# Integrity In The Workplace

Most of us have heard the term before, but what is the meaning of *Integrity* in the workplace? What does workplace *Integrity* look like in practise?

*Integrity* in the workplace comes in many forms, but above all refers to <u>having upstanding character traits and work ethics including sound judgement, honesty, dependability, and loyalty</u>.

A well-known definition is: *Integrity is doing the right thing (through your words, actions and beliefs) when no one is watching.*

Having a high degree of *Integrity* at work means that:

- You are <u>trustworthy and reliable</u>
- You <u>practise</u> and <u>encourage open</u> and <u>honest communication</u>
- You are <u>responsible for your actions</u>

Ultimately, *Integrity* is <u>based on values rather than personal gain</u>.

Therefore, maintaining *Integrity* in a work setting is crucial for employees at all levels, but especially as you continue to move up the ladder. Having *Integrity* helps foster an open and positive work environment and an ethical approach to decision-making.

Not only is workplace *Integrity* beneficial to businesses, but it is also beneficial to the individual. By showing that you are an honest and dependable person, you'll gain respect and trust from your peers and managers, which can also play a big part in your career growth, progression and overall success.

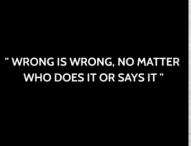# How to demonstrate integrity in the workplace

**Respect and follow company policies** – Workplace policies are created to guide you on best practices for everything from conduct to dress code. Following your company policy enables you to make informed decisions based on the business' values and objectives.

**Be ready to work** – Many of us know people who are willing to delegate but hesitant to get their hands dirty. Employees with integrity, on the other hand, are willing to go above and beyond with their own work and help others out if the situation calls for it.

**Lead by example** – Your working style and attitude towards others will help set a solid foundation for what you value most in others, especially people who report to you. Working to a high standard and maintaining professional conduct encourages others to follow suit.

**Respect others' opinions, even if you don't agree with them** – No matter how great your working environment may be, chances are there will be times when you simply don't agree with someone else's opinion. In these cases, it's still important to be respectful, listen, and take on board what the other person is saying.

**Be accountable for your mistakes** – Everybody makes mistakes from time to time. Owning up to and being accountable for your mistakes demonstrates that you're honest and open to constructive feedback – both traits that are common to people with a high degree of workplace integrity.

" WRONG IS WRONG, NO MATTER WHO DOES IT OR SAYS IT "

Malcolm X

Stand Up
For What Is
RIGHT
Even If
You Stand
ALONE

INTEGRITY
IS CHOOSING
YOUR ACTIONS
BASED ON VALUES
RATHER THAN
PERSONAL GAIN.

Integrity
demands that
I do what's right
even if it's
unpleasant and
unpopular.

# HOW TO DEMONSTRATE INTEGRITY IN THE WORKPLACE

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**01**

## Be Ready To Work

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