

Do you have Integrity?

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Integrity can be defined as acting, behaving or taking decisions in line with your own ethical and moral compass. Your own ethics and morals may be different from other people's but if you are true to them at all times then you can be said to have good integrity.

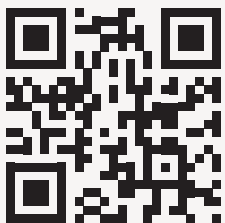
Having integrity benefits both your personal life and work life. At work, it is one of the fundamental values that is required to achieve excellent relationships within teams, with customers and with other stakeholders. Examples of acting with integrity are most notable when managing issues during adverse circumstances. These may be:



- **Taking responsibility for missing a deadline** – Understanding why it happened, putting in safeguards to prevent it happening again. Understanding other factors that contributed to missing the deadline.
- **Not 'covering up' bad news** – For example, a manager keeping her team fully up-to-date with regular communications during a difficult time of change for the company.
- **Admitting difficulties** - Openly communicating to your manager when running into problems with a project you have been assigned. It is a sign of integrity to know when you are out of your depth and require assistance.

The key to integrity is to continually appraise your own ethics and morals and see where improvements can be made. Some examples of what you can do to build integrity include:

- **Be honest in your communications** – Being timely and transparent when delivering news can demonstrate good integrity. Don't overcommit and under-deliver.
- **Keep promises you make** – Once you make a promise, you have committed to a decision. If you don't follow through it can appear insincere unless you have a reasonable excuse.
- **Be influenced by people you admire** – Model your integrity on your role models.
- **Stay focused in all areas of your life** – Whether it is punctuality, relationships or honouring commitments to family, friends or colleagues, if you act with integrity in one area of your life it will influence your integrity in other areas too.



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