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## **Ethical Decision Making Process**

**Source: The Centre for Organisational Excellence Research**

This self-assessment has been adapted from:

Stanley, T. L., (2009), Ethical Decision Making In Tough Times, SuperVision, Vol 70, Iss 3, pp 3-6, National Research Bureau, Burlington

This article can be found in the BPIR.com's Business Periodicals Database.

### **How the self-assessment can help BPIR members...**

A check list is provided to assess if your decision making process follows ethical steps.

## The Self-Assessment

For each question below circle "Yes", or "No", to describe your position in regard to making an important ethical decision.

<b><i>Taking Time Out To Make Ethical Decisions</i></b>		
<b><i>Questions</i></b>	<b><i>Notes</i></b>	<b><i>Response</i></b>
1. Have you carefully identified each ethical issue?	Be sure to seek advice/counsel before acting	Yes/No
2. Will any person or group be disadvantaged by your decision?	Think through the potential implications associated with decisions	Yes/No
3. Have all the appropriate stakeholders been included as part of the decision making process?	Wisdom is found among many advisors	Yes/No
4. Have you considered how you would feel if you were in a stakeholder's place	Empathy can throw a different light on issues	Yes/No
5. Have you gathered enough information to make an informed decision?	It is better to delay ethical decisions to gather further facts	Yes/No
6. Have you considered standardising this decision?	Standard practices affect the culture of organisations	Yes/No
7. How will the decision be perceived a year hence?	Enduring decisions provide good future foundations	Yes/No
8. Have you considered senior management's reaction to your decision?	We should be proud of all facts that come to light concerning our decisions	Yes/No
9. If you had to stand before a court could you defend your decision legally?	Be sure to seek legal advice for all contentious matters	Yes/No
10. Would you want your family and friends to know the details of your decision?	Reputations take a long time to develop but they can be lost in a moment	Yes/No
11. Have you documented all relevant steps associated with your decision?	Keep good records of such decisions for legal and managerial purposes	Yes/No

## Scoring Key

Each "No" response in this self-assessment acts as red flag which indicates the need to revisit your decision making process.