



GREENBELT HOMES, INC.

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Vision and Values for GHI Staff

Our Board of Directors has condensed GHI's vision and mission statements into four ideals that will guide the decisions and work of our staff:

- **Provide quality, affordable homes**
- **Preserve and protect the community**
- **Promote involvement**
- **Nurture understanding of our cooperative and respect for members**

As General Manager, I would like the actions of our staff to be governed by five values as we pursue the ideals contained in our vision and mission statements and undertake our daily work. These values are as follows:

1. Do What is Right

We are an ethical company and will strive to do everything in accordance with principles of honesty and fairness. We shall:

- Be truthful in our dealings with everyone.
- Admit mistakes, resolve them, and move on.
- Observe the policies specified in our employees' handbook.
- Treat everyone in the workplace and community the way we would want to be treated.

2. Take Care of Our Members

Our main purpose for being employed with GHI is to serve our members. We shall:

- Strive to provide excellent services to our members.
- Always be courteous to our members.
- Provide exceptional service to our internal customers (other employees and departments), that enables them to serve our members well.
- Nurture strong relationships with all stakeholders who impact the services we provide to members e.g. vendors, contractors etc.

3. Take care of our employees

Employees are our most important resource for delivering services to our members.

We shall:

- Employ a compensation system that is fair and merit-based.
- Encourage open and frequent communication with employees
- Emphasize employee recognition and appreciation.
- Develop employees professionally and personally.

4. Foster Teamwork

At GHI, we need each other. No person or department is an island unto itself.

We shall:

- Recognize that we serve a common goal.
- Recognize that our responsibilities at work come in the following order: to our company, to our departments and then to ourselves.
- Nurture an environment where there is cooperation and goodwill among individual employees and departments.

5. Use Our Resources Effectively

The resources at our disposal are money, work processes, materials, equipment, and employees. We shall:

- Work diligently at all times
- Continually explore and implement measures to reduce waste and improve efficiencies.
- Recognize employees who perform outstanding work and suggest ways of improving efficiencies.