

## PATHWAYS ABILITIES SOCIETY

### MISSION STATEMENT

**The mission of the Pathways Abilities Society is to assist people with disabilities to reach their individual goals and to participate and contribute as equal members of the community.**

Adopted by the membership March 24, 2003

Reviewed and confirmed by the Pathways Abilities Society Board of Directors November 3, 2008

Reviewed and confirmed by the Pathways Abilities Society Board of Directors May 2, 2011

Reviewed and confirmed by the Pathways Abilities Society Board of Directors November 7, 2012

Reviewed and confirmed by the Pathways Abilities Society Board of Directors December 7, 2015

### VISION STATEMENT

**The vision of Pathways Abilities Society is of welcome... building communities that support and value the diverse-abilities of all people”.**

Adopted by the Board of Directors June 23, 2003

Reviewed and revised by the Board of Directors May 2, 2011

Reviewed and confirmed by the Pathways Abilities Society Board of Directors May 2, 2011

Reviewed and confirmed by the Pathways Abilities Society Board of Directors November 7, 2012

Reviewed and confirmed by the Pathways Abilities Society Board of Directors December 7, 2015

### MANDATE

**"To promote, organize and support the development and interests of all people with disabilities in a manner consistent with the Mission Statement, bearing in mind always, the strengths of the individual."**

Adopted by the membership March 24, 2003

Reviewed and confirmed by the Pathways Abilities Society Board of Directors May 2, 2011

Reviewed and confirmed by the Pathways Abilities Society Board of Directors November 7, 2012

Reviewed and confirmed by the Pathways Abilities Society Board of Directors December 7, 2015

### Policy and Procedure Manual Preamble

The Pathways Abilities Society is committed to providing the best services possible. This can only be achieved by the application of well thought out policies and procedures to guide the performance of each employee, contractor and volunteer and outline for individuals and families how these services will be provided. Volunteers include the Board of Directors, practicum students and community members.

The policies and procedures enable staff, contractors and volunteers to carry out the mission and mandate of the organization within a valuing setting. They set a clear standard for service performance by stating the premises under which we operate and the subsequent expectations of the agency, its staff, contractors, volunteers and persons served. The policies and procedures are developed collectively, reviewed and

updated regularly and encourage consistency in attitudes and actions of all. They also force us to examine issues of importance to the people we serve and our process for handling these issues.

The policy and procedure manual may not include policy items that are negotiated through the collective bargaining process. The provisions set out in the collective agreement act as their own policy statements and in order to avoid redundancy, confusion or potential infringement, policies related to the agreement are only created if they require clarity or detail.

Certain policies and procedures apply not only to staff, contractors and volunteers but also to external regulatory bodies, people receiving service, their families and advocates. Reference to staff or personnel also includes people with disabilities employed by Pathways Abilities Society via contracts. The application of the specific policy or procedure may be flexed or deemed not applicable depending on the disability related needs of the person or its application due to collective bargaining. Our external regulatory bodies, people receiving service, their families and advocates are encouraged to read and review the entire manual. At the very least, they will be provided with copies of the policies and procedures that affect them. We have also made our manual available on our website.

New employees and volunteers must read the manual by the end of one month of employment. All employees and volunteers must read and review the manual regularly and adhere to the policies and procedures as set out.