

CONTRACT NO. 58552

STATE OF HAWAII
CONTRACT FOR HEALTH AND HUMAN SERVICES
COMPETITIVE PURCHASE OF SERVICES

(RFP No.: PSD 09-CPSE-31)

This Contract, executed on the respective dates indicated below, is effective as of _____

July 1, 2009, between the _____

Department of Public Safety

(Name of state department, agency, board or commission)

State of Hawai'i ("STATE"), by its Director

(Title of person signing for the STATE)

whose address is:

919 Ala Moana Boulevard, Room 400

Honolulu, Hawaii 96814

and WorkNet, Inc.

(Name of PROVIDER)

("PROVIDER"), a Non-profit Corporation

(Legal form of PROVIDER i.e., Corporation, Limited Liability Company, etc.)

under the laws of the State of Hawaii whose business street address and taxpayer identification numbers are as follows:

Business street address:

1020 Isenberg Street

Honolulu, Hawaii 96826

Mailing address if different than business street address:

3031-K Nihi Street

Honolulu, Hawaii 96819

Federal employer identification number: ██████████

Hawai'i general excise tax number: ██████████

RECITALS

A. This Contract is for a competitive purchase of services (a "Competitive POS"), as defined in section 103F-402, Hawai'i Revised Statutes ("HRS"), and Hawai'i Administrative Rules ("HAR") chapter 3-143.

B. The STATE needs the health and human services described in this Contract and its attachments ("Required Services") and the PROVIDER agrees to provide the Required Services.

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C. Money is available to fund this Contract pursuant to:

- (1) Act 162, SLH 2009, in the amount of \$50,000.00, or
(Identify state sources) *(state funding)*
- (2) _____, in the amount of _____, or both.
(Identify federal sources) *(federal funding)*

D. The STATE is authorized to enter into this Contract pursuant to:

Hawaii Revised Statutes, Chapter 353C-2

(Legal authority for Contract)

E. The undersigned representative of the PROVIDER represents, and the STATE relies upon such representation, that he or she has authority to sign this Contract by virtue of (check any or all that apply):

- corporate resolutions of the PROVIDER or other authorizing documents such as partnership resolutions;
- corporate by-laws of the PROVIDER, or other similar operating documents of the PROVIDER, such as a partnership contract or limited liability company operating contract;
- the PROVIDER is a sole proprietor and as such does not require any authorizing documents to sign this Contract;
- other evidence of authority to sign:

F. The PROVIDER has provided a "Certificate of Insurance" to the STATE that shows to the satisfaction of the STATE that the PROVIDER has obtained liability insurance which complies with paragraph 1.4 of the General Conditions of this Contract and with any Special Conditions of this Contract.

G. The PROVIDER produced, and the STATE inspected, a tax clearance certificate as required by section 103-53, HRS.

NOW, THEREFORE, in consideration of the promises contained in this Contract, the STATE and the PROVIDER agree as follows:

1. Scope of Services. The PROVIDER shall, in a proper and satisfactory manner as determined by the STATE, provide the Required Services set forth in Attachment "1" to this Contract, which is hereby made a part of this Contract, and the Request for Proposals ("RFP"), and the PROVIDER's Proposal, which are incorporated in this Contract by reference. In the event that there is a conflict among the terms of this Contract, and either the Proposal or the RFP, or both, then the terms of this Contract shall control.

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2. Time of Performance. The PROVIDER shall provide the Required Services from _____ August 1, 2009 or the commencement date stated on the Notice to Proceed for a twelve month period _____, 20____, to _____, 20____, as set forth in Attachment "2" to this Contract, which is hereby made a part of this Contract.

3. Compensation. The PROVIDER shall be compensated in a total amount for all required services not to exceed:

FIFTY THOUSAND AND NO/100

DOLLARS (\$ 50,000.00), which amount includes all fees and costs incurred and any federal, state and local taxes, at the time and manner set forth in Attachment "3" to this Contract, which is hereby made a part of this Contract.

4. Certificate of Exemption from Civil Service. The Certificate of Exemption from Civil Service is attached and made a part of this Contract.

5. Standards of Conduct Declaration. The Standards of Conduct Declaration of the PROVIDER is attached and made a part of this Contract.

6. General and Special Conditions. The General Conditions for Health and Human Services Contracts ("General Conditions") and any Special Conditions are attached hereto and made a part of this Contract. In the event of a conflict between the General Conditions and the Special Conditions, the Special Conditions shall control.

