

## International Journal of Innovative Research in Science, Engineering and Technology

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# Integrity As Perceived By Employees at Work : An Analytical Approach

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**ABSTRACT:** Having integrity means that you are honest, ethical, and follow defined moral principles. And integrity at work is about even more than honesty and respect. If an organization has a true culture of integrity, that means employees take their commitments seriously, are proactive when they don't understand their responsibilities, and ultimately, are accountable for their results. As a result, the business thrives. We all want to make other people happy and succeed professionally. However, that can lead employees to overpromise on what they're capable of, resulting in burnout and lack of engagement. Whether it's constantly missing deadlines or losing interest in work altogether, a lack of integrity will harm both the company and the individuals who make it up. Integrity isn't easy, but it's incredibly important for real, lasting growth. From fostering an open and positive work environment to promoting strong and resilient teams, integrity in the workplace benefits employers and employees.

**KEYWORDS:** integrity, employees, analytical, perceived, workplace, job, occupational

## I. INTRODUCTION

Integrity means being honest and having strong moral principles. A person with integrity behaves ethically and does the right thing, even behind closed doors.

For instance, informing a cashier that they gave you too much change or going back to the store to pay for something you forgot to pay for are two examples of showing integrity in everyday circumstances. [1,2]

7 traits associated with integrity

Integrity may seem like a vague concept. If you want to encourage integrity at your workplace and live it out for yourself, you might need a more concrete definition. One of the best ways to understand this concept is to look at the traits associated with integrity.

Here are the 7 most common traits that a person with integrity shows:

1. Expressing gratitude for others
2. Valuing honesty and openness
3. Taking responsibility and accountability for your actions, good and bad
4. Respecting yourself and others around you no matter where you are
5. Helping those in need without sacrificing your own health [3,4]
6. Demonstrating reliability and trustworthiness
7. Showing patience and flexibility, even when unexpected obstacles show up

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### 1. Expresses gratitude for others

People with integrity recognize that their friends, coworkers, and community make their lives better. They show gratitude by always remembering to say a simple “thank you” when someone helps them out. They might also take the time to write a thoughtful note to a coworker who helped them complete an important project. Or, they may go the extra mile to give their friend a gift when they’ve supported them through a difficult time.

### 2. Communicates honestly and openly

A person with integrity doesn’t run away from difficult conversations or situations. If they have a conflict with another person, they’re open about it — they don’t hide their feelings only to become resentful later on. They are also honest about their time, abilities, and preferences. No matter the situation, integrity ultimately means your moral principles are more important than your personal comfort — and honesty can be uncomfortable sometimes.[5,6]

### 3. Takes responsibility for your actions, good and bad

If you have integrity, it means you’re accountable for your actions — even when you miss the mark. It’s easy to take ownership when you do something well. However, integrity really comes into play when you face failure. If you want to live with integrity and grow personally, you must learn to admit when you make a mistake and then choose to learn from it.

### 4. Respects yourself and those around you, no matter where you are

You might not think of boundaries when you think of integrity. However, living in integrity means living at peace with yourself and your values — and relationship boundaries, whether it’s with your coworkers or your family, help you do that. For example, if your friend wants to call you during work, but you need to finish a project, you need to set a boundary and call them later.

Integrity also means respecting others’ boundaries. Let’s say your coworker doesn’t want to talk about their dating life. So as a person with integrity, you don’t ask them certain questions. You also need to respect their time, personal values, and their identity — for example, using correct gender pronouns.

### 5. Helps those in need without sacrificing your own health

This trait goes hand in hand with respecting yourself and others. People with integrity naturally want to help others — but what separates them from most people is their ability to know their own limits. A person with integrity will help others with their time, abilities, and even finances. But they’ll always also prioritize self-care, fueling themselves so that they can stay resilient for years to come.

### 6. Demonstrates reliability and trustworthiness

Knowing how to build trust is important in all of life, especially when it comes to integrity at work. If you’re a member of a team or organization, people count on you to do what you say you will. If you don’t, there will be

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consequences for not just you, but everyone around you. Being a reliable and trustworthy person is crucial to living with integrity. [7,8]

7. Shows patience and flexibility, even when unexpected obstacles show up

People with integrity overcome life's obstacles with resilience. For example, let's say they lost their job. They may feel hopeless or frustrated at first. However, a person with integrity would eventually see that this challenge is just another opportunity for growth. With a bit of patience and flexible expectations, they can take positive action.

