

HEALTHWEST

Policy and Procedure

No. 01-004

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Approved by:

Subject: Mission, Vision and
Values Statement

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Executive Director

I. POLICY

The agency will establish and maintain a framework for planning services through the Mission, Vision and Values statements that clearly defines its mission and service philosophy.

II. APPLICATION

All employees and volunteers of HealthWest.

III. PROCEDURE

A. Leadership will assure that the following are implemented regarding our agency's Mission, Vision and Values Statements:

1. New employees will receive a copy of, and orientation to, each statement.
2. These statements are considered public information and will be made available upon request.
3. All employees and volunteers will use them to guide their work activities.
4. Employees and volunteers will be held accountable for the intents and statements contained in the documents.
5. Annual review of the Mission, Vision and Values Statements as well as the Organization's policies and procedures will occur. Revisions will be made when necessary. Input from agency staff and consumers/stakeholders will be used during this process.

B. Leadership will assure that the Mission, Vision and Values Statement guide strategic and operational plans, budgets, resource allocation, and policies.

C. Leadership will assure that the Mission, and Vision Statement is posted at every agency location. It will also be printed in agency brochures and on the agency website.

IV. ATTACHMENTS

Mission/Vision/Values/Guiding Behaviors Statement
Operating Philosophy

/jec