

PCI CODE OF CONDUCT

Section I

Conduct Principles

PCI Officials are members of the PCI Governing Council, members of the PCI Philatelic Commissions, PCI Delegates/Nominees to FIP events/commissions/activities, PCI Judges/Jury, Apprentices, Volunteers, office bearers, representatives and PCI Commissioners working voluntarily; Employees who are under contract, and/or receive specific salary or honorarium for their work serving PCI, shall follow the Code of Conduct.

I – Dignity, honor, efficacy and moral principles shall be the hall marks of the PCI Officials and Employees in discharging their duties. They must uphold the ideals and traditions of the PCI.

II – PCI Officials and Employees should attend to any request for PCI Services within reasonable time and any deliberate delay may warrant the GC's action on proven negligence.

III - PCI Officials when on duty and Employees in PCI offices shall follow the guidance, if any, tendered by their supervisors.

IV.-PCI Officials may take part in any philatelic activity in their personal capacity and should avoid any conflict of interest. Any approach or representation at any government department or body including Department of Post, by any member other than the President, President Elect or Secretary General, will require prior written approval of the President and/or Secretary General of PCI.

Section II

Duties of the PCI Officials and Employees

PCI Officials and Employees shall each :

- a) maintain punctuality in the performance of their duties and other commitments;
- b) be honest, loyal and fair, always seeking the collective welfare when making decisions;
- c) render their accounts in cash or kind to the satisfaction of the GC in its next meeting;
- d) feel free to discuss problems and to suggest solutions if any, while respecting the hierarchy;
- e) inform the superiors immediately upon knowledge of any act or fact contrary to the interests of PCI;
- f) not make use of their position, function, or authority on anyone other than those related to PCI functions, specifically authorised;
- g) keep confidentiality of all official information, unless required by Law, understanding that they are obliged to preserve and defend PCI's interests and honor the decision of the GC at all times;
- h) maintain transparency in all assignments even if they involve any conflict of interest with their own personal work or business.
- i) All materials of any nature physical or digital, correspondences, art work, mailing list etc obtained, procured or generated in course of discharging any duty or job, undertaken or assigned whether to PCI member or employee, paid or honorary service, will at all times be the property of PCI, and shall be returned / deposited with PCI within a reasonable time period.

Section III

Restrictions on PCI Officials and Employees

- XI - No PCI Official or Employee shall
- a) cause any harm to the reputation of other PCI Officials and other relevant individuals;
 - b) disregard on their own or collude with any body to violate this Code of Conduct/ Ethics