

## **Agency Wide Policy and Procedure**

**SECTION:** Introduction  
**SUBJECT:** Welcome and Purpose  
**POLICY NUMBER:** 1.0

**ATTACHMENT:** None  
**APPROVAL DATE:** 9/26/18  
**REVISION DATE:** 10/21, 4/23, 7/25

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Welcome to First Resources Corp.!

We are committed to serving our individuals in a respectful and productive manner. The compassion of staff and continued commitment to implementation of trauma informed care positively impacts our language, policies, procedures, and overall programming. We embrace strategic practices that promote safety, trust, choice, collaboration, and empowerment across the organization. Our organization leads the way toward motivating transformational healing and empowering generations of...to achieve... recovery, reunification, and resilience.

Working as a team is imperative in providing quality services to those we serve and creating a positive work environment. To help you understand how we all work together, we have prepared this Employee Handbook. We hope it will answer the questions you may have regarding First Resources Corp. and how we operate. Should you have any questions regarding the content of this Handbook or about certain policies and procedures, please ask your director or Human Resources.

From time to time First Resources Corp. may revise these policies or add new ones. The policies may be changed at the sole discretion of the Employer. If you do not understand any changes that may occur, please ask your supervisor or any member of the management team.

Once again, we are pleased to have you join our organization.