

HIRING INDEPENDENT CONTRACTORS

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Preamble

The iaedp Foundation is a nonprofit organization dedicated to promoting professionalism, ethical standards, education, certification, awareness, and prevention in the treatment of eating disorders. We recognize the importance of engaging independent contractors who align with our mission. Independent contractors provide specialized services that support our strategic initiatives, and it is essential to ensure a fair, transparent, and compliant hiring process. This policy outlines the procedures for hiring independent contractors and defines the grounds for termination.

Purpose

This policy establishes clear guidelines for hiring independent contractors who meet the organization's needs while ensuring compliance with legal and ethical standards. It also ensures a structured and ethical approach to managing independent contractor relationships, safeguarding the organization's mission and operational integrity.

Policy

1) Authority and Oversight

The iaedp Foundation Chief Staff Executive oversees the recruitment, selection, and management of all independent contractors. The organization will ensure that all contractors meet the required qualifications and agree to the terms outlined in their contractual agreements.

2) Hiring Process

a) Identifying Needs

- i) The department requiring services will submit a request detailing the scope of work, required qualifications, and budget.
- ii) The Chief Staff Executive will review and approve the request before proceeding.

b) Recruitment and Selection

- i) Contractors may be sourced through professional networks, referrals, or public postings.
- ii) Interested candidates will submit proposals outlining their qualifications, experience, and service rates.
- iii) The Chief Staff Executive will review applications and conduct interviews as needed to assess expertise and alignment with the organization's values.

c) Contract Development and Approval

- i) A formal contract will be drafted specifying the scope of work, deliverables, payment terms, confidentiality agreements, and termination clauses.

- ii) The contract will be reviewed by legal counsel and approved by the iaedp Foundation Board of Directors.
 - iii) The contractor must sign the contract and provide proof and maintenance of general liability and cyber insurance in the amount of \$1M USD before commencing work.
- d) Onboarding and Integration
 - i) The contractor will receive a scope of work, an orientation to the organization's mission, vision, values, expectations, and key contacts.
 - ii) The Chief Staff Executive will be assigned to manage the contractor's work directly or through the department lead and address any concerns brought to their attention promptly.
- 3) Grounds for Termination
 - a) The organization reserves the right to terminate a contract for any reason, including, but not limited to:
 - i) Breach of contract
 - ii) Failure to deliver agreed-upon services or meet deadlines.
 - iii) Unauthorized disclosure of confidential information.
 - iv) Unethical or unprofessional conduct
 - v) Engaging in behavior that contradicts the organization's values and ethical standards.
 - vi) Harassment, discrimination, or misconduct.
 - vii) Legal or compliance violations
 - viii) Engaging in activities that violate local, state, or federal laws.
 - ix) Misrepresentation of credentials or qualifications.
 - x) Financial Misconduct
 - xi) Fraudulent billing or misuse of organizational funds.
 - xii) Failure to provide accurate invoices or financial records.
 - xiii) Operational disruptions that negatively impact organizational operations.
 - xiv) Persistent failure to communicate effectively with the organization.
 - xv) Creating disruptions that negatively impact organizational operations.
- 4) Formal Termination
 - a) If termination is necessary, the contractor will receive a written notice following the specifications outlined in their contract.
 - b) Any outstanding obligations, such as final payments or return of organization property, will be addressed per contract terms.
- 5) Post-Termination Considerations
 - a) The organization will document the termination process for record-keeping and compliance.
 - b)** Any necessary follow-up actions will be completed, such as notifying relevant stakeholders or updating access permissions.