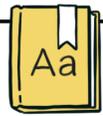




The Integral Worker Toolkit



INTEGRITY

noun
in-tĕg'ri-tē

Acting in a way you know to be right and kind in all situations.

One characteristic that truly adds to your worth within the workplace is your integrity. You value honesty, dedication, and follow-through above all else and understand that a company cannot run without integrity at its core. You truly appreciate an open and honest workplace which is demonstrated through colleagues and supervisors that are trustworthy, forthcoming, and dedicated to accomplishing goals without cutting corners. Colleagues know they can trust you above all else and seek you out when a sense of grounding and integrity is needed! While you have an affinity for many kindness concepts, congratulations - **your kindness superpower is integrity.**

INTEGRITY IN WORDS

Self-Talk



Do you seek to walk the talk and always follow through on your commitments? Do you appreciate people who always do what they say? Do you pride yourself on accomplishing your goals? The thoughts and words you speak to yourself set the tone for how you feel for the rest of the day. This in turn affects your attitude and how you speak with others. You cannot expect to demonstrate integrity with others if you do not first lead your own life with integrity. This means it's important to use positive self-talk on a daily basis. *Self-talk is the practice of consciously speaking to yourself both out loud and internally in a positive manner.* The following are suggestions to shift your self-talk towards a focus on integrity. Consider using these self-talk phrases throughout your day:

Remind yourself that you have clear boundaries and you will hold them today, even if challenged.

Example: I know the deadline is tomorrow, but John's piece is not done because of his surgery. I cannot complete his portion effectively in one day and will speak up so my supervisor knows we need an extension or more support.

Tell yourself that you will do the right thing today, even if it is hard. You have a heightened sense of right and wrong and it's your superpower.

Example: My word means something. If am asked to cut corners, I will stand up and encourage the team to follow through without shortcuts.

Speak up for yourself if you feel your personal integrity is challenged and evaluate the situation carefully.

Example: I am a valuable member of this company. I will do my work with integrity and will question others if they suggest ways that are not ethical to me.



In One-on-One Interactions

It is likely that you work with others in a one-on-one capacity in some way, shape, or form. Perhaps you have to collaborate with another team member; maybe you have one-on-one meetings with a supervisor; maybe you have to have your work reviewed by another person or you have a mentor on your team. Knowing how you value integrity at work and in your personal interactions with colleagues, here are some things to think about when working with people one-on-one that will let you showcase your high need for integral engagements and work relationships:

Tell others if they are crossing a boundary with you; similarly, encourage others to hold reasonable boundaries in the workplace.

Recognize when a colleague is living the mission, vision, and values of the company.



In Teams

Unless you are your own boss or are in a small business, you likely have a team of colleagues around you. This means you function as part of a team – either intimately or by extension (if you are not part of a specific team of people, your company as a whole is like a team – you are all driving toward the same targets and end goals). As such, it is important to see how your high degree of integrity – and your expectation for a respectful workplace – impacts your place in the team. When engaging in team-based activities as a person who highly values integrity – consider the following for improving respect among the team:

Encourage your team to align work practices, policies, and procedures to the company mission, vision, and values if they aren't already.

Write out your mission using I statements that show integrity as the core of your company. Read them aloud during each team meeting as a reminder.

Speak up if the team is veering off course and into compromising waters. Integrity is the core of any organization!

INTEGRITY IN ACTION

In order to have a workplace with integrity, there are some things you can do both at home and at work. How you start your day, end your day, engage at work and transition back home all matter for how you are able to show up both for your colleagues and for your friends and family.

Below are some suggestions for how you can ensure that your workplace actions express an attitude of **integrity** towards both yourself and others, and set you up for success all day long.

Starting & Ending Each Work Day

Commit to starting and ending your workday at a specific time both mentally and physically as time allows. This includes getting up at the same time, establishing a routine, and setting time to wind down after your shift ends.

Be honest with what you need for each work day and plan accordingly. Example: if you know you will be on the go or in meetings for the day, plan a simple lunch and not something that is more involved to prepare or a lunch out with colleagues.

