

**MTSU Jones College of Business  
Ethics Decision Making Process**

1. Identify an ethical issue.
2. Review the facts.
3. Develop alternative actions to solve the ethics issue.
4. Evaluate the alternatives. For each alternative, ask these questions:
  - Personal Integrity – Am I being honest, fair, and truthful if I select this alternative? Does this alternative respect others and show professionalism? Does this alternative help to build trust?
  - Reduce Harm – Who is affected by the alternative? Does the alternative do more harm to those impacted than it does good? How might this alternative impact the larger community?
  - Individual Rights – Are there individual rights that should be protected in the situation?
  - Compliance – Do company policies, codes of ethics, and/or the law provide guidance for the issue?
  - Empathy – Does this alternative allow me to treat others the way I would like to be treated?
5. Make a decision and implement it.
6. Reflect on the ethics decision outcome
  - Do company policies or the code of ethics need to be updated to reflect this decision?
  - Are there ways I might I change my decision process to make a better decision next time?

Proposed by the Jones College Faculty Work Group  
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Adapted by Dean's Office [reordered questions in #4]  
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