



# E A C 2025 INTEGRITY AWARD

Globally, employee engagement statistics estimate that an office professional would spend one-third of their life at work, translating to at least 90,000 hours at work over a lifetime. During this time, the office professional is expected to show professionalism, *integrity*, and discretion as these are paramount to earning trust and maintaining confidentiality. Simply put, *integrity* is the act of behaving in an ethical, moral, honest and honourable way – even when you know no one is watching. An individual with integrity lives their life in a moral and ethical manner, he/she has a good interpersonal skills and the core values they hold extend to their professional life as well.

**Please submit your entry form and supporting documents to: Jade Mthiyane | [mthiyanej@mut.ac.za](mailto:mthiyanej@mut.ac.za)**

**Deadline: 10 September 2025 at 23h00**

## ELEGIBILITY:

This award is open to any secretary/PA/Administrator who shows outstanding attributes of an individual of integrity. The nominee must have been in this profession for at least TWO years.

## REVIEW PROCESS & SELECTION CRITERIA:

Applications will be reviewed by an adjudicating team comprising of former EAC external presenters and industry professionals. The adjudication panel reserves the right not to grant this award should it judge that the applications are not of sufficient standards to meet the selection criteria.



[www.mut.ac.za/eac](http://www.mut.ac.za/eac)



[mthiyanej@mut.ac.za](mailto:mthiyanej@mut.ac.za)



0607532476



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## EAC INTEGRITY AWARD 2025

| <b>1. PARTICULARS OF APPLICANT</b>  |  |
|---|--|
| Name of applicant   |  |
| Organisation  |  |
| Position  |  |
| Number of years in current position   |  |
| Telephone   |  |
| Email address   |  |
| Name and position of immediate Line Manager   |  |
| <b>2. DETAILS AND EVIDENCE</b>  |  |
| Show practical examples of how the systems you have put in place to run your office espouse values of integrity.  |  |
| Provide any other examples/notes of appreciation or letters received over the past two years commending your attitude and value system. (portfolio of evidence)   |  |
| <b>3. NOMINATORS</b>  |  |
|   |  |
|   |  |
| <p>Two nominators must each submit on a separate page:</p> <p>3.1. Indicate how long you have worked with the applicant and in which capacity.</p> <p>3.2. Indicate how the nominee has built an enabling foundation for the office they serve.</p> <p>3.2. Provide top FIVE reasons why the nominee should receive the integrity award recognition.</p> <p>3.3. What is it that distinguishes the nominee from the other administrators within the organisation?</p> |  |
| <b>4. NAMES AND SIGNATURES</b>  |  |
| <p>4.1. Name of nominator 1:   .....(Full Names)</p> <p>Signature..... Date:.....</p>   |  |
| <p>4.1. Name of nominator 1:   .....(Full Names)</p> <p>Signature..... Date:.....</p>   |  |