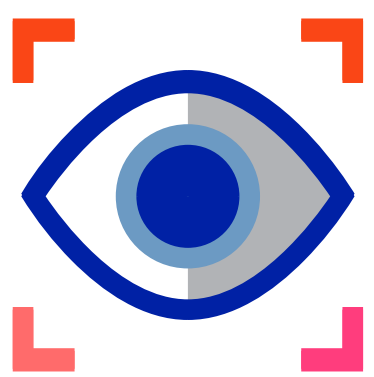


ETHICAL DECISION MAKING FLOW CHART

WE MAY NOT ALL HAVE THE SAME CORE PRINCIPLES OR VALUES, BUT WE ALL WANT TO DO THE RIGHT THING, EVEN WHEN WE DON'T KNOW WHAT THAT MAY BE. THIS FRAMEWORK IS ONLY OFFERED AS A SUGGESTED METHOD FOR EXPLORING ETHICAL DILEMMAS AND IDENTIFYING ETHICAL COURSES OF ACTION.



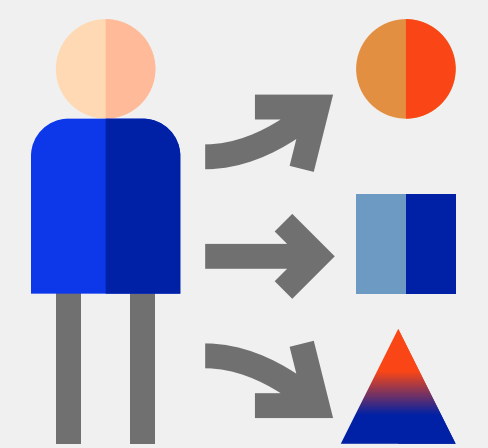
Scroll Down ↓



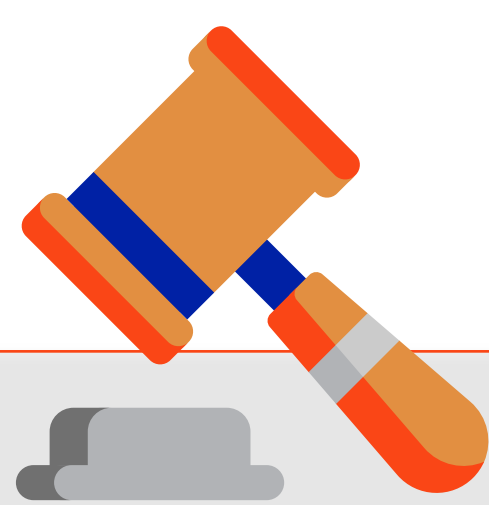
IF YOU ARE TOO CLOSELY OR PERSONALLY INVOLVED IN THE SITUATION OR OTHER POTENTIAL CONFLICTS OF INTEREST EXIST, DON'T ACT RIGHT AWAY (EVEN IF A DECISION IS URGENT, TAKE A BRIEF PAUSE). SEEK HELP*. REACH OUT TO SOMEONE YOU TRUST FOR GUIDANCE. ASSESS IF YOU NEED TO RECUSE YOURSELF.

IS THE SITUATION TOO CLOSE FOR COMFORT?

GET THE FACTS - NOT KNOWING ALL THE INFORMATION MAY BE MISLEADING. WHO IS INVOLVED AND WHO DOES IT IMPACT? MAKE SURE YOUR SOURCES OF INFORMATION ARE ACCURATE AND DON'T RELY ON SECONDHAND INFORMATION.



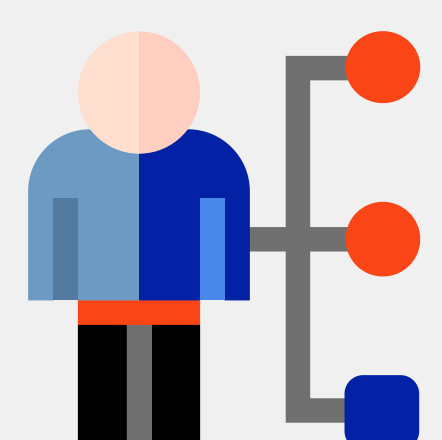
IDENTIFY THE STAKEHOLDERS AND GATHER ALL RELEVANT FACTS



REVIEW ALL UNIVERSITY REGULATIONS, POLICIES AND/OR LAWS THAT MIGHT APPLY AND KEEP THEM IN MIND AS YOU THINK OF SOLUTIONS.

