outside Employment

Independent contractors are free to pursue services outside our company, ensuring there's no conflict of interest with your duties at P Inc.

Section 5 - Visitors

To ensure security and privacy, our facilities are not open to unauthorized visitors.

Section 6 - Working Schedule and Compensation

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.

Compensation

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. Contractors are required to submit a summary of all services provided during the month for proper calculation and verification of pay.

Drug Screens and other Collections

Correctly completed paperwork must be submitted to P inc for verification no later 24 hours after collection. Completed collections must be shipped to the appropriate labs within 24 hours of collection. Tracking numbers should be attached to a monthly summary of completed services and should be submitted no later than the 1st day of the month.

Lost or incorrectly handled specimens may be charged a \$7 fee and no payment will be processed for the sample.

All contractors of drug screen services will be paid on the 5th of each month for completed and verified collections.

FCS

All notes and supporting documents for FCS be submitted to P Inc no later than the 5th of each month. Documents received after the 5th day will be paid the following month. A monthly summary should be submitted for verification of services provided.

All contractors of Family Centered Services (FCS) are paid monthly by check on the 15th day of the month for complete and properly submitted services.

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. You also have a right to deny services to aggressive or non-compliant clients.

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.

All contractors are required to follow HIPAA rules and regulations.

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. If a concern arises please contact the proper supervisor for assistance. This may be a member of P Inc or a Children's Division Supervisor if applicable.

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.

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 _____

Example of Summary

Collector Name _____

Month of Service _____

Client Name	Date of service	Test completed
John Doe	1-23-22	Urine Collection
John Doe	1-23-22	Hair Collection
John Doe	1-23-22	Saliva Collection
John Doe	1-24-24	2 units PRAD