The 8 Organizational Values @ 8 Collaboration Principles of VEALES
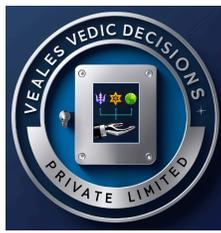
| I. To get started working together on any role, either internally as Core Team or even externally as a Partner or Vendor- | **1. PREDICTABLE AVAILABILITY**

Predictably available for the **Agreed collaboration activities** on the **Co-working Days** and easily accessible during the **Co-working Hours**,

● On the Required **ACCESS-MODES** (Directly / Online & On-Call for Work-From-Home),

● By *Being Ready at least 2 mins before* the planned time, with all the necessary Arrangements to ensure *Physical*, *Mental*, *Emotional*, *Technical* & *Situational Readiness*.

● Except at the times of Medical Emergencies for Self or Immediate Family members who're co-living with you, **for any unplanned sudden permissions or leaves, ensure to communicate with your Reporting Manager on the Live Video Call and Avoid one way communication by text / mail.**

● If no response from your Reporting Manager at the time of your urgency, please leave him/her the **Voice message** - preferably, with the required details, so that all of our Global Mission can progress in spite of our Individual constraints. | *(1) Sync between Needed Time and Available Time* |
| | **2. HONESTY**

Openness to accept mistakes, along with the action-plan to correct the mistakes - if the feedback is valid

● *(OR)* gently and clearly clarify *(as per the Best Practices of [Crucial Conversations](#))* with necessary facts / data points, to the feedback-provider, if the feedback is invalid.

● Before using your mind's default mechanism to defend or justify yourself, just honestly ask yourself at least for 5 seconds, if you've done anything wrong on your part. | *(2) Sync between Thoughts and Words* |

		3. INTEGRITY 3.1 **Attentively Listening & Understanding the specifics** of the TASK precisely & Committing REALISTICALLY - in terms of SCOPE of Work , QUALITY of Work, COST & TIME *(Milestones & Deadlines)*.	
		3.2 Providing **Proactive** updates on these 5 scenarios - ● Progress ● Dependency ● Blockers ● Risk Alerts ● Completion on assigned Key Tasks, both on a DAILY basis and on Key Milestones, ● With Realistic Re-Commitment / Re-Assignment, if needed - without waiting until you're ready to share the Good News of Task completion (OR) ● Without assuming as others will understand, even if you don't communicate explicitly.	*(3) Sync between Words and Actions*
		3.3 Being **Responsive** to team members with prompt communications, along with Realistic Re-Commitment / Re-Assignment, whenever needed.	
		3.4. **Completing** as COMMITTED - As per our guideline that *Complete means REALLY complete without IFs and BUTs*.	
II.	*For our association to sustain*	**4. PRODUCTIVITY** - Ability to deliver the best feasible RESULTS *(not just taking-action or showing-progress)* for the assigned ROLES & associated TEAM GOALS from time to time - smartly with lesser time and resources, for maximized ROI. ● Have some Breathing Time to understand the **Actual Purpose** of each Task, under each **Responsibility**, under each **Role,** so that your Deliverables must be **Aligned with that purpose**. ● To complete the Tasks in a way that fulfill the Purpose, **Continuously improve on these 6 Ps :** ○ **Product / Service / Solution** - (Strong) WHY & (Deeper) WHAT ○ **Project -** (Specific) WHAT, WHO & By WHEN	*(4) Sync between Planned and Completed*

		○ **Process** - HOW ○ **Proficiency / Expertise** - Deeper HOW ○ **People -** With WHOM & For WHOM ○ **Profit -** HOW MUCH	
III.	*Essential for Seniors*	**5. RESPONSIBILITY** - Ability to identify & alert the *RISKS* along with possible *SOLUTIONS*; Having the intensity to implement those solutions - with clear *ACTION-PLAN* & Ownership Remember : ● *Every problem in the Situation is NOT my Problem ;* ● *But, I'm RESPONSIBLE for every Problem;* ● *Being Responsible does not mean I'm to be blamed for the Past or I have to feel guilty for the Present;* ● *It just means I'm going to solve this problem, for creating the Future I want*	*(5) Sync between the Present and the Future*
IV.	*Essential for Team Leads*	**6. SOLVABILITY** - Ability to - Be aware of **EC-PC-BC & SC** that denotes : ● **EC** - Emotional Conditioning ● **PC** - Prejudgement Conditioning *(Based on Past experience of Self or Others or wrong External Inputs)* ● **BC** - Behavioral Conditioning (Biased due to Personal Likes & Dislikes) ● **SC** - Situational Constraints - ***Do not make your Personal Constraints into the Project Constraints !*** - Clarify the facts, before you conclude on the judgement - Deal directly, - By communicating problems precisely at the earliest possible mutually convenient time *(As per the Best Practices from :* [*Crucial Conversations*](#)*)* - Without dumping one's emotions on others, - With the suggestions for possible **Win-Win solutions** that will satisfy the valid needs of everyone involved - By being **Solution Oriented**, without being Problem Oriented, by leveraging your Current Capabilities & Resources - Sticking to the Finally agreed Decision, without jumping back to old Complaint mode later as, *'That's why I told you already'*	*(6) Sync between the Default Probability and Declared Possibility*

V.	*Essential for First Level Management*	**7. SYNCHRONICITY**
		
		● Without getting stuck into Self Limitations or Situational Constraints, as per our guidelines :
		
		  ○ *Whatever that we don't know, need not be difficult;*
		  ○ *Whatever that is difficult, need not be impossible;*
		  ○ *Whatever that is impossible, need not be impossible forever !*
		
		● Ability to align with the **Defined Goals of our Team** / **Demanding Needs of the Situation** - On the aspects of :
		  ○ WHAT (Scope)
		  ○ HOW (Quality) &
		  ○ By WHEN (Timelines) aspects
		
		● Like the Birds flying together in Perfect Sync !
			(7) Sync between the Possible Future and the Created Future - in alignment with the Organizational Goals

VI.	*Essential for Senior Management*	**8. INCLUSIVITY**
		
		- **Never abandon a team-mate in need**
		
		- Support for fellow team members, beyond one's own well-being by remembering the **Default Priorities of our Divine Army :**
		
		  (1) Mission
		  (2) Team
		  (3) Self
		
		- **Hold each other Accountable** for our Common Values, Respective Roles & Responsibilities, Processes and Systems, and thus proactively ensure not to let the fellow team members to go down
		
		- **Inclusive of every stakeholder** in the Organization / Situation to be managed, and
		
		- **Leading by example** as A True Leader with the focus for Collective Good of All Stakeholders in the long run, with the as minimal as possible compromises in the short term.
			(8) Sync between the The Org Goals driven by the Aspirational Team & The Mission driven by the Visionary Management