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Integrity Checklist For Professions, Firms and Organizations

Make absolute integrity the compass that guides you in everything you do, and surround yourself only with people of flawless integrity.
- Karl Eller, *Integrity Is All You've Got*

A checklist encompassing all points across the spectrum of integrity is a near impossibility. Use this one as a guide in drafting your own for use in managing the priceless assets of trust, respect, purpose, and reputation.

1. Are the indispensable elements of trust, respect, purpose, and reputation maximized?
Yes ____ No ____ Sometimes ____
2. Is it made known that performance with integrity is the key to trust, respect, purpose, and reputation?
Yes ____ No ____ Sometimes ____
3. Is a climate of integrity consistently encouraged?
Yes ____ No ____ Sometimes ____
4. Are personnel apprised of the authentic meaning of integrity?
Yes ____ No ____ Sometimes ____

[Adherence to the organization's established values, products and services—in particular; and, in general, adherence to ideas that withstand scrutiny, that in some manner contribute to the greater good—even when inconvenient or difficult.]

5. Are the fundamental tenets of its practice made known?
Yes ____ No ____ Sometimes ____

[Upholding the truth; keeping commitments great and small; standing up and being counted—when it counts; assuming responsibility for mistakes; absolute honesty; conduct consistent with conviction.]

6. Are the adversaries of integrity clearly identified? Yes ____ No ____ Sometimes ____

[Fabrication, expediency, hypocrisy, alluring temptation, ill-advised compromise, criticism and gossip]

7. Do the organization's leaders set the example? Yes ____ No ____ Sometimes ____

8. Are personnel made aware that the organization's reputation can be lost in a flash and its repair difficult and time consuming? Yes ____ No ____ Sometimes ____

9. Is value placed upon keeping one's word in matters great and small? Yes ____ No ____ Sometimes ____

10. Are all expected to stand accountable for both their words and actions? Yes ____ No ____ Sometimes ____

11. Are areas identified where integrity issues are likely to arise? Yes ____ No ____ Sometimes ____

[E.G. Conflicts of interest; favors and gifts from third parties; cutting corners; playing fast with rules and regulations; pressures relating to financial statements; misuse of expense accounts; inappropriate requests from major customers, clients and suppliers; fudged or false documentary submissions; invalid customer discounts; failure of disclosures relating to product and service defects; contractual requirements and provisions.]

12. Are staff and employees who perform above and beyond job responsibilities and thus enlarge reputation capital recognized and rewarded? Yes ____ No ____ Sometimes ____

13. Do you from time to time utilize outside resources to measure your reputation capital? Yes ____ No ____ Sometimes ____

14. Are all employees encouraged to question in good faith practices and policies they consider improper or nonproductive? Yes ____ No ____ Sometimes ____

“Integrity—Indispensable Element of Professionals, Firms, Businesses, Organizations