

Good Samaritan Health & Wellness Center
Policies and Procedures

Subject: Employee Orientation	Policy #: 1.3
Prepared by:	Revision #:
Approved by: Board of Directors	Effective Date:

1.3 Employee Orientation Process

It is important that each new employee understand fully the vision and mission of Good Samaritan Health and Wellness Center. To insure that this is accomplished each new employee will:

- Attend volunteer orientation within 3 months of hiring.
- Receive a copy of the vision and mission statement.
- Have access to the history of the clinic, its organization, and its policies and procedures.

Participate in planning session with the Personnel Committee and/or the employee's supervisor as provided in Section 3.5.