



EMPLOYEE/CONTRACTOR INFORMATION POLICY

PURPOSE

This policy is to ensure that all information collected in every employee/contractor's file is current and accurate. Information is to be collected upon starting work with Healthy Minds Consulting, Inc. (HMC), and updated regularly throughout the term of employment.

SCOPE

Information to be collected includes (but may not be limited to):

- 👤 State issued ID or Driver's License *and* Social Security card
- 👤 Items listed in bullet above, *OR* Valid US Passport
- 👤 If the employee/contractor will be driving to other locations on behalf of HMC, then a copy of the current and valid Driver's License is mandatory
- 👤 Professional Liability Insurance information (if applicable)
- 👤 Personal contact (phone, physical mailing address, email address)
- 👤 Auto Insurance information
- 👤 Résumé
- 👤 Confidentiality Agreement
- 👤 Mandated Reporter Agreement
- 👤 Signed copy of receipt of HMC company policies
- 👤 Signed copy of acknowledgment of completion of training on Child/Sexual Abuse (for all employees, contractors, volunteers, and representatives who may have client contact)
- 👤 For contractors, an Independent Contractor Agreement

POLICY

Upon beginning employment with Healthy Minds Consulting, Inc. the aforementioned information shall be collected and kept in the employee/contractor's personnel file. Updated information will be collected by HMC at regular intervals.

Should any of the collected information change prior to HMC's regularly requested updates, it is up to the employee/contractor to provide the new information for his/her file.