

Workplace Integrity Test Questions And Answers

By [AssessGrow](#)

1. You notice a coworker consistently arrives 30 minutes late and asks others to clock in for them. What should you do?

- A) Join in and help them avoid consequences
- B) Tell your manager immediately
- C) Confront them aggressively
- D) Ignore it — it's not your problem

Answer: B

Explanation: Reporting unethical behavior protects the integrity of the workplace and ensures fairness.

2. You accidentally receive confidential documents not meant for you. What's the ethical response?

- A) Delete them immediately
- B) Report the mistake to the sender or manager
- C) Read them to see if they're important
- D) Share them with coworkers

Answer: B

Explanation: Integrity means acting responsibly and safeguarding sensitive information.

3. If you make a mistake on a client's report, what is the most ethical action?

- A) Blame someone else
- B) Wait and see if anyone notices
- C) Hide the mistake
- D) Admit the mistake and correct it

Answer: D

Explanation: Honesty and accountability are key traits of workplace integrity.

4. A friend in another department asks you to share access to your company software license. What should you do?

- A) Share it—it's harmless
- B) Say no and report the request if necessary
- C) Lend them the license for one day
- D) Ignore the request

Answer: B

Explanation: Sharing access without authorization can violate company policy and ethical standards.

5. You're under pressure to meet a sales target. Is it acceptable to exaggerate product claims?

- A) Only if the customer doesn't ask
- B) No, it's dishonest and unethical
- C) Depends on the situation
- D) Yes, if it helps close the deal

Answer: B

Explanation: Misrepresentation is unethical and can harm trust and company reputation.

6. Your manager asks you to backdate a document. What should you do?

- A) Refuse and explain your ethical concerns
- B) Ask a coworker to do it
- C) Do it secretly
- D) Follow instructions—management knows best

Answer: A

Explanation: Backdating is unethical and potentially illegal; integrity means standing up for what's right.

7. Which of the following best reflects workplace integrity?

- A) Doing what is right, even when no one is watching
- B) Avoiding responsibility
- C) Prioritizing personal gain
- D) Following orders without question

Answer: A

Explanation: Integrity is about consistency in ethical behavior, regardless of supervision.

8. If you find extra money in your expense reimbursement, what's the right thing to do?

- A) Keep it—it's their mistake
- B) Report it and return the extra amount
- C) Split it with a colleague
- D) Spend it and hope no one notices

Answer: B

Explanation: Ethical behavior includes returning funds that aren't rightfully yours.

9. A client offers you an expensive gift during a business deal. What's the most ethical response?

- A) Trade it for another gift
- B) Accept it privately
- C) Politely decline and inform your supervisor
- D) Accept it and say thank you

Answer: C

Explanation: Accepting expensive gifts can compromise impartiality or violate ethics policies.

10. If you observe a peer being verbally harassed, what should you do?

- A) Support the peer and report the behavior
- B) Record the situation and share it on social media
- C) Mind your own business
- D) Laugh along to avoid conflict

Answer: A

Explanation: Integrity includes protecting colleagues and creating a respectful workplace.

11. What does it mean to be accountable at work?

- A) Taking ownership of your actions and outcomes
- B) Hiding mistakes to avoid punishment
- C) Completing your tasks on time
- D) Blaming others when problems arise

Answer: A

Explanation: Accountability is a core part of workplace integrity.

12. A vendor offers you a commission to choose their product. What should you do?

- A) Report the offer and follow the procurement process
- B) Choose the vendor anyway
- C) Ask for a better offer
- D) Accept it discreetly

Answer: A

Explanation: Accepting bribes or commissions violates ethical procurement standards.

13. What's the ethical way to handle confidential employee information?

- A) Share it only with friends
- B) Use it to influence others
- C) Keep it secure and private
- D) Print and leave it in open view

Answer: C

Explanation: Confidentiality is a critical part of workplace trust and compliance.

14. You're tempted to inflate your work hours slightly. What should you do?

- A) Round up every time
- B) Only log actual hours worked
- C) Ask someone else to approve your false hours
- D) Add the extra time—it's only a little

Answer: B

Explanation: Time fraud is unethical; integrity means being truthful in reporting time.

