
Integrity

Definition

Behaves in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high standards of ethics.

Key Words: Trustworthiness, Ethical, Honesty

Behavioral Indicators:

1. Treats others fairly and with respect
 2. Takes responsibility for own work, including problems and issues
 3. Uses applicable professional standards and established procedures and policies when taking action and making decisions
 4. Identifies ethical dilemmas and conflict of interest situations and takes action to avoid and prevent them
 5. Anticipates and prevents breaches in confidentiality and/or security
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PROFICIENCY LEVELS: Integrity

LEVEL I

- Provides staff with accurate information about the vision of the agency and outlines changes in an upfront manner
- Remains fair and objective when determining skill set needed for projects to select effective team members
- Maintains confidentiality of sensitive information by establishing new policies and procedures for handling such information
- Establishes open and honest communication with employees
- Addresses concerns with employee behavior in a confidential and respectful manner

LEVEL II

- Instills a climate of trust by admitting own mistakes and taking responsibility for one's actions
- Discusses potential ethical problems and wrong-doing with employees and responds appropriately
- Communicates honestly with employees regarding potential changes affecting the organization to ensure staff are treated fairly
- Investigates issues and takes corrective action, as appropriate

LEVEL III

- Promotes a climate of openness and honesty and does not penalize responsible dissent
 - Does not acquiesce to inappropriate personal requests for favors, political pressure, or promise of gain
 - Displays fortitude to support ethical actions that may negatively impact self or stakeholders
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