

# Six Steps to an Ethical Decision

**The Law:** Is it legal? Does it meet the spirit of the law?

**The Rules:** Am I violating a policy/breaking a rule that everyone else must follow?

**Integrity:** Am I breaking my word, a trust, a promise, or a value?

**Appearances:** Do I have a conflict of interest in fact or appearance? Am I the only/prime beneficiary of an offer or service?

**Clear Thinking:** Is emotion or bias clouding my judgment?

**Perspective:** Is this my finest hour or one I might regret?

"If you don't stick to your values when they're being tested, they're not values, they're hobbies." ~ Jon Stewart