## II.DISCUSSION

Integrity at work is also about committing with integrity. For example, if a team leader shares a new project, employees with integrity need to be honest about their time and abilities before agreeing to take on more work. They also need to make sure they have an understanding of what's needed and the scope of the project.

If there's a lack of integrity on the team, members will halfheartedly accept new assignments, even if they are not able to accomplish them on time. They might also walk out of the meeting still wondering what their role in the project actually is. [9,10]

At its core, integrity at work is about taking the initiative, negotiating your time honestly, and staying aligned with your personal and work values. That also means delivering on your commitments when you make them, and saying no when you can't take on anything new. Finally, it's about knowing how to communicate — so if you do get out of integrity, you can admit your mistakes honestly and share how you will fix the situation.

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 colleagues and managers
4. Are respectful, honest, and patient with your colleagues, 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 [11,12]
8. Are equipped to provide high-quality service to your customers

Organizations with integrity can also keep high-value customers, reduce employee turnover, improve productivity, and make smart decisions. Plus, integrity leads employees to be honest about what they accomplish and proactive when they have questions. That means fewer missed deadlines and less employee burnout.

Here are six more benefits that come from a culture of integrity at work:

1. Promotes better leaders

Companies that hold their managers up to high ethical standards promote strong and ethical leaders.

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Leaders with integrity understand that their actions, words, and decisions shape the company's values, culture, and morale. They value their customers, become role models for their team, and act with good intentions rather than with selfish motives.[13,14]

## 2. Helps foster an open and positive work environment

A strong organization values integrity as a way to foster an open and positive work environment. When employees know their company operates based on strong values, they feel comfortable sharing ideas, connecting with their team, and being themselves.

## 3. Promotes an ethical approach to decision-making

From protecting stakeholders to creating new products, upholding strong moral standards in the workplace helps team members make deliberate, thoughtful decisions.

## 4. Encourages diversity, equity, and inclusion

Companies that promote integrity value having a diverse team. They welcome a variety of perspectives, celebrate differences, and strive for equality in the workplace.

## 5. Promotes strong and resilient teams

Teams are strong and resilient when they have a set of standards as guidance. They also feel a sense of meaning and purpose at work. This contributes to their morale, productivity, and engagement. It can even push employees to reach peak performance.

## 6. Actively builds and maintains trust

Honesty and integrity are the main pillars of trust — an essential component for building credibility. As businesses strive to keep customers and employees, their credibility is the driving force that influences them to stay.[15,16]

### III.RESULTS

Clearly, a culture of integrity can help an organization reach its goals while creating a better workplace for its employees. If you want to help foster more integrity among your employees — and within yourself — here are five ways to get started:

#### 1. Respect others' opinions

One of the best ways to demonstrate integrity at work is by honoring your colleagues' and employees' opinions and ideas, even if you disagree. [18]

For instance, instead of turning down an idea, try to see things from their perspective first. Why do you think they chose that idea? Could you be wrong with your opinion?

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If you're unclear about what they mean, kindly ask for clarification or ask specific questions to understand. For example, you could say, "Can you please explain how we could implement your idea step-by-step?" Or, "Can you clarify what you mean by \_\_\_?"

Or, you can use the tried-and-true 'treat others how you want to be treated' philosophy when responding.

## 2. Address conflict honestly and respectfully

Workplace conflict can quickly turn into a sticky situation and may even lead to termination if not handled well. The best way to address conflict is to respond calmly, honestly, and respectfully.

First, make sure you understand what the conflict is really about. Is a customer unhappy with a transaction? Do you disagree with your manager's decision? Why?

Once you're clear on the root of the conflict, validate feelings, apologize if needed, and try to reach a solution. If you can't find a solution, ask for support from a manager or HR if needed.

