

Value Card for Coal Indians

Ethical Expectations from Employees of the Company

- Maintain high ethical standards and honesty.
- Maintain accountability and transparency.
- Never frustrate or undermine the policies, decisions and action taken in public interest & maintain discipline in discharge of duties and be liable to implement the lawful orders duly communicated to him.
- Declare any private interests relating to his public duties and take steps to resolve any conflicts in a way that protects the public interest.
- Maintain organisation's independence, integrity, dignity and impartiality by not bringing outside influence.
- Take decisions solely in public interest and use or cause to use public resources efficiently, effectively and economically.
- Make choices, take decisions and make recommendations on merit alone.
- Not place himself under any financial or other obligations to any individual or organisations which may influence him in the performance of his official duties.
- Not misuse his position as public servant and not take decisions in order to derive financial or material benefits for himself, his family or his friends.
- Act with fairness and impartiality and not discriminate against anyone, particularly the poor and the under-privileged sections of society.
- Perform and discharge his duties with the highest degree of professionalism and dedication to the best of his abilities.
- Non-indulgence in any act which has effect of tarnishing image of the company and lower its esteem in public perception.

Core Values of Coal Indians

- **Devotion to Duty:** Devotion to their duties entails getting rid of lethargy, inefficiency and indifference.
- **Sense of Mission:** Focus on the Mission and Vision identified for the organization and work with utmost zeal for greater good.
- **Integrity & Honesty:** 'Integrity' is working as per own conscience and putting the obligations of public services above own personal interests. 'Honesty' is being truthful and open.
- **Courage of Conviction:** 'Courage' means mustering the strength and will to do what is right, even when circumstances are adverse and frightening.
- **Spirit of Service & Sacrifice:** Service to something greater than self which should be inspired for national cause and concern for societal good.
- **Sense of Fairness:** The trait of Fairness includes objectivity, impartiality, equity, justice and free from bias or discrimination.
- **Upholders of public interest:** The officials in a PSU hold their position as a trustee of public interest, hence it clearly underlies non-use of official position for personal gains.
- **Accountability & Responsibility:** Feel Accountability & Responsibility towards the organization and be accountable for own actions.