**POLICY**

 Ongwanada will develop an organizational Vision, Mission, Values and Service Principles statements. These will be subject to regular monitoring, review, updating and/or modification, as required.

 **PROCEDURE**

* Ongwanada will conduct a mandatory orientation to its Vision, Mission and Values, Service Principles statements including its Statement of Rights with all new Board members, staff and volunteers.
* On an annual basis Ongwanada’s Board of Governors will review the organizational Mission statement, Values and Service Principles statement including Client Statement of Rights and update as necessary.
* On an annual basis, all staff and volunteers will review the organization’s Vision, Mission, and Values and Service Principles including Client Statement of Rights.
* All individuals supported by the organization and their families are provided a verbal overview and hard copy of Ongwanada’s Vision, Mission, Values and Service Principles including Client Statement of Rights upon admission to service and annually thereafter.
* Ongwanada will record the date of all Vision, Mission, Values and Service Principles orientations, annual refreshers and reviews.
* All stakeholders have access to Ongwanada’s Vision, Mission, Values and Service Principles through the organizations website.
* Ongwanada’s Vision, Mission, Values and Service Principle Statements are posted in all public and common areas of the organization.
* Previous versions of the organization’s Vision, Mission, Values and Service Principle Statements will be maintained in archives.

 **Related Policies/Legislation**

 Supports and Services to Promote the Social Inclusion of Persons with Developmental Disabilities Act

 1-01-11 Annual Policy and Procedure Review

 [2-03-23 Introduction of a New Residential Home Share, Treatment Home Client for Admission](file:///G%3A%5C2-%20Service%20Provision%20Policies%5C2-3%20Client%20Care%5C2-3-23%20INTRODUCTION%20OF%20A%20NEW%20RESIDENTIAL%20HOME%20SHARETREATMENT.docx)

 **Lead Person**

 Chief Executive Officer