At Work

Randomly select an accountability partner. Choose a personal goal (go on a walk during lunch, etc.) and meet daily/weekly to hold each other accountable. (7 steps doc)

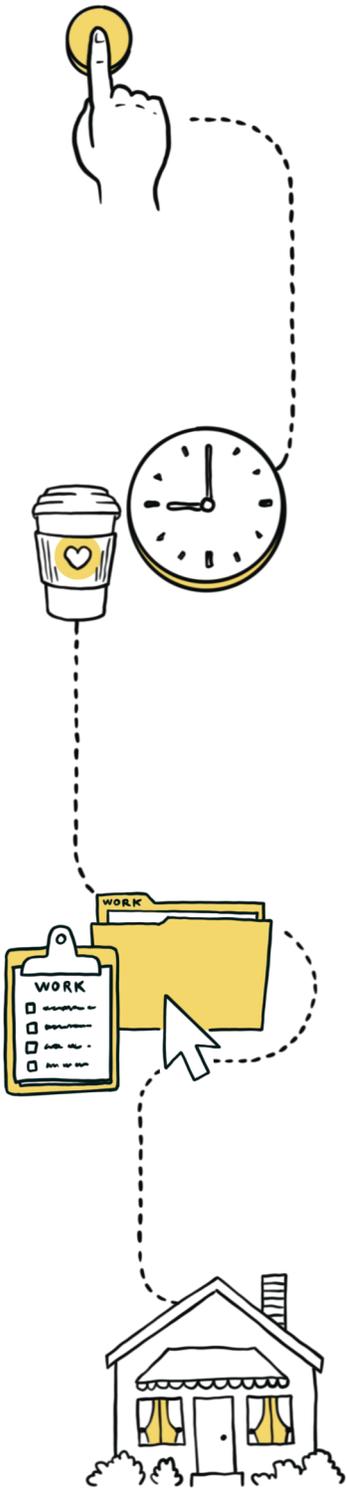
Show up early for meetings and arrange the room (if needed) or greet people as they arrive.

Be open and honest with your team; if a deadline seems out of reach, bring it to everyone's attention early on to avoid struggles later.

Transitioning Back Home

Be honest with how work went each day. If you had a rough day and need some space, speak up and communicate that right when you get home (or en route if possible).

Make choices that you know are right and kind even when alone. This is especially true if you are a parent - do what you say and say what you do. **Example: Don't eat more cookies if you have all agreed not to after others go to bed, just because you are alone.**





RANDOM ACTS OF INTEGRITY

RAKs, also known as Random Acts of Kindness, are little acts of kindness that are often anonymous (though not required!) to spread kindness and joy in your workplace. The following series of RAKs focus on a lens of integrity and encourage people in your workplace to not only feel respected, but to also spread a respectful attitude to others as well. **Let's explore ways to incorporate integrity focused RAKs throughout your workplace in a variety of settings.**

Individually

Random Acts of Kindness (RAKs) for individual coworkers can be done to lift their spirits or give them a boost for no reason at all! Here are a few ideas to get you started:

Offer to edit or proofread a colleague's work.

Relay an overheard compliment to someone.

In Your Team

RAKs for your entire team or workgroup is often simply fun and can increase morale.

These activities can be done whether you are in leadership or not and frequently inspire others to continue the cycle of caring and kindness in your workplace.

Before a meeting, share a thank you to a coworker that demonstrated integrity this week. It could be with a customer, with another coworker, or just within their own personal work.

If you are remote, you could share the thank you in the group chats during a team meeting.

Overall at Work

Your workplace as a whole can promote a community of integrity and kindness through RAKs that not only affect the company or organization, but also externally within your community or communities (if in multiple locations). Look around and start to brainstorm ideas on how to infuse integrity and kindness beyond your team. Go big!

Put motivational quotes about integrity and perseverance on all the bathroom mirrors throughout your workplace.

If you are remote, schedule team emails throughout a specific week with inspirational quotes on integrity and perseverance for remote workers.

