



Professional Expectations

Mission Statement

Hands On Hartford, in partnership with others, strengthens community in Hartford by responding faithfully to people in need through programs that change lives and renew human possibility.

Core Values

Staff and volunteers of Hands On Hartford carry out their responsibilities in a professional manner that supports the mission and reflects the core values of the organization, which are:

- Competence
- Cooperative partnerships
- Courtesy
- Dignity and worth of all persons
- Healthy relationships
- Integrity
- Respect for diversity
- Service to others
- Social justice

Code of Conduct

Staff and volunteers of Hands On Hartford conduct themselves in a professional manner that reflects the core values and furthers the mission of the organization through:

- Appreciation for the contributions of all community partners
- Care and concern for accuracy and high professional standards
- Commitment to a clean, neat, professional appearance appropriate to the job
- Compliance with all agency policies and procedures
- Cooperation with others
- Cultural competence and sensitivity
- Effective communications
- No tolerance of discriminatory actions of any kind
- No tolerance of sexual harassment
- Ongoing development of professional skills and/or credentials
- Promotion of a positive image of the organization both inside and outside the agency
- Promotion of synergy across the agency
- Protection of program participant rights
- Respect for the confidentiality of program participants and colleagues
- Restraint from the use of offensive language
- Safe working environment free of violence, weapons, alcohol and illicit drugs
- Teamwork with supervisors and coworkers
- Timeliness