15. If a colleague asks you to lie for them in an investigation, what is the ethical response?

- A) Change the topic
- B) Stay quiet and let others handle it
- C) Refuse and report the request
- D) Do it—they'd do the same for you

Answer: C

Explanation: Lying in investigations is unethical and can result in serious consequences.

16. What does transparency in the workplace mean?

- A) Telling everyone everything
- B) Avoiding difficult conversations
- C) Following only public rules
- D) Being open and honest in communication and decisions

Answer: D

Explanation: Transparency builds trust, especially in leadership and decision-making.

17. A coworker is taking credit for your work in meetings. How do you respond ethically?

- A) Calmly raise the issue with your manager
- B) Start doing the same to others
- C) Confront them aggressively
- D) Publicly embarrass them

Answer: A

Explanation: Addressing concerns through proper channels shows maturity and professionalism.

18. Which behavior reflects a lack of integrity?

- A) Asking for help when needed
- B) Offering honest feedback

- C) Falsifying data to meet goals
- D) Admitting you made an error

Answer: C

Explanation: Falsifying data is dishonest and can harm business operations and trust.

19. You see your supervisor violating safety protocols. What should you do?

- A) Report it through proper channels
- B) Try to do the same
- C) Joke about it with others
- D) Ignore it—they're your boss

Answer: A

Explanation: Safety violations are serious. Integrity includes holding everyone to the same standards, regardless of position.

20. What is an example of ethical leadership?

- A) Delegating all hard decisions
- B) Making decisions that benefit you personally
- C) Avoiding conflict at all costs
- D) Modeling honesty, fairness, and accountability

Answer: D

Explanation: Ethical leaders inspire trust by consistently doing what's right and setting a good example.

21. You overhear someone discussing confidential client data in a public place. What should you do?

- A) Record the conversation for proof
- B) Join the conversation
- C) Remind them politely that the discussion should remain private
- D) Ignore it—it's not your responsibility

Answer: C

Explanation: Maintaining confidentiality is essential. Addressing the situation respectfully helps preserve trust.

22. A coworker receives credit for something you contributed heavily to. How should you respond?

- A) Discuss your contribution with your supervisor professionally
- B) Quietly resent them
- C) Complain to other coworkers
- D) Sabotage their next project

Answer: A

Explanation: Integrity involves advocating for yourself constructively, without damaging others' reputation.

23. You are asked to approve an expense report that includes questionable items. What do you do?

- A) Reject it without comment
- B) Ask for clarification or escalate if necessary
- C) Edit it to make it look better
- D) Approve it to avoid tension

Answer: B

Explanation: Ethical behavior includes verifying questionable actions instead of turning a blind eye.

24. What does whistleblowing involve?

- A) Disagreeing with a coworker
- B) Filing a customer complaint
- C) Reporting unethical or illegal practices
- D) Calling out minor annoyances

Answer: C

Explanation: Whistleblowing is an important action when serious misconduct occurs and needs to be exposed.

25. Which action best promotes ethical culture in the workplace?

- A) Encouraging open communication and accountability
- B) Focusing only on performance goals
- C) Prioritizing company profits above all
- D) Ignoring small ethical violations

Answer: A

Explanation: An ethical culture thrives when open communication and consistent accountability are valued.

26. You're told to misrepresent a product's limitations to meet a deadline. What do you do?

- A) Refuse and explain your ethical concerns
- B) Delay the project
- C) Go along with the request
- D) Ask others what they think

Answer: A

Explanation: Misrepresentation is dishonest and violates workplace integrity.

27. Your coworker is consistently making offensive jokes. What should you do?

- A) Report the behavior or address it directly
- B) Laugh to avoid awkwardness
- C) Ignore it—it's just their personality
- D) Record it secretly

Answer: A

Explanation: Offensive behavior should be addressed or reported to maintain a respectful and safe environment.

28. A colleague is cutting corners on quality to save time. What should you do?

- A) Work harder to cover for them
- B) Let it go—it's their responsibility
- C) Raise your concerns with them or management
- D) Do the same to keep up

Answer: C

Explanation: Compromising on quality may harm the company or customers. Speaking up protects standards.

