



INTEGRITY

1. Honesty & Transparency

- Have I provided truthful information in all my communications, both internally and externally?
- Do I share relevant information openly with my team, leadership, and stakeholders?
- Have I corrected any misinformation or misunderstandings when identified?

2. Accountability

- Am I taking responsibility for my actions, both successes and mistakes?
- Do I acknowledge when I've made an error and take steps to correct it?
- Have I refrained from blaming others for things outside of their control?

3. Confidentiality

- Am I respecting and safeguarding confidential company information?
- Do I avoid disclosing sensitive data or proprietary information without authorization?
- Have I ensured that I am following company policies regarding data security and confidentiality?

4. Fairness & Respect

- Am I treating colleagues, customers, and stakeholders with respect and fairness?
- Do I avoid discriminatory behaviour or biased decision-making?
- Have I contributed to a work environment where diverse opinions and backgrounds are valued?

5. Ethical Decision-Making

- Do I ensure that my decisions align with the company's ethical guidelines and core values?
- Have I sought advice or guidance when facing difficult ethical dilemmas?
- Do I always ask myself whether my actions would be acceptable if made public?

6. Compliance with Laws & Regulations

- Am I familiar with and complying with all applicable laws and regulations in my role?
- Do I ensure that my actions are in line with industry standards and legal requirements?
- Have I reported any potential violations of legal or company policies when discovered?

7. Avoiding Conflicts of Interest

- Have I disclosed any potential conflicts of interest to my supervisor or HR?
- Am I ensuring that my personal interests do not interfere with my professional responsibilities?
- Do I make decisions based on what is best for the company, not for personal gain?

8. Upholding Company Reputation

- Am I mindful of how my behaviour and actions reflect the company's reputation?
- Do I avoid participating in any activities that could harm the company's image?
- Have I consistently represented the company in a professional and ethical manner?

9. Reporting Misconduct

- Am I aware of the proper channels to report unethical behaviour or violations?
- Have I spoken up or reported any actions that contradict the company's values of integrity?
- Do I support and encourage colleagues to uphold the company's integrity standards?

