

Ethical Values Checklist

1. Does the action or decision reflect an appropriate level of **responsibility**?
 - a. Do you accept the outcomes of the actions you have taken or are considering, regardless of the outcome that results?
 - b. Are you clearly and accurately describing the actions and outcomes you take?
 - c. Are you clearly and objectively sharing the actions and outcomes taken by others in the event those actions are contrary to ethical standards?
 - d. Is there a potential that personal relationships can affect your thinking and reduce your ability to make an objective recommendation in this matter?
2. Does your action or decision reflect appropriate **respect** for yourself, others, and the resources you are supposed to manage?
 - a. Do you understand the local, regional, company, and national norms required to ensure that how you treat people will be deemed acceptable?
 - b. Are you providing detailed financial status tracking to avoid any questions about the project funds you are spending?
 - c. Are your decisions and actions in line with safety rules and regulations for all stakeholders?
 - d. Are you ensuring that your meetings and discussions follow a predistributed agenda, and if the purpose of a meeting can't be fulfilled or a meeting is no longer necessary, you cancel it to allow people to spend their time productively?
3. Are you demonstrating **fairness** in the decision or action you are considering?
 - a. Do you have any external influences that will diminish your objectivity in making a decision or recommendation?
 - b. Do you have any preconceived thoughts about an issue, vendor, or project situation that will reduce your ability to view all feasible options and give them equal weight when deciding a course of action or making a procurement decision?
 - c. Do you have a real or perceived relationship with a vendor that should disqualify you from participating in a vendor evaluation exercise?
 - d. Do you provide a transparent decision-making process?
4. Are you reflecting **honesty** in your actions and decisions?
 - a. Are you doing what you said you would do?
 - b. Are you being fully transparent and sharing "the whole truth" about the situations you are involved in?
 - c. After communicating, do others have the same full picture of the truth as you understand it?
 - d. Do you seek to understand the truth?