

MISSION AND CORE VALUES

Oak Hill's success -- programmatic, financial, and as an advocate for people with disabilities -- depends on the commitment to the mission, talents, energy, and dedication of its workforce. Our human resource policies are intended to ensure that our workforce is talented, trained, dedicated, and organized effectively to carry out the mission of this agency.

The Mission

Oak Hill enhances independence and quality of life for people with disabilities, including visual impairments, by setting the standard in providing innovative solutions, program excellence, services, and advocacy.

The central focus of our mission and all that we do here at Oak Hill is the people we serve. We set the standard. It is expected that all of us who work here be imbued with the core values of this great agency dedicated to providing services and solutions for people with disabilities.

Core Values

Our core values are as follows:

1. **Responsibility:** The people we serve are the center of all we do and we continually seek ways to help them develop their potential.
2. **Integrity:** We hold ourselves and our programs to the highest ethical standards.
3. **Respect:** We are enriched by our differences and all people with whom we interact are treated fairly, equitably, and with respect.
4. **Excellence:** We expect quality and professionalism in all our programs and activities.
5. **Stewardship:** We manage our financial, human, and technological resources prudently in order to meet immediate and future needs and maintain a strong foundation.
6. **Fiscal Responsibility:** We operate cost effective programs to ensure the balance of resources and expenditures without sacrificing quality.

The policies in this manual are detailed restatements of our core values as they pertain to our employees. These policies are designed to help create a culture consistent with those values, assuring that we will be successful in carrying out our mission.

- a. Oak Hill treats its employees with dignity and respect and expects that we treat our clients and each other in the same manner.

- b. Oak Hill treats its employees lawfully and in accordance with applicable contracts, statutes, and regulations and expects that we treat our program participants and each other the same way.
- c. Oak Hill recruits, hires, trains, and retains employees who have the talent and commitment to do the work we have available.
- d. Oak Hill expects its employees to perform their work to the best of their ability in accordance with the standards established and to apply themselves to their work during working hours.
- e. Oak Hill expects its employees to use the resources of the organization wisely and prudently.
- f. Oak Hill expects its employees to abide by its policies, rules and procedures and to comply with proper directives of colleagues who are appointed to supervisory positions.
- g. Oak Hill expects employees who are appointed to supervisory positions to exercise their authority in a manner that promotes efficient and effective operations; that enhances the skills, knowledge and judgment of employees being supervised; that encourages teamwork; that facilitates open and honest communication; and that recognizes the inherent dignity and importance of every Oak Hill employee.
- h. Oak Hill applies its policies and procedures without regard to any employee's race, ethnicity, gender, national origin, age, physical disability, sexual orientation, or religion.

Cross-reference: Code of Ethics
Standards of Conduct and Workplace Behavior
Discipline and Discharge

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