Integrity/honesty

...acting in an ethical way.

You have integrity and are honest when you...

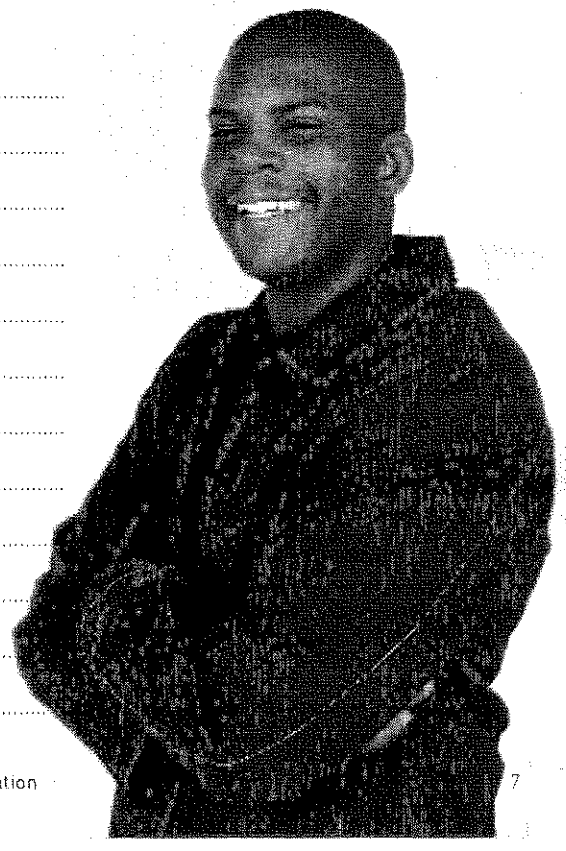
- are truthful when dealing with others
- know the values you want to live by
- live up to your values
- express your concerns when you feel something might be dishonest
- check your work for accuracy
- avoid participating in gossip
- follow your workplace's guidelines for confidentiality
- can be relied on not to lie, cheat or steal time or items from your employer
- speak positively about others and the organization you work for
- use your employer's equipment, telephone, computer and Internet connection only for work-related purposes.

NEED MORE? Visit the ALIS website at **alis.alberta.ca/publications.**

- For more information about what employers want in an employee see the publication **Job Smart: Tips for staying employed.**

Find this resource online or see the Resource section for more information.

Karl had just started his new job as a heavy equipment operator. At the end of his shift, he noticed that the door to the tool storage area was open. Karl saw a co-worker putting some tools into his pickup. Karl asked the co-worker if employees were allowed to borrow tools. He was abruptly told to "mind his own business."

Because he was typically the last person to leave at the end of the shift and also the newest employee, Karl was worried that he might be blamed if the tools went missing. Karl decided to check with his supervisor to see if there was a company policy about borrowing tools. When his boss asked what he meant, Karl gave the facts of what he had seen. He also agreed to keep the conversation confidential. Whether the tools were reported missing the next day or returned, Karl had shown his honesty and respect for the company's property and had agreed not to gossip about his co-worker.

My Examples: