

Living with Integrity at Work

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‘All that is necessary for evil to triumph is for good men to do nothing.’

Edmund Burke, English Philosopher



Part 1: Personal Integrity



“Somebody once said that in looking for people to hire, you look for three qualities: **integrity, intelligence, and energy.** And if you don’t have the first, the other two will kill you. You think about it; it’s true. If you hire somebody without integrity, you really want them to be dumb and lazy.”

Warren Buffet

What is Integrity?

Definition

1. adherence to moral and ethical principles; soundness of moral character; honesty.
2. the state of being whole, entire, or undiminished.
3. a sound, unimpaired, or perfect condition: the integrity of a ship's hull.

Wholeness, completeness

- Your principles intact, strong
- No work vs personal life division

Values: Things we value

What kind of things do we value?

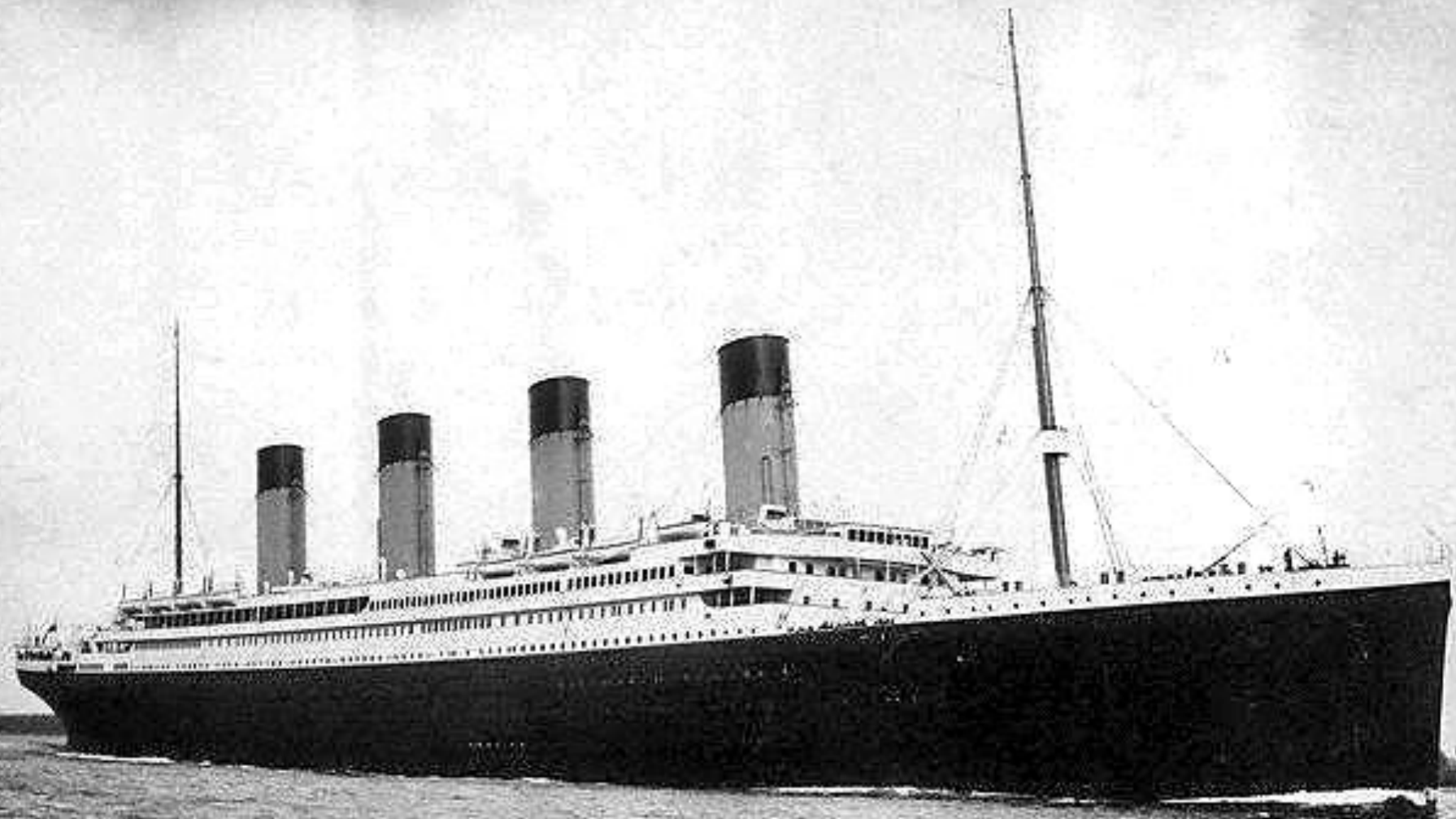
- **Money**
- **Possessions**
- **Relationships**
- **Spiritual wellbeing**
- **Security**
- **Health**
- **Satisfying, rewarding work**
- **Justice**
- **Truth**
- **Righteousness**

