



## **SES Integrity Responsibilities: Advice for senior executives**

### **What should you know?**

- ✓ Be aware of and uphold your integrity obligations to your entity and your staff, as well as the broader integrity frameworks and policies that apply across the Commonwealth.
- ✓ Understand the value of the information and resources your workforce has access to, and the extent of your discretionary decision-making.
- ✓ Complete all training necessary to understand your entity's integrity policies and actively reinforce and role model these in your day-to-day duties.

### **What should you do?**

- ✓ Understand, model and implement integrity and ethical behaviour to your workforce, your colleagues and your leaders
  - Escalate integrity concerns early to ensure that they are addressed
  - Take responsibility and be transparent about errors in judgment or integrity failures that have occurred under your leadership
  - Have courageous conversations about integrity issues with your senior executive colleagues, entity head, and, where relevant, responsible minister
- ✓ Work with the managers and supervisors in your entity to foster and establish an open culture in your teams that allows individuals to speak up about integrity issues, and appropriately call out unethical behaviour.
  - Managers and supervisors play a critical role in identifying corruption indicators, reporting concerns and modelling appropriate integrity behaviours for staff.
- ✓ Hold regular conversations with your staff about integrity risks and success stories, in both formal and informal settings.
- ✓ Strategic reporting to executive committees can be useful leverage for influencing action to actively foster ethical behaviour.
  - Work with your integrity teams to collect relevant metrics to inform continuous improvement of your entity's integrity framework.
- ✓ Lead by example - hold yourself accountable and actively model ethical conduct at all times. Staff members look to senior leadership to promote best practice behaviour.

For more information on the role of senior executives in upholding integrity obligations, see ACLEI's [Guide on Integrity Responsibilities of Senior Executives](#).