***PROCESS FOR ETHICAL DECISION MAKING***

***NINE CHECKPOINTS***

***FOR ETHICAL DECISION MAKING***

**1) *AWARENESS***

Recognize there is a moral issue.

***2) ACTOR***

Whose dilemma is this?

***3) WHAT HAPPENED?***

Gather all the facts.

***4) RIGHT VERSUS WRONG***

Apply the four tests.

***5) RIGHT VERSUS RIGHT***

State the two rights and choose the dilemma categories that fit.

***6) RESOLUTION***

Apply the three decision principles.

***7) ASK:***

Is there a Third Way Out?

***8) DECISION***

Decide what to do.

***9) REFLECTION***

Revisit the decision later.

*From the Institute For Global Ethics, Preparing For The Challenges Of The 21st Century*

***WORKSHEET FOR ETHICAL DECISION MAKING***

***Step 1. AWARENESS:*** Is this a question of ethics?

***Step 2. ACTOR:*** Whose dilemma is this?

***Step 3. WHAT HAPPENED?*** What are the facts of the situation?

***Step 4.*** Is this a question of ***RIGHT VERSUS WRONG?***

***APPLY THE FIVE TESTS***

* Is it legal?
* Does it meet professional standards?
* Does it feel right in my gut?
* Would it be OK to see on the front page?
* Would my role model do it?

If you answer YES to most of the above, it is a right-versus-right dilemma. Go to Step 5.

***Step 5. RIGHT VERSUS RIGHT.*** What are the two rights?

Is it right, on the one hand, to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is it right, on the other hand, to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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Choose the dilemma categories that fit:

\_\_\_truth versus loyalty \_\_\_short term versus long term

\_\_\_self versus community \_\_\_justice versus mercy

***Step 6. RESOLUTION.*** Apply the three decision principles.

***ENDS-BASED PRINCIPLE.*** Which decision will result in the greatest good for the greatest number?

***RULE-BASED PRINCIPLE.*** What is the highest principle that could become the rule here?

***CARE-BASED PRINCIPLE.*** If you put yourself in the position of the others, what will you do? (First identify the others.)

***Step 7. IS THERE A THIRD WAY OUT?***

***Step 8. DECIDE*** What should be done? What actually was done?

***Step 9. REFLECTION.*** Looking back, was it the best decision?

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