Ethical Decision Making Process

Ask yourself these questions

1. Is the issue covered in the Employee Code of Conduct?
   - Review the UWF Code of Conduct to see if explicit advice is given

2. Is action required?
   - Stop right now if the answer is “NO”

3. Is it legal?
   - Would this decision come in conflict with any of our shared values?

4. Does UWF have an applicable policy?
   - Check existing policies for guidance

5. Does it reflect the values and culture of the University?
   - Would you feel embarrassed to tell your family and friends, that is a strong indication against the behavior

6. Have you considered the impact on UWF?
   - If you would be embarrassed to tell your family and friends, that is a strong indication against the behavior

7. Would you feel comfortable explaining your actions to friends and family?
   - Could I defend my actions if they appeared in the news?

8. If you cannot confidently answer “yes” to all of these questions, contact OCE, HR, or OGC for advice!