## 3. Be a role model [19]

Modeling integrity is a powerful way to be a change-maker at your organization. This means taking responsibility for your decisions and actions, especially when you make a mistake. Being honest and respectful, keeping your promises, and staying engaged with your work are crucial.

As a role model, you'll not only encourage other team members to follow suit, but you'll also promote positive company culture.

## 4. Be ready to work

Coming to work prepared and ready to tackle your responsibilities is essential to integrity at work.

When you get to work, grab a notepad and plan your schedule for the day. What do you need to accomplish by the end of the day? Who do you need to speak with?

Once you're set on your goals for the day, make sure you have all the tools you need to complete your work. Then, start taking action and check off the items on your to-do list, one by one.

## 5. Report unethical behavior

It may seem uncomfortable to report your colleagues, employees or managers for unethical behavior. However, it's a vital part of holding your company accountable to the moral standards they've set in place.

When reporting unethical behavior, be as specific as possible. Explain who offended company policies, how they offended them, and where and when you saw the action take place.

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A person can be said to have integrity when they have strong ethical and moral principles and adhere to these even when they are not under public scrutiny. A person with integrity tends to behave honourably in all the different life situations they find themselves in. They will be reliable in the workplace and you can count on them to do the right thing in the right situation, whether they have to make an important work decision, collaborate with their colleagues or attend to the requirements of their clients and customers. [20]

Companies that emphasise hiring people with integrity will have diligent teams that continue to meet production schedules. As a result, such companies can supply excellent products, make a profit and become industry leaders.

## IV. CONCLUSIONS

Integrity is a character trait, not a skill, but you can make an effort and develop it. To do so, it will help to identify what your strengths are and consider how you can improve them. You should also know about the basic personality traits associated with integrity, such as:

### Graciousness

Being gracious means having good manners and being genuinely appreciative of the people around you. It means expressing gratitude by thanking people when they do you a favour. It means acknowledging the achievements of others and letting them know how well they are doing.

### Honesty

To have integrity, you must strive to be honest in your personal and professional relationships. You must be honest about your talents and shortcomings. You must say exactly what you mean without being rude and, if you make a mistake, you must not shirk from admitting to it.

### Trustworthiness

Following through on what you have promised or committed to is an important part of having integrity. People will trust you if they know they can depend on you to do what you have said you will do. That, however, means you need to be careful about what you promise and only undertake what you know you can realistically handle. If you can not do the task, you must immediately inform the other people involved in the project. Being careful with other people's personal information is also important if you want to be taken as a trustworthy person.

### Responsibility

As a person with integrity, you must take responsibility for your behaviour and your work commitments. You must watch what you say and how you treat other people. You must show consideration for other people's ideas and opinions. You must hold yourself accountable for being punctual to work and meetings, perform your assigned tasks with diligence and complete projects on time.

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## Patience

A person with integrity will strive to cultivate patience and tolerance. By learning how to stay calm and collected in the face of setbacks, you will be able to find ways to overcome the challenges and obstacles that you encounter in your personal and professional dealings. Rather than grumbling at delays, you can put the time to more productive use.

## Helpfulness

When you have integrity, you tend to have a selfless and helpful outlook towards the world. You will be more willing to assist people in need without always expecting something in return. You will not mind covering for your colleagues if they have to remain absent from work due to an emergency. You will be generous about helping out with your time and ideas when working together.[21]

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van oneerlijk gedrag. (2) zijn geneigd eerder oneerlijk gedrag te verontschuldigen. (3) zijn geneigd meer excuses of redenen voor diefstal aan te voeren. (4) denken vaker over diefstal. (5) zien vaker oneerlijk gedrag als acceptabel. (6) zijn vaker impulsief (7) zijn geneigd zichzelf en anderen zwaarder te straffen. %5bTranslation: The written integrity tests are easy to perform. They are based on some assumptions, which are clearly found therein: Less honest persons: (1)They report a higher amount of dishonest behavior. (2)They are more prone to find excuses for dishonest behavior. (3)They are more prone to name excuses or reasons for theft. (4)They think often about theft. (5)They see often dishonest behavior as acceptable. (6)They are often impulsive. (7)They are prone to punish themselves and others severely.%5d the original on 2009-11-26. Retrieved 2010-04-18.

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