

Guide To Making Ethical Decisions

What is the ethical dilemma you are currently facing?

- What doesn't feel right?
- What feelings does it bring up for you?
- What are the issues?
- Why are these issues a concern of yours?
- What are the facts around this dilemma?

What are your personal and organizational standards?

1. Personal Standards

- Review your values.
- How do you usually resolve conflicts?

2. Organizational Standards

- What policies, practices, or written code of ethics exist in your organization?
- What behaviors or decisions create your organizational standards?

Develop your preliminary decision, and conduct an analysis.

1. Motive

- Why do you want to do something about this dilemma?
- Why does the organization (or customers, employees, or stockholders) want to do this?

2. Process

- What are optional ways to do this?
- How will the method you are choosing help achieve the desired end?
- Is this process in alignment with your values?
- Is this process in alignment with your standards?
- Do you need more time to consider the best process or method to use?
- Is there anyone else who can provide input or counsel?

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3. Consequences

- Will this decision violate any laws?
- Will this decision compromise any personal or organizational standards?
- How will this decision or action affect you in the long- and short-term?
- How will this decision or action affect others in the long- and short-term?
- Will this decision or action cause harm at any level?

Finalize your options. What are you willing to do?

Act now—go ahead with the plan.

Do nothing.

Alter the plan of action.

Act on your decision!