

Integrity in the Workplace

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Abstract: This paper emphasizes on the individual integrity, its issues and the importance of building integrity culture at organization. If an individual possesses Integrity, he or she can develop trust in relationships with their coworkers or others. Also at corporate level it develops beliefs and values in rules, regulations and laws. Integrity builds key personality traits like identifying dangerous inferior function each of us and helps to take conscious decisions.

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1. Introduction:

“Integrity is a personal choice, an uncompromising and predictably consistent commitment to honour moral, ethical, spiritual, and artistic values and principles,” defined Barbara Killinger in Integrity: Doing the Right Thing for the Right.

Wholeness, a psychological state of internal harmony and consistent moral character, best captures the essence of integrity. The Latin word integer from which it is derived means complete, whole, or entire. In practical terms, the concept of wholeness requires us to see not only the "big picture" but also all the variables involved in a difficult situation. To possess integrity, we must be willing to resist the temptation to focus selectively only on information or aspects that fit our own experience, self-serving needs, or narrowly held views.

- Great Leadership differentiates from ordinary leadership if the leader is open to common good.
- There is a need and the desire of a group of people to achieve a common good to form a society.
- Instead of an individual the role of the group as a whole and the leadership skills in particular is to promote the common good.
- Particular good depends on a Common good. If a particular good is missing to the common good, it has to be diverted.
- One of the major tasks of leadership is the moral evaluation of the perceived good.
- The Art of a leader is defined by Adeoye Mayowa: A Leadership Manager in Nigeria (2009): "Leadership is an influence relationship among followers who intend Changes that their mutual purposes that are compatible with and enhance the common good of all of reality."
- Leadership task includes Discerning the vision, disseminating the vision, diagnosing the action plan, and finally directing the task to success.
- The factor that diffenciates great leaders from ordinary leaders is integrity which is a singular commitment to doing the right thing at right time, achieving good, and avoiding evil.

2. How to Have Everyday Integrity

- Always keep your promises even though it takes more effort.

- Go back to a store and pay for something if you forgot to pay.
- Never break a friend's faith even if you get in trouble.
- If you received too much change back inform the cashier about it.
- Avoid talking or gossiping badly about others.
- Be faithful to your spouse or partner.
- While in a relationship with someone, do not keep secrets from each other.
- If you saw someone dropped money, return it back without expecting a reward.
- Stay away from the advice on how to cheat on your taxes and not get caught.
- Don't allow someone else take the blame for something you did.
- Be truthful and confidential with the person if someone tells you confidential information, never tell anyone what you know.
- Try to discuss openly and find the solution when a relationship is over, don't drag it out.

- Ensure everything is on the table and nothing was left out while making a business deal.
- Try to refuse those jobs which are something against your personal code of conduct. Find a more ethical company to work for rather than stick with it.



3. Integrity in the Workplace

- Work when you are supposed to and save socializing, surfing the Internet, snacking, and making personal phone calls for break time.
- Turn in the extra change you observe in the soda drink or snack vending machine.
- Give respect to colleagues with proper communication and empathy.
- At management level, do not forget to inform or update your employees what is coming and what needs to be done.
- Cooperate with company's policies and procedures.
- Always do what you say you will do and be respectful.
- Use materials for work rather than your personal use.
- Don't let teammates take the fall if you did a mistake and a team's project gets messed up or you missed a deadline, own up to your mistake.
- Working together as a team will develop trust and shows integrity.
- Never take supplies from the workplace for personal use.
- If you seriously disagree with the situation, get out of it as soon as possible.
- Do not take credit of someone else's work. It may include stealing anyone's idea or pretending to have worked on a successful project.

4. Say What You Mean and Mean What You Say

Often we don't say what we mean because we have many variables going on at the same time. The supervisor described above was eager to share how he messed up to show his understanding of the concepts we were discussing. In his haste to communicate his understanding he didn't take the time to choose his phrases so the words would be understood and well-received by everyone. By rushing to speak without thinking the supervisor put himself in a situation of potential conflict.

A challenge that many of us have is following Old habits and familiar behaviors. Have you ever had the sort of conversation with someone where you could actually predict the outcome? You know the kind I mean: you start off saying what you have always said in the past, then they say what they have always said and then you jump in and say what you have said what seems like a million times before.

This happens because we continue to use the same words over and over as well as the same methods of communicating. We do what we have always done

out of habit so we always receive the same response from the other person, who is also behaving from habit. At the end you are frustrated, they are frustrated and nothing new has come out of it. This, by the way, is a definition of insanity: doing the same thing over and over again while expecting different results!