7. Notices. Any written notice required to be given by any party under this Contract shall be (a) delivered personally, or (b) sent by United States first class mail, postage prepaid. Notice required to be given to the STATE shall be sent to:

Department of Public Safety, Administrative Services Office – Purchasing and Contracts
919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814

Notice to the PROVIDER shall be sent to the mailing address as indicated on page 1. A notice shall be deemed to have been received three (3) days after mailing or at the time of actual receipt, whichever is earlier. The PROVIDER is responsible for notifying the STATE in writing of any change of address.

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IN VIEW OF THE ABOVE, the parties execute this Contract by their signatures below.

STATE _____
By Clayton A. Frank
(Signature)

Print Name Clayton A. Frank

Print Title Director

Date 7/1/09

CORPORATE SEAL
(if available)

FUNDING AGENCY (to be signed by head of funding agency if other than the Contracting Agency)

By _____
(Signature)

Print Name _____

Print Title _____

Date _____

PROVIDER WorkNet, Inc.
By Charles B. Williams, Jr.
(Signature)

Print Name Charles B. Williams, Jr.

Print Title Executive Director

Date 6/17/09

APPROVED AS TO FORM:

[Signature]
Deputy Attorney General

WORKNET, INC

1020 ISENBERG STREET □ HONOLULU □ HAWAII 96826

Phone: 808 941-7771

November 8, 2008

To Whom It May Concern:

WorkNet, Inc. at its meeting held on November 8, 2008, authorized founding officer Charles B. Williams, Jr. to enter into agreements on its behalf.

By approval of the Board of Directors of WorkNet, Inc., the President and Executive Director of WorkNet, Charles B. Williams, Jr., has full vested authority to sign and execute contracts, open bank accounts, sign company checks, hire staff, discharge staff and negotiate agreements in the name of the company.

Signed:

Ruby Menon
By Ruby Menon, Secretary

11/8/08
Date

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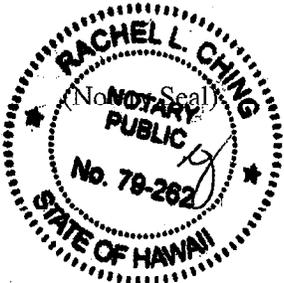
PROVIDER'S ACKNOWLEDGMENT

STATE OF HAWAII)
) SS.
COUNTY OF HONOLULU)

On this 17th day of JUNE, 20 09, before
me appeared CHARLES B. WILLIAMS JR.

and _____, to me known, to be the
person(s) described in and, who, being by me duly sworn, did say that he/she/they is/are the
EXECUTIVE DIRECTOR and _____
of WORKNET INC.

the PROVIDER named in the foregoing instrument, and that he/she/they is/are authorized to sign said
instrument on behalf of the PROVIDER, and acknowledges that he/she/they executed said instrument
as the free act and deed of the PROVIDER.



By *Rachel L. Ching*
(Signature)
Print Name RACHEL L. CHING
Date 6/17/2009
Notary Public, State of HAWAII
My commission expires: 7/23/2012

Doc. Date: 6/17/2009 # Pages: 63
Notary Name: RACHEL L. CHING FIRST Circuit
Doc. Description: STATE OF HAWAII CONTRACT
FOR HEALTH & HUMAN SERVICES



Rachel L. Ching 6/17/2009
Notary Signature RACHEL L. CHING Date

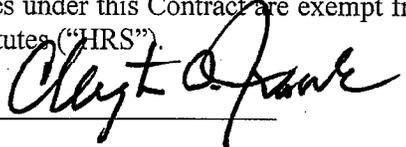
NOTARY CERTIFICATION

CONTRACT NO. _____

CERTIFICATE OF EXEMPTION FROM CIVIL SERVICE

1. By Heads of Departments or Agencies as Delegated by the Director of Human Resources Development¹.

Pursuant to the delegation of the authority by the Director of Human Resources Development, I certify that the services provided under this Contract, and the person(s) providing the services under this Contract are exempt from the civil service, pursuant to §76-16, Hawai'i Revised Statutes ("HRS").

Clayton A. Frank 

7/1/09

(Date)

Director

(Print Name)

(Print Title)

¹ This part of the form may be used by all department heads and others to whom the Director of Human Resources Development (DHRD) has delegated authority to certify §76-16, HRS, civil service exemptions. The specific paragraph(s) of §76-16, HRS, upon which an exemption is based should be noted in the contract file. **NOTE:** Authority to certify exemptions under §§ 76-16(2), 76-16(12), and 76-16(15), HRS, has not been delegated; only the Director of DHRD may certify §§76-16(2), 76-16(12), and 76-16(15) exemptions.

