



AMPLE Care Services

“Caregivers for Every Need”



EMPLOYEE ORIENTATION AND CONFIDENTIALITY

I certify that I have attended **Ample Care Services’** employee orientation and have received and read a copy of the following:

1. Mission Statement
2. Who’s Who
3. Policy and Procedures
4. Safety, OSHA Standards, Fire, Universal Precautions
5. Job Description
6. Case Supervision
7. Availability
8. Discipline and Grievance
9. Report of Injury
10. Conduct In-Home
Dress Code/Equipment/Food/Resting Periods/Sleeping/Smoking/Gifts/Personal Belongings/
Telephone Rules
11. Emergency/Non-Emergency Procedures
12. Employee Policy Checklist

STATEMENT REGARDING CONFIDENTIALITY

Ample Care Services and its employees shall maintain the confidentiality of all records, including but not limited to billing, client records, in accordance with all applicable federal, state, and country laws, regulation, ordinance and directives relating to confidentiality.

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Employee Name	Employee Signature	Date

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Agency Representative Name	Agency Representative Signature	Date