29. Your boss favors certain employees unfairly. How should you respond?

- A) Stop putting in effort
- B) Focus on your own performance and document concerns if needed
- C) Gossip with peers
- D) Try to get on their good side

Answer: B

Explanation: Responding with professionalism and integrity, even in unfair situations, is the right course of action.

30. What does ethical decision-making require?

- A) Following majority opinion
- B) Considering what's right, even if it's not easy
- C) Avoiding hard choices
- D) Doing what's best for you

Answer: B

Explanation: Ethics often involves choosing what's right over what's easy or popular.

31. A team member regularly takes credit for group success. What's the best approach?

- A) Complain to HR immediately
- B) Take credit back by exaggerating your own contributions
- C) Raise the issue during performance reviews or in a respectful conversation
- D) Tell your boss they're lying

Answer: C

Explanation: Ethical employees address credit issues maturely, without exaggeration or retaliation.

32. Which of the following best demonstrates honesty at work?

- A) Giving constructive, truthful input even if it's difficult
- B) Saying what people want to hear
- C) Avoiding any form of confrontation
- D) Always giving positive feedback

Answer: A

Explanation: True honesty includes respectful, clear feedback that supports growth and accountability.

33. You discover your department is violating a policy. What should you do?

- A) Try to benefit from it
- B) Discuss it with your manager or report it confidentially
- C) Stay silent to protect your team
- D) Pretend you didn't notice

Answer: B

Explanation: Reporting policy violations is key to maintaining integrity and organizational trust.

34. What's an example of responsible communication?

- A) Being clear, respectful, and timely with your message
- B) Withholding key information to gain advantage
- C) Avoiding difficult emails
- D) Blaming others for your errors

Answer: A

Explanation: Responsible communication builds trust, avoids confusion, and promotes transparency.

35. A senior manager is violating a company policy. What should you do?

- A) Joke about it to other staff
- B) Wait for someone else to act
- C) Ignore it—they're untouchable
- D) Report it through the appropriate channel

Answer: D

Explanation: Integrity applies to all levels—seniority does not excuse misconduct.

36. What's the ethical way to handle performance feedback?

- A) Accept feedback and work to improve
- B) Get defensive and argue

- C) Blame others for your poor results
- D) Deny all negative input

Answer: A

Explanation: Integrity includes being open to feedback and showing accountability for your performance.

37. You're working remotely and tempted to take longer breaks. What should guide your decision?

- A) Take longer breaks as long as work is done
- B) Stick to agreed hours and expectations
- C) Do whatever saves energy
- D) No one will notice

Answer: B

Explanation: Remote work requires self-accountability and integrity in time management.

38. Your coworker gives you access to restricted files "just in case." What should you do?

- A) Share it with others
- B) Thank them and keep it
- C) Inform your supervisor and delete the access
- D) Use it only when needed

Answer: C

Explanation: Accessing or keeping restricted data without need or approval is unethical.

39. What kind of workplace culture encourages integrity?

- A) One that values transparency, fairness, and ethical behavior
- B) One that punishes mistakes harshly
- C) One that ignores employee input
- D) One that rewards shortcuts

Answer: A

Explanation: A strong integrity-based culture empowers ethical decision-making at every level.

40. A team member is struggling but asks you to lie to cover for their missed deadline. What do you do?

- A) Avoid talking to them again
- B) Lie to protect your colleague
- C) Encourage them to own up and offer to help if needed
- D) Say nothing and hope for the best

Answer: C

Explanation: Supporting accountability without compromising your integrity shows leadership and ethics.

41. You find out a teammate is intentionally slowing down work to avoid extra assignments. What should you do?

- A) Tell others to expose them
- B) Do the same to avoid burnout
- C) Talk to them privately or notify your supervisor
- D) Ignore it—it doesn't affect your pay

Answer: C

Explanation: Integrity includes addressing issues constructively and not mirroring unethical behavior.

42. What does “conflict of interest” mean in workplace ethics?

- A) Two departments competing for a budget
- B) Arguing with coworkers
- C) Personal interests interfering with professional duties
- D) Having responsibilities outside your job

Answer: C

Explanation: Conflicts of interest can compromise impartiality and decision-making integrity.