IS A LAW, REGULATION, OR UF POLICY IMPLICATED?

WHICH SOLUTION BEST ADDRESSES THE SITUATION WHILE BEING COMPLIANT WITH THE POLICIES AND LAWS IDENTIFIED? IS THE PROPOSED SOLUTION REFLECTIVE OF THE UF CORE VALUES? IS IT FAIR? IS IT HONEST? WHAT ARE THE LIKELY POSITIVE AND NEGATIVE CONSEQUENCES OF EACH SOLUTION? IF THE BEST APPROACH IS NOT CLEAR, SEEK HELP*. REACH OUT TO SOMEONE TO DISCUSS.



EVALUATE POSSIBLE SOLUTIONS

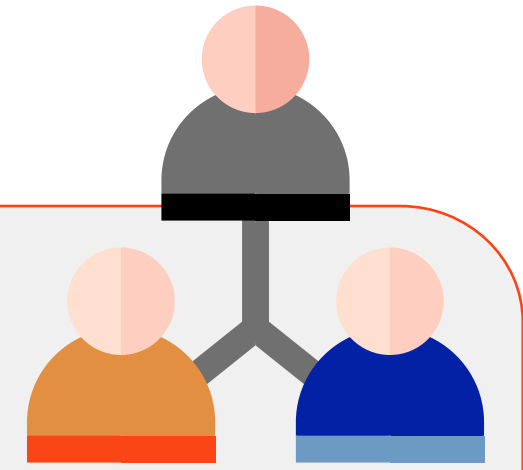
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HOW WOULD YOU FEEL IF WHAT YOU ARE ABOUT TO DO SHOWED UP ON THE FRONT PAGES OF THE LOCAL NEWSPAPER? COULD YOU DEFEND YOUR ACTIONS? WHAT WOULD YOUR RESPONSE BE IF A DECISION MADE IN PRIVATE SUDDENLY BECAME PUBLIC? BY FOCUSING ON WHAT OTHERS WOULD THINK, THIS TEST CAN HELP PREVENT US FROM TAKING SPECIAL ADVANTAGES FOR OURSELVES, SUCH AS MAKING EXCUSES OR UNFAIRLY JUSTIFYING OUR ACTIONS.

TAKE THE FRONT-PAGE TEST

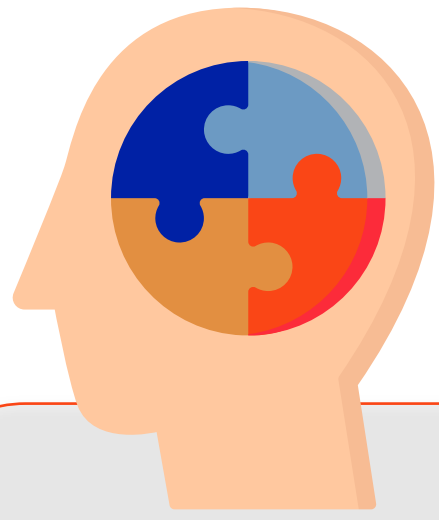
DECIDE ON THE BEST SOLUTION. TAKE SOME TIME TO THINK HOW YOUR DECISION CAN BE COMMUNICATED OR IMPLEMENTED WITH THE GREATEST CARE AND ATTENTION FOR THE CONCERNS OF ALL STAKEHOLDERS. ACTING WITH INTEGRITY SOMETIMES TAKES COURAGE.



MAKE A DECISION AND COMMUNICATE WITH CARE AND COURAGE

ONCE YOU HAVE MADE YOUR DECISION, REFLECT ON THE OUTCOME. HOW DID YOUR DECISION TURN OUT AND WHAT HAVE YOU LEARNED FROM THIS SPECIFIC SITUATION THAT YOU CAN FALL BACK IN A SIMILAR SITUATION NEXT TIME?

REFLECT ON THE OUTCOME



*You Want To Reach Out To Someone Who Will Give You Good Advice, Like A Trusted Advisor, A Mentor, A Colleague With Integrity, Or A Subject Matter Expert. Depending On The Topic, Multiple Offices Can Help You Such As The [Office Of General Counsel](#), The [Office Of The Chief Financial Officer](#), The [Office Of Research](#), [UF Human Resources](#), [UF Compliance And Ethics](#), Or Reach Out To Any Of Our [Compliance Partners](#).

End Of Flow Chart