

Taking Action

When you are confronted with an ethical dilemma, it is your responsibility to TAKE ACTION. This decision-making model can help you assess whether or not a particular action is “the right thing to do.” Keep in mind that not taking action is itself an action that can have serious consequences.

ACTION Decision-Making Model

A

Act Responsibly

Has someone taken responsibility?
Do you have all the information you need?
Has the information been clarified?

C

Consider our Ethical Principles

Does the action foster Respect and trust?
Does it reflect Integrity? Promote Teamwork?
Does it demonstrate Quality, Innovation, and Citizenship?

T

Trust your Judgment

Is the action fair?
Does it feel comfortable?
Is it the “right” thing to do?
Could it be shared publicly?

I

Identify Impact on Stakeholders

Does the action positively impact the Employee? Team?
Supplier? Customer? Company? Shareholders? Public?

O

Obey the Rules

Does the action comply with:
The law?
Company policy?
Regulatory agency requirements?
Customer requirements?

N

Notify Appropriate Persons

Has communication been open and honest?
Have potential problems been disclosed ?