43. What's the ethical action if you are praised for something you didn't do?

- A) Wait until others bring it up
- B) Accept it silently

- C) Share credit with the rightful contributor
- D) Use it to your advantage

Answer: C

Explanation: Integrity means being honest about your contributions and giving credit where it's due.

44. If your manager shares confidential data with you by mistake, what should you do?

- A) Send it to coworkers
- B) Save it for potential leverage
- C) Forward it to yourself for future use
- D) Delete it and inform them immediately

Answer: D

Explanation: Confidential data should be protected—even if received unintentionally.

45. A new employee is being excluded by the team. What would an ethical co-worker do?

- A) Join in to fit in
- B) Complain to HR without action
- C) Ignore the situation
- D) Reach out and help them feel welcome

Answer: D

Explanation: Integrity involves treating others with fairness and inclusion.

46. You discover your resume slightly misrepresents your previous job title. What should you do?

- A) Tell HR it was a mistake and correct it
- B) Wait and see if anyone notices
- C) Just update it later
- D) Leave it—it helped you get hired

Answer: A

Explanation: Honesty from the beginning maintains your credibility and trustworthiness.

47. Which of the following behaviors reflects professional integrity?

- A) Avoiding tough assignments
- B) Refusing to work overtime
- C) Owning your work and honoring your commitments
- D) Taking shortcuts to save time

Answer: C

Explanation: Professionals with integrity are reliable, responsible, and consistent.

48. You suspect someone is leaking internal documents. What's the best approach?

- A) Gossip about it
- B) Collect evidence yourself
- C) Report it confidentially through the proper channel
- D) Do nothing—it's not your role

Answer: C

Explanation: Whistleblowing through official channels is ethical and helps prevent harm.

49. What should you do if you see a colleague breaking minor company rules?

- A) Ignore it if it doesn't affect you
- B) Copy the behavior
- C) Report it or discuss the concern with them respectfully
- D) Make fun of them

Answer: C

Explanation: Addressing small infractions helps maintain a strong culture of accountability.

50. What does "ethical fading" refer to?

- A) Justifying unethical actions over time as normal behavior
- B) Declining workplace culture
- C) Burnout caused by ethical dilemmas
- D) Gradual loss of memory

Answer: A

Explanation: Ethical fading occurs when people lose sight of ethical standards due to pressure, routine, or normalization of deviance.

51. How should you handle a performance review where your manager mistakenly gives you higher scores?

- A) Ask your manager not to change it
- B) Accept it quietly
- C) Clarify the mistake with honesty
- D) Brag to coworkers about it

Answer: C

Explanation: Transparency and honesty—even when it benefits you—demonstrate true integrity.

52. A friend from another company asks for insider information. What's the ethical response?

- A) Ask them not to tell anyone
- B) Send it anonymously
- C) Refuse and explain it's confidential
- D) Share some to help them out

Answer: C

Explanation: Sharing internal or proprietary information violates confidentiality agreements and integrity standards.

53. What's an example of workplace accountability?

- A) Delegating your work
- B) Admitting your mistake and fixing it
- C) Passing blame upwards
- D) Telling others what to do

Answer: B

Explanation: Owning errors and taking steps to correct them is a cornerstone of integrity.

54. What should you do if your team is planning to mislead a client to close a deal?

- A) Report it after the deal is closed

- B) Ask for a share of the deal
- C) Stay quiet to avoid conflict
- D) Express your concern and refuse to participate

Answer: D

Explanation: Participating in deception, even indirectly, compromises your ethics and the company's reputation.

55. You are offered a reward to overlook a violation. What should you do?

- A) Take the reward but stay quiet
- B) Decline and report the situation
- C) Warn others not to get caught
- D) Negotiate for more

Answer: B

Explanation: Accepting bribes or rewards in exchange for silence is unethical and often illegal.

56. Why is consistency important in ethical behavior?

- A) To maintain a professional image
- B) So people don't challenge your views
- C) To appear smarter
- D) To build long-term trust and credibility

Answer: D

Explanation: Ethical consistency creates a trustworthy reputation and reinforces integrity.

57. What's the right action if you're being pressured to break company policy?

- A) Avoid answering
- B) Comply quietly
- C) Refuse and report the pressure
- D) Go along and document it

Answer: C

Explanation: Standing firm under pressure is a test of true integrity.