Principles

- Rules we keep too, to safeguard the network of things we value. Normally principles have an ethical content.
- Examples:
 - Honesty at all times
 - This protects our relationships, builds and maintains trust
 - Taking a Sabbath day' rest
 - Protecting our spiritual loves and family relationships
 - Working diligently and giving our best
 - Protecting our position and satisfaction in our work
 - Faithfulness to your spouse
 - Protecting our marriage
- **If we compromise our principles, we damage our values. Eventually, we lose them altogether.**

Integrity

- Integrity is holding firm to our values and principles in the face of temptation or adversity
- It forms a protective shield around important things we want to protect from harmful pressures
- Example: a ship's hull
- What happens when our integrity is breached?



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Threats to our integrity

- What challenges and temptations do we face at work, which could make us compromise our principles, breach our integrity and damage our values?

Threats to our integrity

- A bullying and over-demanding boss
- Very challenging sales targets
- A drive to fulfil our career ambitions - no matter the cost
- Hostess entertainment, especially when travelling
- Pornography, especially when travelling
- Attractive co-workers
- Destructive company culture and practices
 - Corruption
 - Drinking
 - Affairs
- Exhaustion

How do we hold strong?

1. Know your values and how much they mean to you
2. Know your limits and when you are close to them
3. Develop an exit strategy for if/when things get impossible
4. Hold the line from the beginning
5. Make yourself indispensable
6. Trust in God, follow his ways and he will guide and care for you
 - Proverbs 3.5-8

Proverbs 3.5-8

**Trust in the Lord with all your heart
and lean not on your own
understanding;
in all your ways submit to him,
and he will make your paths straight.
Do not be wise in your own eyes;
fear the Lord and shun evil.
This will bring health to your body
and nourishment to your bones.**



Part 2: The Bigger Picture

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- To strive for continuous innovation and improvements
- To enhance happiness in the working environment



