

Integrity



*Accountable, ethical, and fair.
Consistent in thought, word, and action.*

Seek opportunities where you can...

- 1** Take responsibility for finishing goals within deadlines.
- 2** Do the right thing – even when no one is looking.
- 3** Consider how your actions could impact those around you.
- 4** Act in a way that respects everyone’s time, including your own.
- 5** Consider your core values and how they impact your decision making.
- 6** Influence others to do the right thing.
- 7** Demonstrate successful work behaviors.

Topics for Class Discussion

- ⦿ What is ethics?
- ⦿ What is the value of doing the hard thing (vs the easy thing)?
- ⦿ Identify your core values.
- ⦿ How do you define acceptable/successful work behaviors? Quantify - “Time is money”.
- ⦿ What’s the impact of your actions on the cost of the project, product, etc.?
- ⦿ What’s the opportunity cost?
- ⦿ Developing confidence in yourself (so others can trust you)
- ⦿ Finding a solution/identifying solutions

“What is a Code of Ethics?”

- Values: Beliefs in which you are emotionally invested (either for or against something)
- Ethics: Principles of conduct (a moral code adhered to by a professional)
- Integrity: Behaving according to moral principles or professional rules in which you believe, leading others to respect and trust you

“Honesty and Integrity”

- Difficult to teach, requires a lifetime to learn.
- We eventually will agree with Ben Franklin: “Honesty is the best policy.”
- The alternative, “dishonesty,” generally has adverse consequences, from which you may never fully recover.

Discuss deception:

- Misleading rather than explicitly lying
- Allowing others to come to the wrong conclusions, often motivated by benefit to yourself or the company.
 - Is this the same as lying?
- What are the consequences of deceiving or lying to others in our personal lives? In business?



SCENARIO

Claire is responsible for writing non-conformance reports to document parts that she produces that are not within specifications, therefore not usable. She discovered that she could throw the parts away in the scrap bin without anyone knowing instead of including them in the report. This improved Claire’s performance metrics. Claire’s supervisor reviews the reports and concludes that she is doing good work. What might be some consequences of Claire’s decision to hide the defective parts?

RESOURCE  [Business Etiquette Basics](#)