

# MALLOW CORE VALUES

MALLOW CORE VALUES ARE THE GUIDING PRINCIPLES THAT WE FOLLOW EVERY DAY AND IT EXPLAINS WHAT DO WE STAND FOR. WE BELIEVE OUR CORE VALUES WILL GUIDE US TO BETTER OURSELVES.

#### **ATTENTION TO DETAILS**

We give our utmost attention to the details in everything that we do to maintain the quality level and to make sure we all are on the same track and to avoid false assumptions.

# **QUALITY OVER QUANTITY**

We always strive for quality over quantity. Starting from recruitment, training the employees, choosing the clients and projects, delivering the product, we chose quality over quantity. We believe in taking the right path to maintain quality even if it is the toughest.

# **PERFORMANCE OVER SENIORITY**

Performance speaks out, not seniority. We will always look at the overall contribution of the employee to the company, not their years of experience.

#### LEARN FROM MISTAKES

Mistakes are accepted if you're doing it for the first time unknowingly. Learn from your mistakes to not repeat them and help others to not do them.

# **KEEP YOUR PROMISE**

Promise only the realistic and possible things and never miss to keep up them.

#### TRANSPARENT COMMUNICATIONS

You're open to talking to anyone (even to top management directly), ask doubts, raise concerns and get clarifications from the right person at right time. Maintain professional and healthy communication with your colleagues.

# **GROW AS A TEAM**

Say **We** rather than **I**. Use the given opportunity and give the opportunity to others to grow as a team. Show your team spirit!

#### STICK TO THE STANDARDS

Stick to the standards we set. Stay consistent and try to raise them to the next level, no more compromises.

## **BUCKS STOPS AT EVERYONE**

Everyone is responsible for everything. There is no such kind like I am in charge for this only. Take complete responsibility for the work/project you do.

#### **APPRECIATIONS**

Feel free to appreciate others for their good works to encourage them to continue the same and go to the next level.

#### **PROFESSIONALISM**

We should maintain professionalism inside our work area when communicating with colleagues or clients. No Sir / Anna / Akka / ma / da / machi's / mama's / vada / poda / bro / dude / etc, during any official conversations. Using their name for calling is recommended. Personal conflicts/grudges/gangs/politicking is strictly not encouraged.

#### **CLIENT AT CENTRE**

We put clients at the centre for everything we do for them as we are doing what client needs. We will not assume or force our opinion on clients.

#### **LEADERS PLENTY BOSS NONE**

Boss will order, a leader will guide and work together. We have no bosses, only leaders! A bossy approach is not recommended here. Let's work and grow together.

#### WORK CULTURE

Take breaks to recharge your mental and physical health when required. Maintain a comfortable environment and be presentable. Play when you play and work when you work.

## **PUNCTUALITY**

Be on time with your schedules, it can be an internal/ external meeting, project deadlines and even in your daily refreshment breaks.

#### **CONSISTENT LEARNING**

We set our goal and process to keep our learning consistent to acquire new skills, to improve existing skills, to be creative and to stay up to date with the industry standards.

# WORK/LIFE BALANCE

You will get flexible work hours to balance your professional and personal life. We will do our official works on official time. We will extend our work only when absolutely needed.

#### **ETHICS & HONESTY**

Do the right thing to projects, to clients, to company, to the team and to yourself even when no one is around you. We believe in your honesty.

## **PROCESS ORIENTED**

We believe in managing things effectively and decentralised way with the right process in place. We strive to set a process for everything we do and evolve it over time for our betterment.

## **BE COMPETITIVE**

Have a challenging and competitive mindset to push yourself to go to the next level in your career and life. Don't settle in your comfort zone.