2. By the Director of Human Resources Development, State of Hawai'i.

I certify that the services to be provided under this Contract, and the person(s) providing the services under this Contract are exempt from the civil service, pursuant to §76-16, HRS.

(Signature)

(Date)

(Print Name)

(Print Title, if designee of the Director of DHRD)

**PROVIDER'S
STANDARDS OF CONDUCT DECLARATION**

For the purposes of this declaration:

“Agency” means and includes the State, the legislature and its committees, all executive departments, boards, commissions, committees, bureaus, offices; and all independent commissions and other establishments of the state government but excluding the courts.

“Controlling interest” means an interest in a business or other undertaking which is sufficient in fact to control, whether the interest is greater or less than fifty per cent (50%).

“Employee” means any nominated, appointed, or elected officer or employee of the State, including members of boards, commissions, and committees, and employees under contract to the State or of the constitutional convention, but excluding legislators, delegates to the constitutional convention, justices, and judges. (Section 84-3, HRS).

On behalf of:

WorkNet, Inc.

(Name of PROVIDER)

PROVIDER, the undersigned does declare as follows:

1. PROVIDER is* is not a legislator or an employee or a business in which a legislator or an employee has a controlling interest. (Section 84-15(a), HRS).
2. PROVIDER has not been represented or assisted personally in the matter by an individual who has been an employee of the agency awarding this Contract within the preceding two years and who participated while so employed in the matter with which the Contract is directly concerned. (Section 84-15(b), HRS).
3. PROVIDER has not been assisted or represented by a legislator or employee for a fee or other compensation to obtain this Contract and will not be assisted or represented by a legislator or employee for a fee or other compensation in the performance of this Contract, if the legislator or employee had been involved in the development or award of the Contract. (Section 84-14 (d), HRS).
4. PROVIDER has not been represented on matters related to this Contract, for a fee or other consideration by an individual who, within the past twelve (12) months, has been an agency employee, or in the case of the Legislature, a legislator, and participated while an employee or legislator on matters related to this Contract. (Sections 84-18(b) and (c), HRS).

PROVIDER understands that the Contract to which this document is attached is voidable on behalf of the STATE if this Contract was entered into in violation of any provision of chapter 84, Hawai'i Revised Statutes, commonly referred to as the Code of Ethics, including the provisions which are the source of the

* Reminder to agency: If the “is” block is checked and if the Contract involves goods or services of a value in excess of \$10,000, the Contract may not be awarded unless the agency posts a notice of its intent to award it and files a copy of the notice with the State Ethics Commission. (Section 84-15(a), HRS).

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declarations above. Additionally, any fee, compensation, gift, or profit received by any person as a result of a violation of the Code of Ethics may be recovered by the STATE.

WorkNet, Inc.

PROVIDER

By

Charles B. Williams, Jr.
(Signature)

Print Name

Charles B. Williams, Jr.

Print Title

Executive Director

Date

6/17/09

SCOPE OF SERVICES

Provider agrees to provide those services as described in the "Request for Proposal" RFP Number: PSD 09-CPSE-31, Intensive Reentry Program for Women dated – April 15, 2009.

The Provider shall be required to accept offenders referred through the case managers at Women's Community Correctional Center unless the Provider presents to the Department's Corrections Program Services (CPS) Education Program Manager justifiable reason why the offender should not be accepted into the program. The Provider shall provide only those services identified by the CPS Education Program Manager as required for the offender. The CPS Education Program Manager shall have the final decision in case of terminating services for an offender.

The Provider shall accept into the Program the following referrals:

1. Women offenders at the Women's Community Correctional Center who exhibit high-risk barriers to release as determined on the Level of Service Inventory. This includes but is not limited to women offenders who have special needs, mental health or disabilities, history of domestic violence or sexual assault, chemical dependency, housing needs, child care and custody, quality of life needs, technical training for employment, employment.
2. Women offenders at the Women's Community Correctional Center who do not qualify or who have not completed drug treatment.
3. Women offenders at the Women's Community Correctional Center who do not qualify for other institutional programs that assist in pre-employment/ employment services and transition services.

The Provider shall, in a satisfactory and proper manner as determined by the Department and in accordance with the terms and conditions of this agreement, provide and perform the following services.

