

# Notice of Rights and Duties for Service Providers

This document serves as an official notice outlining the rights and duties of all service providers engaged with our organization. Please review the following information carefully.

## Rights

- The right to receive fair compensation for all services rendered.
- The right to work in a safe and respectful environment.
- The right to timely and clear communication regarding assignments and expectations.
- The right to raise concerns and have them addressed promptly.
- The right to access support and resources relevant to your role.

## Duties

- The duty to provide services in a professional and ethical manner.
- The duty to comply with all applicable laws, regulations, and organizational policies.
- The duty to communicate proactively about any issues or delays in service delivery.
- The duty to protect confidential information accessed in the course of service.
- The duty to prioritize the safety and well-being of clients, colleagues, and the public.

If you have questions or require clarification regarding your rights or duties, please contact our Human Resources department.

Acknowledgement of Receipt:

Date:

**Submit**