58. You're assigned to a team with someone you dislike. What does integrity look like here?

- A) Requesting reassignment without reason
- B) Sabotaging their work
- C) Working respectfully and professionally despite personal feelings
- D) Refusing to collaborate

Answer: C

Explanation: Integrity means maintaining professionalism, even in difficult interpersonal situations.

59. What is the risk of tolerating "small" unethical actions?

- A) They improve team bonding
- B) They reduce workload
- C) They usually go unnoticed
- D) They can escalate and normalize unethical behavior

Answer: D

Explanation: Small ethical compromises often lead to bigger ones, harming company culture and accountability.

60. You made a small error no one noticed, and it didn't impact the project. What's the ethical response?

- A) Mention it only if someone finds out
- B) Inform your team and correct it
- C) Let it slide
- D) Cover it up with more edits

Answer: B

Explanation: Ethical behavior means taking responsibility even for unnoticed or minor mistakes.

61. Your teammate shares a meme that offends others in a work group chat. What should you do?

- A) Privately address the issue or report it if necessary

- B) Laugh along so they don't feel bad
- C) Forward it to others for laughs
- D) Say nothing to avoid conflict

Answer: A

Explanation: Integrity means standing against inappropriate behavior while maintaining professionalism.

62. What should guide your behavior when company policies are unclear?

- A) Wait to be told what to do
- B) Follow your ethical judgment and ask for clarification
- C) Do what others do
- D) Choose what benefits you most

Answer: B

Explanation: When policies are vague, personal ethics and integrity should guide your actions.

63. What is the ethical way to handle conflict with a coworker?

- A) Confront them publicly
- B) Escalate to HR immediately without trying to resolve it
- C) Address the issue privately and respectfully
- D) Avoid them completely

Answer: C

Explanation: Ethical conflict resolution involves professionalism, fairness, and direct communication.

64. You're managing a project and discover data was accidentally manipulated. What should you do?

- A) Use the data since it looks better
- B) Delay reporting it
- C) Disclose the error and correct it
- D) Ignore it—it was unintentional

Answer: C

Explanation: Accurate reporting is crucial. Ethical leaders correct mistakes, even if unintended.

65. Which of the following shows a lack of workplace integrity?

- A) Respecting client confidentiality
- B) Giving timely feedback
- C) Hiding errors to protect your image
- D) Following deadlines

Answer: C

Explanation: Covering up mistakes erodes trust and accountability.

66. Your colleague takes an extended break and asks you to cover for them. What should you do?

- A) Refuse and explain why it's not appropriate
- B) Do it—it's harmless
- C) Ignore their request
- D) Lie for them to be nice

Answer: A

Explanation: Covering for unethical behavior, even small ones, compromises your own integrity.

67. Which scenario best demonstrates ethical decision-making?

- A) Choosing the fastest solution
- B) Doing what's most profitable
- C) Doing what benefits your team regardless of impact
- D) Choosing what's right even when it's unpopular

Answer: D

Explanation: Ethical decisions may not always be easy, but they maintain long-term trust and fairness.

68. You notice an intern being assigned inappropriate personal tasks by a manager. What's your ethical responsibility?

- A) Ignore it—it's not your team
- B) Ask others about it
- C) Report it through the proper channel
- D) Join in assigning tasks

Answer: C

Explanation: Protecting vulnerable employees and maintaining workplace fairness reflects strong integrity.

69. What does integrity look like when no one is watching?

- A) Slacking off since no one will notice
- B) Taking shortcuts to get ahead
- C) Doing the right thing regardless of recognition
- D) Pretending to be busy

Answer: C

Explanation: True integrity is consistent, whether observed or not.

70. Your supervisor wants you to keep quiet about a failed safety audit. What should you do?

- A) Keep quiet but document everything
- B) Comply—they're in charge
- C) Tell only your coworkers
- D) Report it to the appropriate authority

Answer: D

Explanation: Safety violations must be reported to prevent harm and legal risk, regardless of pressure.

71. How can a company encourage ethical behavior among employees?

- A) Avoid discussing difficult topics
- B) Reward performance regardless of how it's achieved
- C) Promote ethics training and lead by example
- D) Focus only on profits

Answer: C

Explanation: Ethics must be modeled, encouraged, and embedded in company culture.