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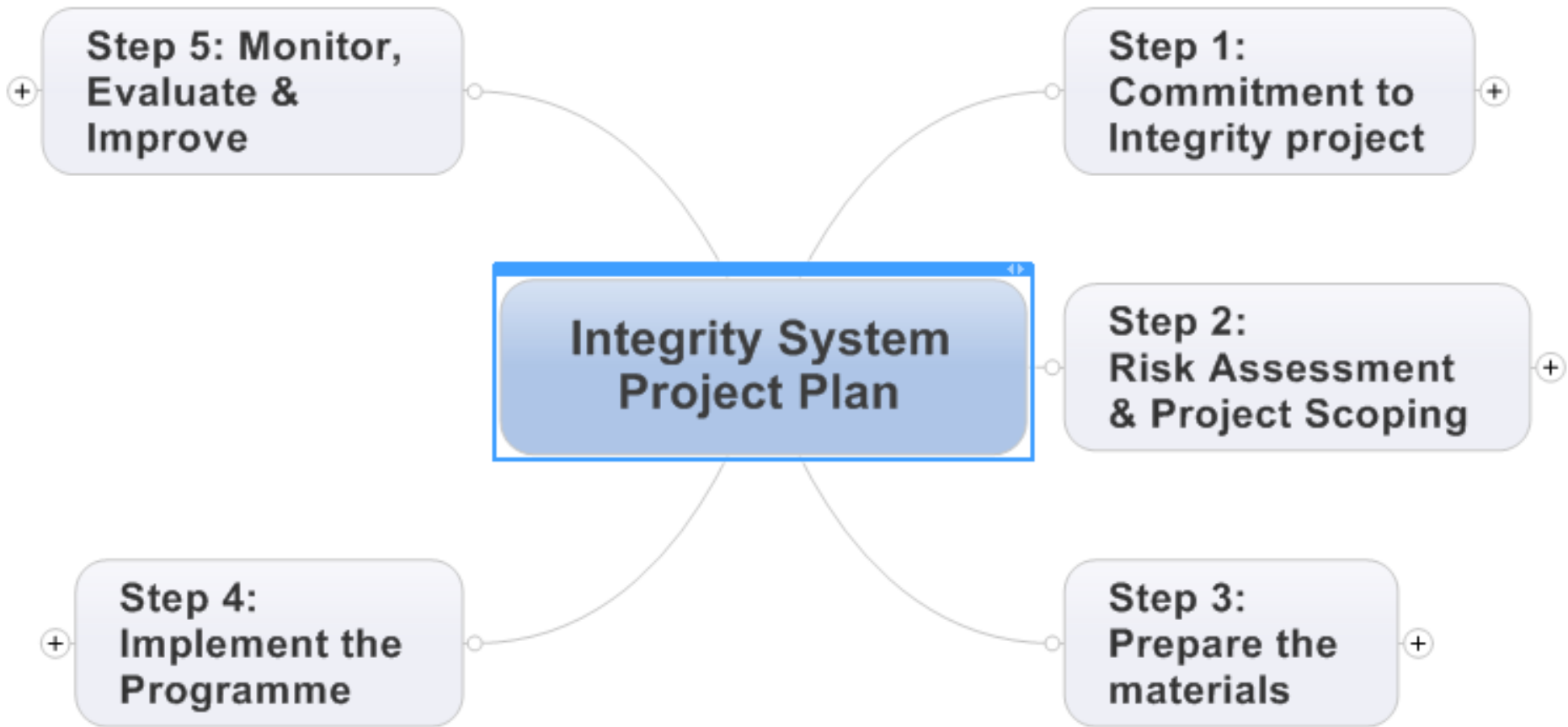
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Integrity System Project Plan



Integrity Pact (Company to Company)

I, (NAME) (I/C No) representing (NAME OF COMPANY) (REGISTRATION NUMBER) hereby declare that, I and any individuals representing this company agreed to the following:

- 1.1 **We will not attempt to exert undue influence on any individuals in ABC COMPANY or any other individuals, by offering any bribe, gift, favour, benefit, advantage or any other form of gratification as defined under Clause 3 of Malaysian Anti-Corruption Commission Act 2009 directly or through a friend, relative, or other third party, as an inducement to be selected for the tender/quotation stated above.**
- 1.2 In the event of an attempt by any individuals to bribe me or any individuals representing this company to influence the outcome of the procurement process, **I shall report such an action to the Malaysian Anti-Corruption Commission** or ABC COMPANY via its whistleblowing channels as soon as possible.

Integrity Pact (Company to Company)

If I or any other individuals representing this company is found to be attempting to bribe any individuals in ABC COMPANY or any other individuals as an inducement to be selected for the tender/quotation stated above, **we hereby agreed that the following sanctions could be taken against us:**

- 2.1 Denial or cancellation of the contract;**
- 2.2 Non-payment of fees/expenses;**
- 2.3 Debarment by ABC COMPANY** of a company and Directors from bidding or consideration for further public contracts **for such period as ABC COMPANY may deem appropriate; and**
- 2.4 Other disciplinary actions** in accordance to the <name of the statutory law> procurement regulation.

Staff Integrity Statement (1)

I hereby solemnly declare:

- To **perform my duties** in good faith, with honesty and integrity;
- To commit myself to **set an example through ethical conduct** for the furtherance of integrity and good governance;
- To **comply** with ABC COMPANY's Code of Conduct and Integrity Programme;
- To **never offer or accept bribes, or participate in any other form of corrupt practices as defined below;**
- To provide full and consistent support to ABC COMPANY and the appropriate authorities to **prevent and combat corruption;** and
- To **report** all corrupt and other forms of unethical practices that I am aware of.

