

**SAMPLE**

**AGREEMENT**

I, \_\_\_\_\_, a \_\_\_\_\_ (Job Title) at the \_\_\_\_\_ (Recipient's Name) have read and I am familiar with the priorities and emergency policy of my employer. I agree not to undertake any case or matter other than in accordance with the specific priorities set by the Board of Directors or Governing Body (choose appropriate term) of the \_\_\_\_\_ (Recipient's Name) except in emergency situations as defined by the Board and in accordance with the written procedures as set by the Board in the emergency policy.