integrity

A person with integrity demonstrates sound moral and ethical principles and does the right thing, no matter who's watching

Integrity is the foundation on which coworkers build relationships and trust, and it is one of the fundamental values that employers seek in the employees that they hire. To have integrity means that a person is self-aware, accountable, responsible, and truthful and that their actions are internally consistent.

Here are 9 ways to demonstrate integrity in the workplace. Keep these attributes top-of-mind when conducting business, and you will soon be known as a person of integrity.

Tell the Truth It's easy to be transparent when the news is good. When the news is positive, you shout it from the rooftops (or at the next staff meeting, anyway).

But how do you behave when the news is bad? How do you tell your boss the difficult news that a critical meeting did not go as planned? You tell the truth. Most bosses will forgive some mistakes if you tell the unvarnished truth. At least your boss knows you can be trusted.

Don't Publicize Negativity Your boss took a risk on you when they hired you. The last thing they want to hear is that you are repaying this loyalty by looking for a new job. Or that you've been griping about the company on Facebook or other social media.

While you want to be transparent about your wins and losses to your boss and colleagues, you should resist bad-mouthing the company or anyone you work with. Demonstrate integrity in the workplace by keeping your gripes about your boss to yourself.

Don't Abuse Your Position Continually show your employer that you are worthy of the trust she put in you to do your best work. Demonstrate your integrity *by never abusing any of your freedom and autonomy with personal phone calls, Internet searches, or too much socializing with coworkers.* In addition, when you always deliver on what you promise, others will trust that you are a woman or man of your word.

Offer Respect to Every Colleague Set a great example by respecting your colleague's boundaries — both physical and emotional. If you work in a cubicle, don't yell at your coworkers through the felt walls. Instead, email or call them and ask if you can pop by for a few minutes. Behave as if every person on staff has a door to their cubicle, and knock on it only in an emergency.

Be Forthcoming With Important Information Demonstrating integrity means you always stick to the truth when representing your company's products and services. In any business interaction, you know never to distort the truth or cover up the facts.

Give Credit Where It's Due In certain companies, it is hard to get the credit you deserve. However, you will find that the more you credit others with helping you out, the more credit you will accrue in return. Giving credit where it's due helps foster camaraderie. "I could not have completed this project without Linda's phenomenal assistance," you can say. Better, thank Linda in an email and copy all who worked on the project.

Be Accountable for Your Actions Only cowards pass the buck. Those with integrity take responsibility, even when it means having to admit one's shortcomings.

Meet All Deadlines Integrity in the workplace starts with honoring deadlines. No one, least of all your boss, wants to hear the many reasons why you couldn't honor a deadline. All they want to hear is that the work is ready.

Approach Challenges With Courage Showing courage in each aspect of your professional life demonstrates integrity. It may mean having to go back to a client or colleague with new information that proves something you stated was wrong.

Integrity is the common denominator of a rewarding and successful career. By demonstrating integrity in the workplace, you're able to find balance between respect and responsibility. You will find more fulfillment from your work because you know you're performing in alignment with your best self.

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