72. A team member lies during a client presentation. What should you do?

- A) Joke about it later
- B) Back them up to protect the team
- C) Speak to them or report the misrepresentation
- D) Say nothing in the meeting

Answer: C

Explanation: Integrity includes ensuring clients receive honest and accurate information.

73. What is ethical leadership?

- A) Using fear to gain control
- B) Letting employees do whatever they want
- C) Guiding with transparency, fairness, and accountability
- D) Always being the most popular leader

Answer: C

Explanation: Ethical leaders build trust and respect by consistently acting with integrity.

74. What should you do if you're asked to work on a project that conflicts with your values?

- A) Raise your concern with your manager
- B) Do it anyway and worry about it later
- C) Complain to coworkers
- D) Accept it to avoid issues

Answer: A

Explanation: Expressing your concerns respectfully shows integrity and self-awareness.

75. You discover a supplier is using unethical labor practices. What's the most responsible action?

- A) Ignore it to preserve the relationship
- B) Report the issue and propose alternatives
- C) Request a discount
- D) Warn other employees quietly

Answer: B

Explanation: Ethical sourcing protects your company's reputation and upholds human rights.

76. What's a sign of an integrity-driven organization?

- A) Transparent communication and fair policies
- B) Unclear reporting lines
- C) High turnover
- D) Frequent rule changes

Answer: A

Explanation: Organizations with integrity support ethical practices, fairness, and clarity.

77. Your colleague says they'll "fudge the numbers" to meet KPIs. What should you do?

- A) Discourage them and report if needed
- B) Do the same on your report
- C) Stay silent—it's not your business
- D) Suggest doing it better next time

Answer: A

Explanation: Falsifying data is unethical and must be addressed to prevent long-term harm.

78. What is your responsibility if you witness discrimination at work?

- A) Watch to see what happens
- B) Support the affected colleague and report the behavior
- C) Let HR handle it eventually
- D) Ignore it if you're not involved

Answer: B

Explanation: Speaking up protects others and supports a respectful workplace.

79. You're assigned a task that's outside your comfort zone. How does integrity guide your approach?

- A) Ask for help and give it your best effort
- B) Avoid the task
- C) Complain to your manager
- D) Delegate it to someone else without asking

Answer: A

Explanation: Integrity includes taking ownership and showing responsibility even during challenges.

80. Which of the following behaviors builds trust over time?

- A) Making excuses
- B) Taking credit for others' ideas
- C) Avoiding extra work
- D) Consistently acting with honesty and responsibility

Answer: D

Explanation: Trust grows through consistent ethical behavior and accountability.

81. You forgot to complete a task and a client is now upset. What's the ethical course of action?

- A) Apologize and correct the mistake immediately
- B) Ignore it and move on
- C) Pretend it was someone else's task
- D) Blame the client for unclear instructions

Answer: A

Explanation: Integrity involves owning mistakes and resolving them transparently.

82. Your coworker makes a small cash transaction using company money without approval. What should you do?

- A) Say nothing—it's just a small amount
- B) Lend them more money
- C) Report the incident to a supervisor or finance
- D) Ask them to split it with you

Answer: C

Explanation: Misuse of company funds, regardless of amount, is a serious ethical concern.

83. You're underqualified for a task but no one else is available. What do you do?

- A) Be honest and ask for guidance or support
- B) Lie about your experience

- C) Refuse rudely
- D) Attempt it silently and hope for the best

Answer: A

Explanation: Integrity includes being honest about your limitations and seeking help appropriately.

84. What should you do if you're instructed to do something unethical to meet a deadline?

- A) Follow the order and then apologize later
- B) Refuse and report the request
- C) Ask others to handle it
- D) Do it quickly and quietly

Answer: B

Explanation: Deadlines never justify unethical actions. Reporting protects both you and the company.

85. A client mistakenly overpays. What's the right response?

- A) Keep the money
- B) Wait to see if they notice
- C) Inform them and issue a refund or credit
- D) Split the difference

Answer: C

Explanation: Honesty in financial dealings builds trust and avoids legal issues.

