



ATTENDEE HANDOUT

LEVELING UP HR ETHICS

Making the Right Decisions When the Stakes Are High

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BEFORE YOU MAKE THE DECISION, ASK



1 WHAT ARE THE FACTS?

- > What do I know?
- > What assumptions am I making?
- > What information is still missing?

2 WHO WILL BE IMPACTED?

- > Employees
- > Leaders
- > The organization
- > Customers or the community

3 WHAT ARE MY OPTIONS?

- > Have I considered more than one solution?
- > Am I rushing because of pressure or fear?

4 IS IT LEGAL — AND IS IT ETHICAL?

Just because we *can*, does that mean we *should*?

5 DOES IT ALIGN WITH OUR VALUES?

- > Is this decision consistent with our organizational values?
- > Can we clearly explain the business rationale?

6 WHAT IF THIS DECISION WERE MADE PUBLIC?

Would I be comfortable explaining this decision to employees, leadership, or publicly?

7 AM I MAKING THIS DECISION FOR THE RIGHT REASONS?

CONSIDER Pressure · Fear · Personal bias · Self-preservation · Organizational politics

THE FINAL QUESTION

“Can I stand behind this decision tomorrow?”



WHEN THE STAKES ARE HIGH

PAUSE BEFORE YOU PROCEED

P

PAUSE

Don't allow urgency or pressure to force a rushed decision.

A

ASSESS

Gather the facts and identify who may be affected.

U

UNDERSTAND

Consider the legal, ethical, and business implications.

S

SEEK PERSPECTIVE

Consult the appropriate resources or trusted advisors.

E

EVALUATE

Review your options and determine the most responsible path forward.

MY ETHICAL COMMITMENT

I will pause before making difficult decisions, seek the facts, consider the impact, and have the courage to do what is right — even when it is difficult.

SIGNATURE

DATE



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development for individuals and
organizations.

KEEP THE CONVERSATION GOING

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