



"We are your personal in-home concierge"

POLICY AND PROCEDURES

According to TECS, LLC's Policy and Procedures, TECS is a home care agency that provides companion/sitter and private duty cases. The agency adheres to all laws, rules and regulations pertaining to State, Federal departments, agencies and organizations that are affiliated with the agency's funding, licensure and other requirements necessary to operate as a home care agency.

During the application process we will verify your references, criminal background and all credentials before offering you employment. If negative information is provided it is at our discretion to determine whether or not you will be hired. If negative information is obtained after you are hired you may be terminated, however, negative information will not automatically result in termination.

Please note that any of criminal offenses to or against this company while employed with TECS, LLC will result in termination and legal action against you.

TECS, LLC, will be held harmless of any claims that may arise due to your own actions.

By signing below dictates that you have been educated on TECS, LLC., Policy and Procedures and have agreed to abide by it.

Employee Signature: _____ Date: _____