

Development Suggestions for Integrity/Honesty

Activities

1. Brainstorm a list of behaviors that build trust. Examples include sharing information, asking for feedback, not becoming defensive, seeking counsel from others, soliciting opinions and decisions from others, delegating tasks to others, clarifying mutual expectations, and living up to others' expectations. Once you have generated a list, answer the following questions:
 - Which behaviors do I demonstrate most often/least often?
 - Of the behaviors that I demonstrate least often, which am I willing to improve?
 - What might prevent me from demonstrating/improving those behaviors?
 - What support might I need to improve and from whom?
2. Before you take an action, ask yourself if you would be comfortable hearing about it on a national news program.
3. Recognize all individuals who are involved in a project, not just the leader or the visible "star."
4. Openly discuss ethical issues.
5. Model your ethical beliefs through your behavior.
6. Seek feedback on others' perceptions of your honesty and ethics.
7. Protect confidential information. Respect the fact that others give you information in confidence.
8. Stand up for others, especially your peers, when they need your support.
9. Behave in a way that is consistent with what you say - "walk your talk."
10. Be authentic. Seek opportunities to strengthen your self-insight, and then share who you are and what you believe and feel.
11. Use open, sincere statements to clearly state your personal position, especially on ethical conduct.
12. Build trust by fulfilling promises.
13. Show enthusiasm for the organization through your commitments and actions.
14. Demonstrate loyalty to others, especially when they are not present. By defending those who are absent you will gain the trust of those present.

Development Suggestions for Integrity/Honesty, continued

15. Look for your organization's written code of ethics, and apply it judiciously.
16. Realize that a failure to meet deadlines is sometimes seen as a lack of integrity by others.
17. Go beyond just expressing concern for others and their struggles. Be available and approachable, and help out whenever possible.
18. Be authentic. Seek opportunities to strengthen self-insight, and then share who you are and what you believe and feel.

Tips

1. Take responsibility for your mistakes.
2. Protect confidential information. Respect the fact that others give you information in confidence.
3. Behave in a way that is consistent with what you say – “walk your talk.”
4. Emphasize integrity, concern for people, and orientation to organizational values and policies in documents such as handbooks, policy statements, and job descriptions.
5. Do not voice personal opinions about people publicly. Avoid the rumor mill.