



Tool 21-1. The Ethics Check

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Based on Chapter 21, “Leadership Ethics and Integrity for the 21st Century” in *The ASTD Leadership Handbook*, edited by Elaine Biech, © 2010 ASTD

Purpose: Use this checklist to test the ethics of your decision making.

1. *Is it legal?*
Will I be violating either civil law or company policy?
2. *Is it balanced?*
Is it fair to all concerned in the short term as well as the long term? Does it promote win-win relationships?
3. *How will it make me feel about myself?*
Will it make me proud?
Would I feel good if my decision was published in the newspaper?
Would I feel good if my family knew about it?