Assessments

A case review and complete assessment shall be conducted for all qualified offenders to determine the program needs in the intensive re-entry program and employment and transition needs for the successful entry of the offender into the community. The Provider shall attend case review meeting weekly to review new intakes into the reentry program and to update the case managers and education supervisor on the progress of program participants.

SCOPE OF SERVICES

Assessments shall include the Level of Service Inventory (LSI) to establish the level of risk for each program participant. Additional standardized assessments that determine career and vocational training needs, needs for special accommodations including learning disabilities, and needs pertaining to substance abuse treatment, continuing care and after care.

Intensive Reentry Program

The Intensive reentry program is designed as a first step toward release to address barriers to social integration, continuing care in mental health and chemical dependency, active and involved parenting, and life management. Women offenders referred to this program may be within six to eighteen months of release. Each learning module will consist of a cohort of learners. New referrals shall enter at the beginning of each learning module.

The Provider shall conduct group sessions or classes of not more than ten participants. Each learning topic module shall be scheduled for a minimum of twenty hours and a minimum total of 180 hours per program cycle. All sessions shall be held in the Women's Community Correctional Center's Education Unit.

The Provider shall develop and deliver learning modules in the following categories:

- Domestic violence/Sexual assault
- Stress Management /dealing with past abuse and trauma
- Communication skills
- Relationships/ family, friendships, intimate
- Health issues for women and children
- Time management
- Financial management leading to financial independence
- Parenting education that includes active application and interaction with the participant's children
- Intervention and need for substance abuse treatment

Pre-Release Program

The pre-release program shall prepare women offenders for the next step toward entry into the community. Women offenders who have completed the required intensive modules shall have priority over other referrals. Each module shall be scheduled for a minimum of ten hours and a

SCOPE OF SERVICES

minimum total of 100 hours per program cycle. The Provider shall conduct group sessions of not more than fifteen participants that focus on the topic categories listed below.

- Rebuilding relationships at home
- Legal assistance with child custody, child support, food stamps, medical care, mental health and other related needs.
- Life styles with a focus on balancing home, work, continuing care, parole, personal and family leisure time activities.
- Social skills for the world of work
- Dressing for success
- Career exploration
- Higher education/career and technical education opportunities.
- Financial aid for post-secondary education and training
- Financial independence
- Building healthy relationships at work

Pre-Employment

The Pre Employment program is the third step toward entry into the community. The program shall prepare women offenders for gaining and maintaining employment. Each program module shall be scheduled for a minimum of four hours and a minimum total of forty hours per program cycle. The Provider shall conduct both individual and group sessions. Group session shall not exceed twenty participants and shall focus on the topics listed below:

- Securing required documents for employment
- Employment application and resume writing
- Interview skills and practice
- Letter writing
- Marketing your skills to an employer
- Dressing for the job
- Time management/ Getting to work on time
- Transportation plan to and from work
- Focused job search
- Knowing your rights as a citizen

SCOPE OF SERVICES**Employment and Transition**

Employment and Transition is the goal and final step to entry. The Provider shall assist offenders who successfully completed all required levels of the three-phase program in obtaining employment consistent with the personal profile of each participant. The Provider shall comply with the Department's policy regarding offenders on furlough.

The Provider shall assist offenders in obtaining the necessary social services, housing and public assistance required to enable the offender to transition into the community once paroled or released.

The provider shall assist offenders who require drivers' licenses, in securing a valid driver's license including the driver test and road exam. Indigent offenders with no financial resources may receive the services at no cost. The Provider shall engage the services of a DOT certified driving school to provide any specialized services.

The Provider shall provide consistent employment support for a period of one year from release from the Women's Community Correctional Center. Services include and are not limited to mediation at the job site when needed, re-training or further employment placement services if the offender is displaced from work, enrollment in apprenticeship programs, technical training programs to assist the individual in increasing expendable income.

MANAGEMENT REQUIREMENTS**A. Geographic Coverage of Services**

The intensive re-entry, pre-release and pre-employment programs shall be provided by the Service Provider or Sub-Provider on-site at the Women's Community Correctional Center Education Program Services Unit. The Employment and Transition phase of the program including skills training, job search and interviews may be provided at the Providers central office or at the Oahu Worklinks.

SCOPE OF SERVICES**B. Personnel**

Services shall be performed Monday through Friday from the hours of 8:30 a.m. to 8:30 p.m. at the Women's Community Correctional Center's Education Program Services Unit. Individual counseling for job search and transition services may be done at the WCCC Furlough center.

