



MISSION ~ Empower individuals  
to achieve their highest quality of life.

♦Topic: THE ARC OF PUTNAM GUIDING PRINCIPLES & EXPECTATIONS \_\_\_\_\_

Policy: Human Resources 301 (*referenced in HR 300 and attached thereto*)

**Guiding Principles**

- **B. *The intrinsic nature by which anyone affiliated with the Arc of Putnam will interact***
  - ◆ ***Integrity:*** Adhere to the guiding principles of the Arc of Putnam
  - ◆ ***Independence:*** Strive for, and create opportunities to achieve, the highest level of growth
  - ◆ ***Respect:*** Treat others as you want to be treated
  - ◆ ***Honesty:*** Be truthful in all actions and communications
  - ◆ ***Empathy:*** Demonstrate concern and sensitivity to others
  - ◆ ***Equality:*** Be fair, objective and unbiased
  - ◆ ***Trustworthy:*** Be dependable, reliable, and follow through
  
- **C. *Expectations***
  - ◆ ***Commitment:*** In all actions be true to the Mission of The Arc Putnam and the Guiding Principles
  - ◆ ***Professionalism:*** Commitment to continual learning, modeling of quality skills and knowledge to create a “Learning Environment”

- ◆ **Generosity of Spirit:** A willingness to give without expecting something in return, a spirit of cooperation, teamwork
- ◆ **Self-awareness:** The ability to use one's own experience, to be a positive role model for others
- ◆ **Leadership:** Use of personal skills with the combination of heart, mind, spirit and body
- ◆ **Celebrate Diversity:** Respect the differences in others

Approved by Executive Director:	Date of Approval:
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