



## APNI SHALA – ORGANISATION CULTURE

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### VALUES

#### Integrity

- Honest with your work, reflects in all your dealings internally and externally

#### Excellence

- Setting high standards in every endeavour undertaken

#### Openness

- Being open to change, new ideas and opinions

#### Perseverance

- Striving hard towards any goal

#### Helping

- Sharing knowledge

#### Passion

- Working because you believe change can happen

#### Freedom

- Expressing without fear of judgement

#### Practicality

- Always acknowledging realities

### CULTURE GUIDELINES

- Sincerity
  - Punctuality
  - Commitment
  - Timely completion of tasks
- Sharing
- Excellent Communication
- Optimism
- Friendliness
- Appreciation



- Feedback
- Resourcefulness

## RITUALS AND ROUTINES

### External Stakeholders

- Effectively Communicating
  - Responding quickly to emails
  - Honesty and clarity
  - One point of contact
  - Staying in touch
- Appreciation and Acknowledgement
  - Positive Approach
  - Receptive to others' point of views and ideas
- Feedback
  - Open discussions
  - Regular Feedback
  - Constructive Feedback
  - Start and End on a positive note

### Team Members:

Welcome:

- Give a branding gift
- And other ritual
- Appointment letter listing roles and responsibilities
- Designation assigned
- Avenue to vent passion, dream, aspirations etc.
- Induction training
- Introduced on facebook /newsletter etc.

Involvement

- Access to relevant files/folders/documents to become updated
- Included in all relevant internal communication loops
- Made a part of weekly team meetings
- Assigned duties and assignments to do, like work and stuff :P and work timings

Retention and Goodwill

- Create a learning experience that meets learning needs
- Sharing about learning, mutual expectations and aspirations
- Team Retreats!



- Feedback, appreciation and constant communication about needs and aspirations

#### Exit Routine

- Final feedback/acknowledgement/appreciation interaction
- Farewell ☺
- Certificate of Learning ☺

#### IMAGE

- Sincere and Genuine
- Energetic
- Know what they're doing (for want of a better word/words)