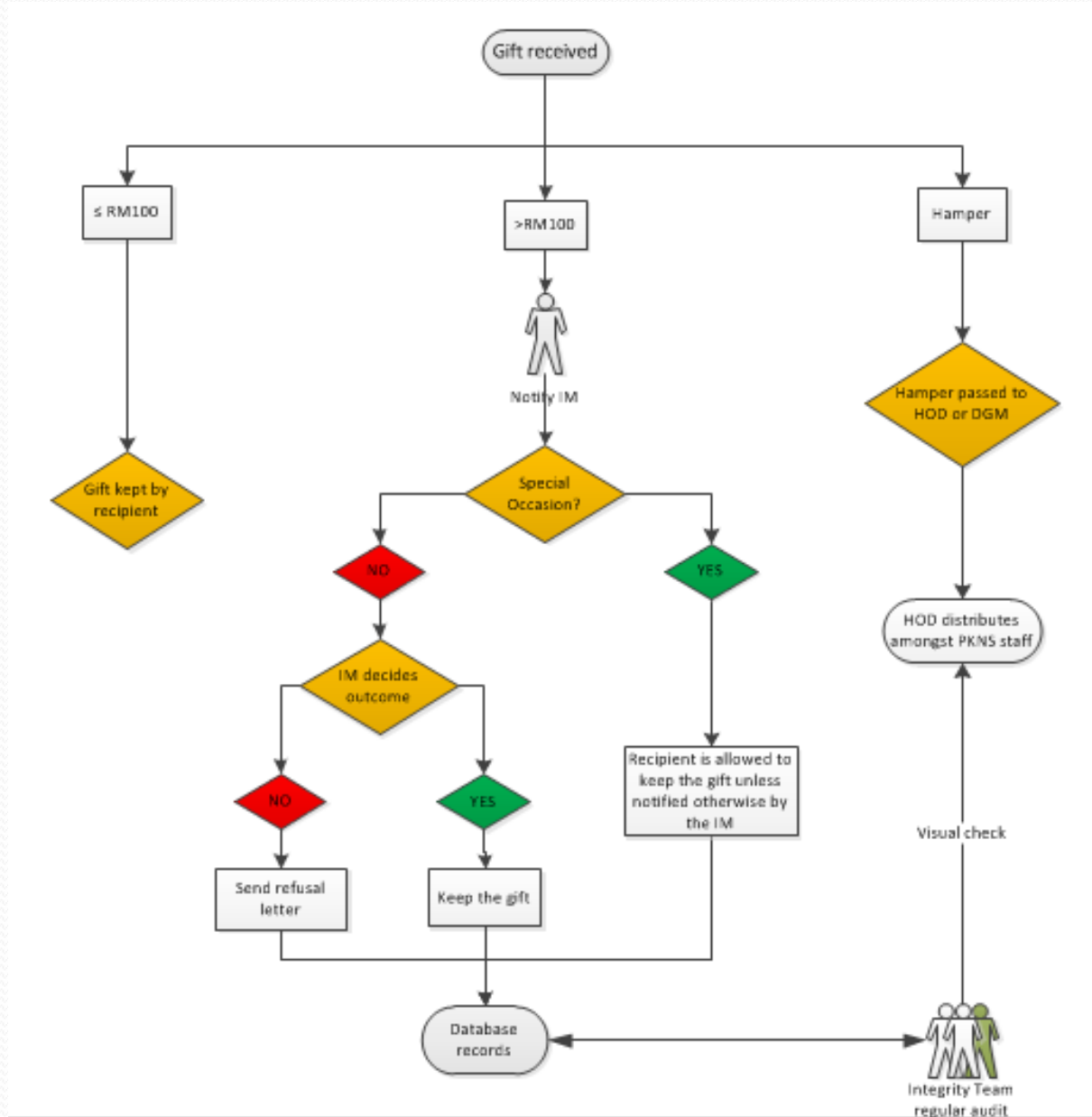
Staff Integrity Statement (2)

