EMPLOYER ENGAGEMENT QUICK GUIDE | ETHICAL DECISION-MAKING MODEL

1. WHAT IS THE ETHICAL DILEMMA?

- **Gather the Facts:** It is important that you have gathered all of the facts to ensure you understand the situation in its entirety.

- **Explore the 6 Ethical Principles:** Determine which 2 or more ethical principles are in conflict.

- **Define the Ethical Dilemma:** State the conflict between the principles.

2. IDENTIFY THE STAKEHOLDERS.

- **Primary Stakeholder(s).** The individual(s) who have the most to gain or lose from the situation.

- **Secondary Stakeholder(s):** The individual(s) who are involved in the situation but aren't primary. It is important not to overlook these individuals, as they can affect the outcome and (mis) understandings of the situation.

3. IDENTIFY OPTIONS & CHOOSE SOLUTION.

- **Brainstorm Possible Solutions:** Consider possible options available to address the dilemma. Having other (preferably impartial) people in your brainstorming session helps provide diverse perspectives.

- **Consider Pros and Cons:** For each option, consider likely outcomes/counter outcomes. You may wish to consult with others as the weigh your options.

- **Determine Best Solution:** Select the option determined to be the best course of action.

4. TAKE ACTION.

- **Determine Action Steps:** Identify and sequence actions needed. Communicating your decision is an important action step.

- **Act:** Move from theoretical to actual with your chosen course of action.

- **Document:** Explain how you came to your decision Why did you/your team have selected this course of action, and how you have addressed the ethical principles that are involved. This will also support you if the ethical situation becomes a legal matter.

5. REFLECT & EVALUATE.

- **Review Your Process:** Step back and think about the overall process used to reach your decision. Did your decision resolve the conflict? If not, what would you do differently the next time?

- **Assess What You've Learned:** What can you learn from this experience and how can you use this in future situations?