

12 Working with Others

WORKSHEET FOR ETHICAL DELIBERATION

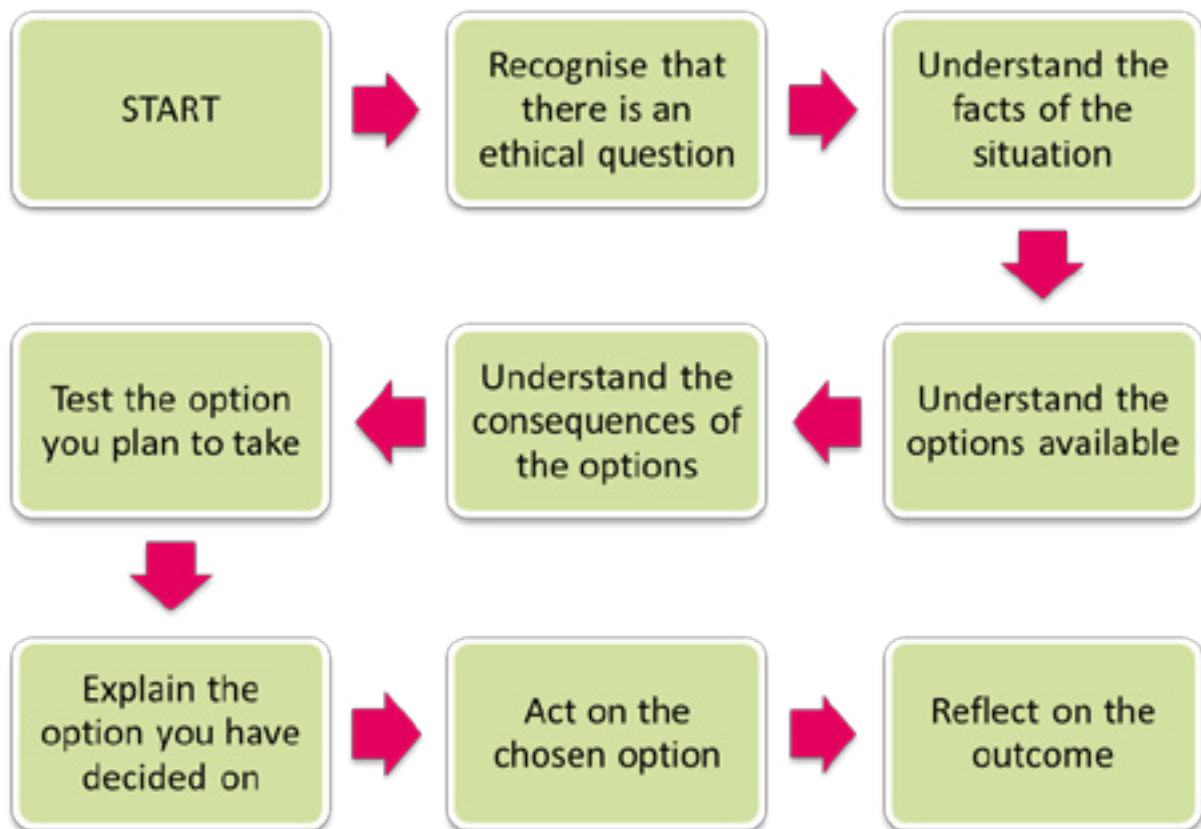
This worksheet has been designed to assist individuals to make professional and ethically responsible decisions, by encouraging them to think about their own ethical standards in a personal or professional context, and reflecting on the following questions:

- What are ethics? Why are they important?
- What ethical behaviours do I think are important to display as an adviser?
- How do my decisions affect my clients and others?



Methodology

With reference to the flowchart below, write under each heading the relevant points that apply to the ethical situation that you are trying to resolve.



1. Recognise that there is an ethical dilemma

What is the situation?

Do I have choices?

What is at stake?

2. Understand the facts of the situation

What are the facts?

Do I need to find anything out?

3. Understand the options available

What are my options?

Do any laws/professional ethics influence my options?

4. Understand the consequences of the options

What are the consequences of each option?

Who will be affected by each option?

How will the parties be affected by each option?

5. Test the option you plan to take

Which is the best option?

Thoroughly review the preferred option:

Will the preferred option be difficult for others to understand?

Can I justify my actions?

How will I implement the decision?

6. Explain the option you have decided upon

Can you justify your actions in a logical and straightforward manner?

Keep records that note the essentials of the issue, what you did to resolve it, the options you considered, and how you communicated your decision to those affected.

7. Act on the chosen option

How will I implement my decision?

8. Reflect on the outcome

How did my decision turn out?

Who was affected and how?

What did I learn from this situation?

Adapted from New Zealand Government Immigration Advisors Authority. (2013). *Ethics Toolkit*. pp. 15-18. Retrieved July 15, 2015 from <http://www.iaa.govt.nz/toolkits/ethics-toolkit.pdf>