

As a member of the HDFC Bank, I declare that I shall,

- subscribe to the vision and the mission of the HDFC Bank and be bound by its standing orders.
- recognize and accept the dignity of an individual as human being irrespective of religion, language, cast or creed.
- maintain high standard of integrity, honesty and behaviour demanded by my profession by avoiding misappropriation or failure to account for the funds of the Bank.
- conduct myself as a responsible member of the management team committed to the achievement of the organizational goals.
- be punctual and duty conscious and dressed in proper attire at all times.
- spread the good name of our Bank and behave at all times in such a way not to bring disrepute to the Bank.
- endeavour to enhance the good name to my profession in dealing with the management, employees and the customers.
- cooperate in maximizing the effectiveness of my profession by exchanging freely information and experience with other members.
- not either directly or indirectly be engaged in monetary transactions or be concerned in any other employment whilst in my employment with the HDFC Bank.
- not disclose any information of a confidential nature to any person or to another Bank at any time during the continuance or after the termination of my employment concerning the affairs or properties of the Bank and shall not use confidential information for personal gains.
- not accept or offer any improper gratification in any form or manner whatsoever in connection with or in the course of my professional work.
- not take or acquiesce in any such action, which may bring the company and/or the profession in to disrepute.
- lead by example, accepting responsibility, avoiding the appearance of impropriety and avoid being riotous or behave disorderly during my tenure of services with Bank.
- believe and maintain fairness, equality and be trustworthy abiding by the spirit and the terms and conditions given in the Letter of Appointment.
- admit my own mistakes humbly and profit by those mistakes and the mistakes of the others, but strictly try to avoid making the same mistakes twice.
- not harass the subordinates and/or the other staff members letting them down unnecessarily for any reason whatsoever and avoid insobriety or drunken behaviour whilst on duty.
- maintain understanding and goodwill in the Bank establishing mutually beneficial channels of communication through out the Bank.
- be a critique only through fair judgment but not to ridicule anyone at personal level.
- be fair, firm, tactful, accommodative, mature, and considerate and make decisions without fear or favour in all my dealings preserving dignity and respecting the privacy of other employees.
- ensure hundred percent efficiency in the management of the affairs entrusted to my care.
- view change as an opportunity but less as a threat and instill within my followers a commitment to change when it is really necessary to embrace.
- be responsible to the communities in which we live and work and to the world community as well protecting the environment and exercising democratic rights.
- maintain in good order the property we are privileged to use with utmost care and responsibility.
- experiment with new ideas and be innovative and creative in my thinking towards the betterment of the Bank.
- respect the dignity of our employees and recognize their merit.
- be proactive than reactive at all times by being discreet in addressing any issue related to my duties and responsibilities.
- constantly strive to reduce the cost and optimize on resources of the Bank.
- strictly avoid discussing politics with any employee or staff member during office hours.