

STAFF AGREEMENT

Manju Home Care & Services

This Staff Agreement (“Agreement”) is made between:

Manju Home Care & Services

(Hereinafter referred to as the “Service Provider”)

AND

Caregiver / Staff / Employee

(Hereinafter referred to as the “Staff”)

By submitting this form and accepting the terms, the Staff agrees to the following:

1. Scope of Work

The Staff agrees to provide home care services which may include:

- Elderly / Senior Citizen Care
- Bedridden patient Care
- Mother & Baby Care
- Post-Hospital Recovery Care
- Stroke & Paralysis Care
- Daily Personal Support
- Male Attendant Services
- Alzheimer & Dementia Care
- Parkinson Care
- Housekeeping Services (basic patient-related)
- Cooking Services (if required for patient)

Services will be provided based on assigned duty (12 hours / 24 hours).

The exact duties may vary depending on patient condition and service plan.

The Staff shall perform only patient-related duties and shall not engage in any illegal, unsafe, or unrelated work.

2. Duty & Assignment

- Staff will be assigned to clients by the Company.
- Staff must report on time and follow duty schedule strictly.
- In case of absence, prior notice (minimum 48 hours) must be given.
- Emergency leave must be informed immediately.
- Replacement duties may be assigned as per company requirement.

3. Salary & Payment Terms

- Salary will be calculated based on duty days completed and paid within 3–5 working days after completion of duty cycle.
- Advance salary is not allowed (except in special approved cases).
- Salary may be deducted for:
 - Unauthorized leave
 - Misconduct
 - Incomplete duty

Company reserves the right to deduct salary and impose penalty depending on loss or disruption caused due to staff actions.

4. Minimum Service Period

- Minimum working period: **15 days per assignment**
- If Staff leaves duty before completion:
 - Salary may be deducted or withheld
 - Penalty may apply depending on situation

5. Leave & Replacement

- Weekly off depends on duty type and client condition.
- Leave without notice may lead to immediate termination.
- Staff may be required to continue duty until a replacement is arranged by the Company.

6. Code of Conduct

Staff agrees to:

- Maintain discipline, honesty, and professionalism
- Treat client and family with respect
- Maintain personal hygiene and proper behavior
- 24-hour duty includes rest/sleep time for caregiver.
- Avoid arguments or conflicts

Strictly prohibited:

- Abuse, misbehavior, or negligence
- Alcohol, smoking, or drugs during duty
- Theft or misuse of client property

Violation may lead to immediate termination without payment.

7. Restrictions

- Staff cannot take direct work from any client provided by the Company
- Staff cannot share personal contact for private work

This restriction is valid:

- During service
- And for 6 months after leaving

Violation penalty: **₹50,000 (legal action applicable)**

8. Medical Responsibility

- Staff is not allowed to give medical advice.
- Only basic care as instructed is allowed.
- In emergency:
 - Inform family immediately
 - Contact company

9. Confidentiality

- Staff must keep all client information private.
- No sharing of photos, videos, or personal details

10. Liability

- Staff will be responsible for:
 - Negligence
 - Misconduct
 - Intentional damage or theft

Company has right to take legal action if required

11. Termination

Company can terminate staff immediately if:

- Misconduct or complaint received
- Duty negligence
- Policy violation

Staff can leave job by giving **15 days prior notice**

12. Verification

Staff must provide:

- Aadhar Card
- Address Proof
- Photo
- Police Verification (if required)

13. Governing Law

This Agreement shall be governed under the laws of **India**, and jurisdiction will be: **Patna, Bihar**.

14. Acceptance of Terms

This Agreement shall become effective from the date the Staff accepts the terms and is assigned to a client.

This agreement shall be valid if accepted through digital means including Whatsapp, email, or online submission.

By clicking "**Submit & Accept Agreement**", the Staff confirms that:

- They have read and understood all terms
- They agree to follow company rules
- They accept legal responsibility