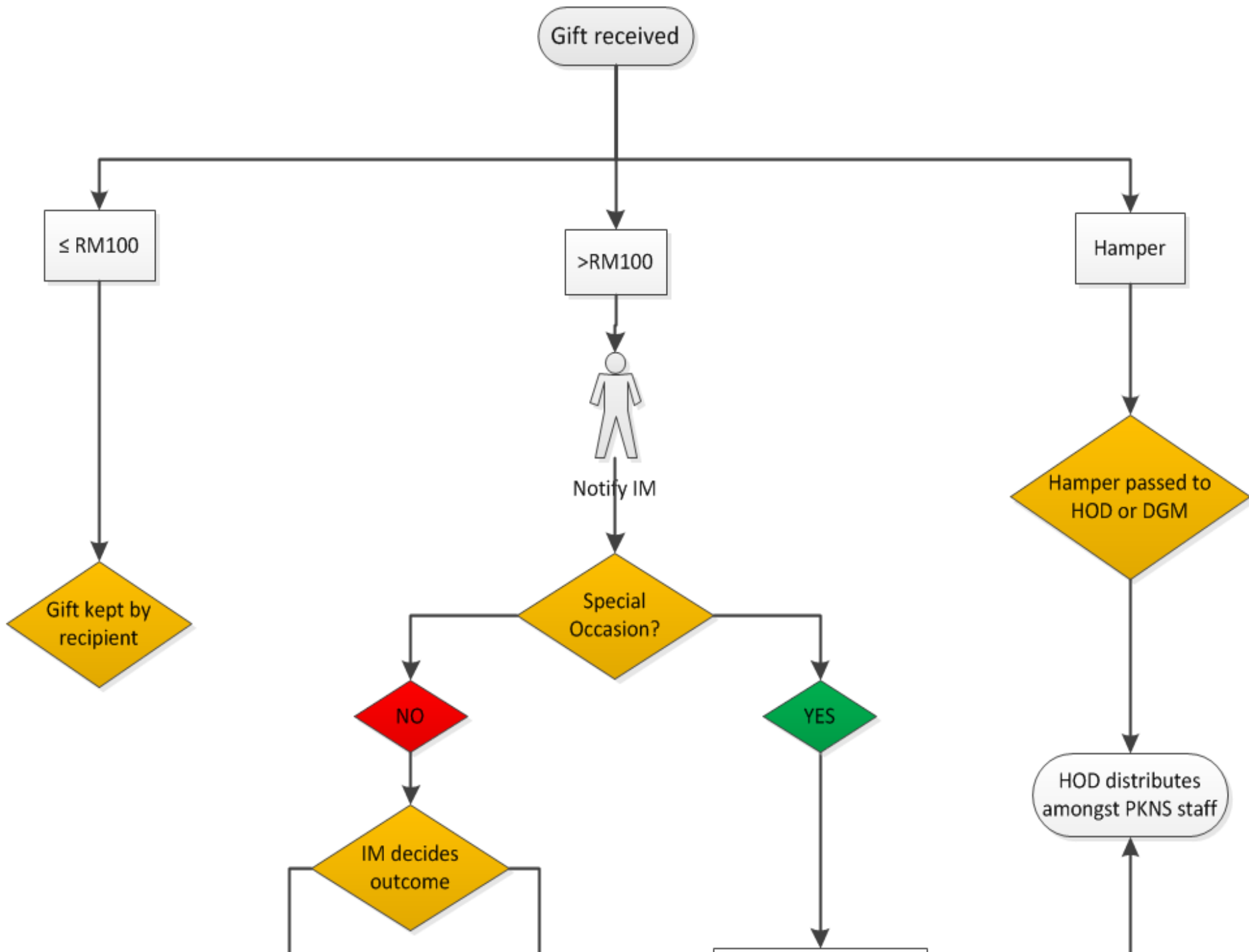
I understand that, should I violate any of the above declarations, ABC **COMPANY** may enforce **sanctions** as listed in the as specified under the Industrial Act 1967. These include:

1. Written warning
2. Fine
3. Forfeiture of emoluments
4. Deferment of salary increase
5. Demotion of salary
6. Demotion
7. Dismissal

Corrupt practices: Corruption is defined as the abuse of entrusted power for personal gain. Corruption can involve offering, giving, receiving or soliciting any item of value to illicitly influence ABC COMPANY processes or the actions of another person. **Corruption may take the form of anything of value, such as money, goods, services, property, privilege or preferential treatment, used to induce a preferred action.**

Gifts policy & procedure





Q & A

Scenarios

- Sales
- Procurement
- Get into groups of 6-8 people
- 15 minutes to come up with answers



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