86. You're reviewing your team's work and find errors. What should you do?

- A) Collaboratively fix the issues before submission
- B) Blame the team in your report
- C) Submit it anyway
- D) Ignore it to meet the deadline

Answer: A

Explanation: Integrity includes correcting mistakes as a team and ensuring quality outcomes.

87. A supplier offers to pay you personally for fast-tracking a deal. What's the ethical action?

- A) Delay the deal as leverage
- B) Decline and report the offer
- C) Negotiate a higher offer
- D) Accept it—it's a reward

Answer: B

Explanation: Accepting personal incentives violates procurement ethics and trust.

88. What is a consequence of not acting with integrity in the workplace?

- A) Damaged reputation and potential disciplinary action
- B) Promotions and bonuses
- C) Long-term trust and respect
- D) More flexibility with rules

Answer: A

Explanation: Ethical violations can lead to reputational harm, job loss, or legal consequences.

89. If your work was mistakenly credited to someone else, what should you do?

- A) Politely raise the issue and clarify your role
- B) Wait until your manager notices
- C) Create drama over it
- D) Stay silent to avoid conflict

Answer: A

Explanation: Addressing credit professionally maintains your integrity and team harmony.

90. How should a company handle reported ethical violations?

- A) Investigate promptly and fairly
- B) Ignore them unless publicized
- C) Fire the reporter to avoid problems
- D) Only punish if there's hard evidence

Answer: A

Explanation: Proper investigation ensures accountability and reinforces a culture of integrity.

91. What is a red flag that indicates a lack of integrity in the workplace?

- A) Open communication
- B) Consistent leadership behavior
- C) Transparent reporting systems
- D) Tolerance of dishonesty or favoritism

Answer: D

Explanation: When dishonesty is tolerated, it signals ethical problems in company culture.

92. If you accidentally access restricted data, what is the best response?

- A) Show it to your team
- B) Close it and report the access
- C) Keep it for later
- D) Forward it to your personal device

Answer: B

Explanation: Handling data responsibly protects privacy and compliance.

93. What's the purpose of a company's code of conduct?

- A) To guide employee behavior and uphold ethics
- B) To show off in investor reports
- C) To promote competition
- D) To set legal terms

Answer: A

Explanation: A code of conduct defines expectations and supports ethical decision-making.

94. Your boss offers you a promotion in exchange for a personal favor. What should you do?

- A) Keep quiet about it

- B) Decline and report the unethical offer
- C) Accept it to advance your career
- D) Negotiate better terms

Answer: B

Explanation: Quid-pro-quo offers violate professional ethics and must be reported.

95. You notice a team member frequently taking office supplies home. What do you do?

- A) Joke about it with others
- B) Report or raise the concern appropriately
- C) Take some yourself
- D) Record them secretly

Answer: B

Explanation: Misusing company property is unethical. Reporting helps protect company resources.

96. A colleague suggests lying on a timesheet. What should you do?

- A) Refuse and explain why it's wrong
- B) Warn them but cover for them
- C) Agree—it's just a small lie
- D) Do it and change yours later

Answer: A

Explanation: Time fraud is unethical, and encouraging honesty strengthens accountability.

97. Which action supports a culture of integrity?

- A) Leading by example
- B) Rewarding shortcuts
- C) Withholding concerns
- D) Ignoring team violations

Answer: A

Explanation: Ethical leadership inspires others to act with honesty and responsibility.

98. A team member falsifies a report to impress management. What should you do?

- A) Join them next time
- B) Report it as a breach of trust
- C) Praise their creativity
- D) Stay out of it

Answer: B

Explanation: Misrepresentation undermines data integrity and business decision-making.

99. What does ethical accountability mean?

- A) Being right all the time
- B) Hiding mistakes to protect your image
- C) Taking responsibility for your actions and their outcomes
- D) Blaming others to avoid consequences

Answer: C

Explanation: Accountability is the foundation of ethical, trustworthy behavior.

100. What's the long-term benefit of acting with integrity at work?

- A) Avoiding hard tasks
- B) Making fewer friends
- C) Gaining secret advantages
- D) Building trust, reputation, and career growth

Answer: D

Explanation: Integrity leads to professional credibility, strong relationships, and leadership potential.