The Service Provider and/or Sub-Provider shall notify each of its employees as well as employees of any subcontractors, who provide services to any person committed to the custody of the Director of Public Safety for imprisonment pursuant to Chapter 706, including a probationer serving a term of imprisonment pursuant to section 706-624(2)(a) and a misdemeanor or petty misdemeanor sentenced pursuant to section 706-663, of the Hawaii Revised Statute, Section 707-731, Sexual Assault in the Second Degree and Section 707-732, Sexual Assault in the Third Degree. In addition, the Service Provider and any subcontractor shall maintain a copy of the aforementioned statutes and shall maintain in each of the aforementioned employees and employees of any subcontractors' file written documentation that the employee has received notice of the statutes.

Offenders under this contract are the jurisdiction of the Department of Public Safety, as such the Service Provider shall employ staff who are experienced in working with criminal offenders. The Service Providers shall not hire persons currently serving a criminal sentence (i.e., on furlough from a correctional facility, on probation, on parole, or under the terms of a DAG/DANC plea). Any employee with a criminal history shall be subject to review and approval by the Department. The Department of Public Safety will review and agree to the employment of the service provider's staff and sub-providers, in writing. Any changes to staff and sub-providers shall be agreed in writing, by the Department of Public Safety.

The Provider shall not use employees or staff employed by the State of Hawaii to deliver services without prior written approval from the CPS Education Program Manager.

C. Quality Assurance and Evaluation Specifications

The Provider shall work with the CPS Education Program Manager to ensure the quality and timeliness of services. Unacceptable professional practice or deviations from the curriculum shall be evaluated by the Program Manager who may at any time recommend suspension of the services under the provisions of this agreement. Prior to suspension of the agreement by the Department, however, the Provider shall be allowed to make every effort to correct any perceived unprofessional conduct by its staff and shall be given reasonable time to do so. The Department shall determine reasonable time, but 30 days is typical.

SCOPE OF SERVICES**D. Outcomes and performance measures**

The Provider shall maintain accurate and up to date records of participant performance and shall enter all information requested into the Student Management System (SMS). Information will be updated monthly and available on the first working day of the month following the reporting period. The Provider or Sub-Provider will be given a login and PIN to access the system. The report format includes guided screens for entering the information.

The Provider and Sub-Provider shall report data that measures both program efficiency and effectiveness quarterly.

Program efficiency measures shall include:

- Number of cases reviewed
- Number of intakes
- Number of placements by program by modules
- Number of sessions conducted by program by module
- Number of completions by program by modules
- Number of drop-outs/suspensions due to disciplinary action
- Number of job placements
- Number of training/college placements
- Number of participants who received special services (ie: housing, legal, mental health etc) by service need

Program Performance measures shall include:

- Percentage of participant retention (by program)
- Percentage of participants who advanced to next phase (by phase)
- Percentage of participants who completed (by phase)
- Percentage of participants who gained employment (list by job type)
- Percentage of participants who received special services (list by service provided)
- Percentage of job retention in the same job over a period of one year
- Percentage of participants re-evaluated and placed in new employment over a period of one year.
- Percentage of special needs participants placed in structured programs

SCOPE OF SERVICES

E. Reporting requirements for Program and Fiscal Data

As ruled by the Office of Information Practices, the Department may withhold from inspection by the offender or the offender's attorney all confidential progress reports, assessment reports and counseling recommendations provided by the Provider, unless instructed otherwise by the Department of the Attorney General. Hawaii Revised Statutes, Chapter 92, Section F-22(1)(B) prohibits the release of confidential records submitted to criminal justice agencies.

Whenever the Provider is requested by the offender, offender's family, or offender's attorney to provide assessment reports or treatment reports, the Provider shall inform the requesting party that such reports are the property of the Department and all requests should be directed to the Department Contact Person. The Provider shall notify the facility staff that such a request was made. The Provider shall not release any reports directly to the offender or to any party representing the offender.

Whenever the Provider is contacted by agents from another criminal justice or law enforcement agency and asked to supply unofficial verbal comments about any offender under the Provider's care, the Provider shall refer the inquiry to Women's Community Correctional Center Furlough program.

The Provider will assist the resident in fulfilling and complying with all provisions of said furlough or release agreement with the Department. The Provider will report any violation of the individual furlough or release agreement by a resident to the Department in accordance with separately agreed upon procedures.

The Provider will be required to maintain reports on individual offenders in the program. The report will include all program information on the offender including employment or training status, placement status and comments.

