A Simple Guide to Ethical Decision Making

You may feel unsure about how to respond to a situation or make a decision, since there seem to be a number of acceptable alternatives. If you consider the following, you will likely be able to respond appropriately and make an ethical decision:

**Policies**  **Legal**  **Universal**  **Self**

1. Prepare a decision based on the facts of a situation.

2. Does it comply with SBHE and institution policy?
   - **P**

3. Is it legal?
   - **L**

4. Does it comply with SBHE and institution core values?
   - **U**

5. Would you feel comfortable explaining your actions to family and friends?
   - **S**

6. Could you defend your actions if they appeared in the news?

If you can confidently answer YES to these considerations, you are likely making an ethical decision.

If you cannot confidently answer YES to all of these considerations, contact the Office of Compliance and Ethics, Human Resources, or Legal Counsel for advice!