5. The Integrity of the Employer

Always consider expectations of your employer. When you are hired to do a job, there is an understanding that both the employer and employee will act with integrity. The employer agrees to pay you a fair wage for your work, and many employers provide benefits such as health insurance, paid vacation, and sick leave. You also have a right to expect honesty and fairness from your employer. Here are some examples of what is expected from the employer:

- To provide a safe, healthful, reasonably comfortable workplace.
- To provide the tools, equipment, and supplies employees need to do their properly safely.
- Treat employees equally, without regard for their sex, age, ethnicity, race, religion, or disability,
- To base raises, bonuses, and promotions on merit and productivity, not on personal relationships.
- To conduct an honest, responsible business. If the company produces products, they should be safe and effective, and the advertisements for them should be honest. If the business provides a service, the best interests of customers and clients should be the driving force behind the way business is done.
- To keep accurate and honest records and accounts.
- To respect the environment to follow local, state, and federal laws.

The following are essential elements for managers to foster integrity in the workplace:

- Establish integrity in your workplace and in relationships with stakeholders.
- Build a culture of openness and transparency.
- Define a set of ethical standards that show honesty and full disclosure.
- Always lead by example, Model integrity by “walking the talk” and showing integrity at every turn.
- An appropriate action against workers should be taken, who violate the integrity standard.
- Employees, who have demonstrated integrity in their decisions and behaviors, reward them.

The key example of integrity in the workplace is Confidentiality. It is also sensitive from a legal perspective. Employers have a responsibility to keep certain information secret. Violation of privacy standards could result into employment action. Confidentiality not only fixes trust but also encourages truthful consideration of the privacy of others.

Integrity can be summed up in the expression, “Say what you mean and mean what you say”. Things are tough to implement than saying to do.



6. How to Keep Positive Integrity in the Workplace

1. Earning the Employees trust and respect is most important. You need to do what you say you are going to do. Keep confidential matters private. Do not discuss the business or personal matters of one employee with other employees.

2. Make employees handbook that enlist the company's mission and values. It should also include a workplace ethics and compliance code. This code should have an inconclusive list of behavior that's banned, along with the consequences for engaging in banned behavior.

3. Provide a copy of the handbook to every employee, so that he can understand. If time permits, you may also need to communicate over the code with the employees, to make sure the handbook is read.

4. Ask for the signature of the each employee with statement, which indicates that she/he has read the handbook. By getting the employee's signature, you get proof that the employee has been seen the company's mission, rules and values. The signature also exhibits that she/he agrees to comply with the rules or face consequences.

5. An open door policy allows employees to provide feedback and discuss concerns with management. Always keep Open door policy. Motivate the employees to speak with management concerning any integrity problems that may need to be solved.

6. Always stick with the company's ethics and compliance code strictly. If you observe that an employee does not follow the code, restrain her/him accountable for her/his non-compliance. Strictly sticking with your ethics and compliance policy, other employees will take the code seriously.



Figure: Professional Development at work

7. Suggestions:

The following suggestions are what you need to try to do to build integrity with everyone with whom you work

1. Every time and on time show them up as faults.
2. Note down things you have been requested to do, do them and allow the person who made the request know it has been done.
3. Keep on promises and build trust with the employees.
4. Emphasize on performance.
5. Observe if anything about your behavior causes inconsistency.
6. Frequent conversation with everyone to clear doubts about the integrity of the system caused by lack of information, be open.
7. Don't cover up bad news -- give a solution to the problem.
8. Instead of blaming people, fix the processes.
9. Be respectful and disciplined
10. Review policy to make sure that they are consistent with actions.
11. Avoid or control frequent changes in the company culture so employees do not lose confidence because of too much change in less time period.
12. Create an open-door policy.
13. Work through channels instead of around channels to keep consistency in the integrity of the reporting process.
14. Adhere to the people over the long haul.
15. Use mistakes as an opportunity for improvement and admit it. Try to avoid doing the same mistake again and again.
16. Being honest is most essential key to success.

8. Conclusion

17. Corporate Culture, work values and ethics defines your organization which sounds more than simply words.
18. Determining Leadership and Management styles, also sustaining corporate culture, work values and ethics.

19. Corporate Culture, work values and ethics increases organizational performance and Finance
20. Organization's corporate Culture, work values and ethics must aligned with personal values and ethics of staff

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