The Provider shall submit the information electronically on the formed screens provided in the SMS System.

LIST OF EXHIBITS

**EXHIBIT A: Handbook for Contract Employees
(for informational purposes only)**

A HANDBOOK FOR CONTRACT EMPLOYEES

State Of Hawaii
Department Of Public Safety
Corrections Program Services
919 Ala Moana Blvd., Suit 405
Honolulu, Hawaii 96814
587-1266

Rev:06/04

SPO.H (Rev. 4/06)

INTRODUCTION

When inmates come into the program, they remain inmates. They are furloughed from the prison and the program is their housing assignment. They continue to be under the custody of the Director Of Public Safety. Part of the terms and conditions of the contract with The Department Of Public Safety is that the provider/contractor and their employees will comply with all laws, Department Policy and Procedures, and the American Correctional Association Standards. As a result, there are some differences and additional requirements.

PITFALLS OF WORKING WITH INMATES

OVER IDENTIFYING: One of the biggest mistakes that staff can make is over identifying with an inmate. Staff who are recovering from addictions often view the inmate as being sick. Frequently they see themselves as being no different from inmates and state "There but for the Grace of God Go I". Many staff get into the helping fields for the right reasons. However, they believe that in order to be effective they need to share their "testimony" or "Experience strength and hope with each other that we may solve our common problem". They believe that somehow they must establish common ground. The error of this thinking is self evident. Being professional does not mean trying to convert someone to your way of thinking. Neither does it mean or imply that it is part of the staff person's recovery to be working in the field. It is highly recommended that all recovering staff have outside support systems and not use their job to get their recovery needs met.

Inmates like to point out that staff are no different from them. They often state that staff just didn't get caught. They also like to state that they did it only to support a drug habit. As a general rule, this is completely false. Most inmates commit numerous crimes. The truth is that most criminals have a lifestyle of lying and blaming others, and staff don't. Criminal thinking is often an additional problem to addiction. By every means possible, they avoid accepting personal responsibility. As a result many simply do not have any guilt or remorse. They may pretend that they do and even cry. Tears can and are frequently used as a form of manipulation. Although substance abusers and addicts do this, it is not done the same way that criminals do.

TRASH TALKING: Another major area is "trash talking", "street talk", "jiving", etc. This type of communication only serves to establish a personal as opposed to a professional relationship. When staff engage in this behavior, inmates usually act friendly. However, they often consider this as a form of disrespect.

TAKING SIDES: Another extremely destructive game is when staff to take sides against the institution or other staff on behalf of the inmate. Sometimes staff will share their problems and disagreements with the program or other staff to inmates. Staff who engage in these behaviors lose objectivity. Even inmates who are motivated can feel trapped. This is counter therapeutic and causes havoc. It is so destructive that it can and does shut down all benefits. Being professional means putting our personal feelings aside.

WATCH WHAT YOU SAY: Staff frequently joke around and make off the wall comments. Sometimes they will engage in conversations when inmates are around. Staff need to be vigilant at all times. Inmates do try to listen in on our conversations. They can and do use information for all kinds of things including attempting to set up staff.

CODE OF ETHICS FOR CONTRACTORS

As a Contract Employee, I realize I am subject to a code of ethics similar to that of professionals in the field in which I am performing services for. Further, I understand I assume certain responsibilities and am expected to be accountable for my conduct.

1. I will maintain the professional and personal dignity and integrity in public, as I represent the Department of Public Safety as a contract staff member.
2. I agree to follow all rules and regulations as set by the Department of Public Safety.
3. I will maintain the highest level of confidentiality in public, in reference to security procedures and personal information about the offender(s) that is entrusted upon me.
4. I promise to bring to my place of service an attitude of open-mindedness and willingness to teach and be taught.
5. I realize that I have assets that my co-workers may not have and I should utilize these assets to enrich the project that we are working together on.
6. I understand that I may lack the assets that my co-workers possess, however, I will not let this affect my self-esteem. Instead, I will be open to learning this skill to further develop myself, as well as the team.
7. I realize that I must fulfill my promise, and therefore, I will read carefully the agreement that I make with my supervisor to ensure clarity to avoid misinterpretations.

I understand that I have been accepted by the Department of Public Safety as a "CONTRACT EMPLOYEE" and that I am expected to abide by professional and ethical standards expected of employees. Further, I believe I have an obligation to my work, those who direct and guide it, to my colleagues, and for those whom I provide the service to.