



Personal Integrity

Case Study – Integrity and Professional Behavior



- A junior member of staff has just returned to work after taking special leave to care for her elderly mother. For financial reasons she needs to work full-time. She has been having difficulties with her mother's home care arrangements, causing her to miss a number of team meetings (which usually take place at the beginning of each day) and to leave work early. She is very competent in her work but her absenteeism is putting pressure on her and her overworked colleagues. You are her manager, and you are aware that the flow of work through the practice is coming under pressure. One of her male colleagues is beginning to make comments such as “a woman's place is in the home”, and is undermining her at every opportunity, putting her under even greater stress.
- Question:
- *How should you proceed so as not to discredit yourself, your **profession** or the practice for which you work and at the same time maintaining **integrity** and **confidentiality** in your actions?*

Case Study – Integrity and Professional Behavior



- A manufacturing company provides jobs for many people in a small town where employment is not easy to find. The company has stayed in the town even though it could find cheaper workers elsewhere, because workers are loyal to the company due to the jobs it provides. Over the years, the company has developed a reputation in the town for taking care of its employees and being a responsible corporate citizen.
- The manufacturing process used by the company produces a by-product that for years has flown into the town river. The by-product has been considered harmless but some people who live near the river have reported illnesses. The by-product does not currently violate any anti-pollution laws.
- What are the issues of integrity, ethics and law posed in the case study? What options does the company have, and what should it do and why?

Short Case Study



- You have a part-time job at the local grocery store.
- The manager asks you to work an extra shift all day Saturday. You agree.
- Friday night your friends call and invite you to go boating at the lake on Saturday.
- What do you do?

What will you do?



1. I would go to work because I already committed to it.
2. I would find someone else to cover my shift.
3. I would call in and say there was a conflict and I could not make it.
4. I would call in sick.

Personal Integrity



- Personal integrity is defined as having strong morals, ethical code of conduct, values and following those principles in both your words and actions.
- It is the quality of having strong moral principles and uncompromisingly adhering to them.
- Individuals with integrity are incorruptible and always uncompromising of the moral and ethical values that they believe in. People with integrity always keep their word, abstaining from lies and excuses, no matter the situation. Such people are often considered for leadership and other important positions in society and workplace.

Characteristics of Personal Integrity

- **Honesty**- Honesty is the practice of always telling the truth regardless of the circumstances. A person with integrity owns up to their mistakes and tries to learn from them. Honesty and integrity go hand in hand; there cannot be integrity without honesty.
- **Responsibility**— There are certain duties that people are tasked with or expected to discharge in their professional lives. Responsible people know what is expected of them, and they execute their duties without complaining. To have integrity, one needs to be accountable not only for themselves but also to others.
- **Accountability**— Accountability is the practice of justifying and standing by one's decisions or actions, and being prepared for whatever consequences they may bring. Accountability implies a willingness for transparency, allowing others to observe and evaluate a person based on their performance. In the professional world, accountability is essential to the smooth running of the workplace and the dependability of work colleagues on each other.

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- **Respect**—People with integrity always know their place in every setting, respecting all those involved regardless of their positions. With integrity, respect is exhibited in the actions and words a person speaks. Respect involves clearing designated tasks on time, punctuality to materials, and even consideration for other people's ideas and feelings in whatever they're going through.

Importance of Integrity

- In life, having a solid moral compass is important. Integrity gives people moral and ethical clarity, ensuring that they only involve themselves in righteous actions.
- In situations of extreme bewilderment, e.g., being asked to destroy the information that implicates someone you love, moral integrity helps people do the right thing.
- Integrity is vital in building and maintaining credibility as well as trust. In the professional world, these traits foster a positive culture in the workplace.
- In social life, the traits give one the confidence and security of being true to oneself.
- Lacking integrity is a crusher for self-esteem since individuals often fail to trust themselves.

Personal Integrity



- Integrity means being honest with yourself
- Action+ values+ beliefs = integrity
- Integrity leads to high level of esteem and self respect.
- Academic honesty and personal integrity are fundamental components of a student's education and character development.

Academic Integrity

- Academic integrity is defined as “the ethical use of information, thoughts, and ideas from which we build original thought to contribute to the academic conversation.”
- Meeting academic integrity expectations is important because it illustrates your own credibility, the credibility of your university, and the credibility of academic research and scholarship.
- How can I ensure my own academic integrity?- Perform academic research, select credible sources, Integrate and cite evidence and sources, Provide original academic thought and voice, avoid all forms of plagiarism, maintain personal responsibility and continual improvement.

Having integrity at work means you:

- 1 Are reliable and dependable (i.e., you show up to work on time)
- 2 Are trustworthy, especially with classified information and high-risk tasks
- 3 Practice and encourage open communication with your coworkers and managers
- 4 Are respectful, honest, and patient with your coworkers, managers, and customers
- 5 Have a strong work ethic and strive to produce high-quality work consistently
- 6 Are responsible for your actions, especially when you make a mistake
- 7 Make sound decisions, even under high-stress situations
- 8 Are equipped to provide high-quality service to your customers

Organizations with integrity keep high-value customers, reduce employee turnover, improve productivity, and make smart decisions.



Why is it important to have integrity in the workplace?

INTEGRITY IS IMPORTANT IN THE WORKPLACE BECAUSE IT:



**PROMOTES
BETTER LEADERS**



**HELPS FOSTER AN
OPEN AND POSITIVE
WORK ENVIRONMENT**



**PROMOTES AN
ETHICAL APPROACH
TO DECISION-MAKING**



**ENCOURAGES
DIVERSITY, EQUITY,
AND INCLUSION**



**PROMOTES STRONG
AND RESILIENT TEAMS**



**ACTIVELY BUILDS
AND MAINTAINS TRUST**

Steps to Demonstrate Honesty and Integrity

5 ways to demonstrate integrity in the workplace



**RESPECT OTHERS'
OPINIONS**



**ADDRESS CONFLICT
HONESTLY AND RESPECTFULLY**



BE A ROLE MODEL



BE READY TO WORK



**REPORT UNETHICAL
BEHAVIOR**