

Gill's Ethical Case Analysis/Trouble-Shooting Form

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CASE DESCRIPTION (Give a brief outline/summary of the ethical problem)

Stage One: RECOGNIZE (Is this case serious enough to take to Stage Two?)

1.1 Does it violate a law or regulation? Yes Maybe No

Name/describe it:

1.2 Does it violate company or professional ethical standards? Yes Maybe No

Name the ethical guideline/standard violated:

1.3 Does it bother your (and others') personal values and conscience? Yes Maybe No

What value/principle seems to be threatened/violated?

1.4 Does it violate the "Golden Rule" ("Do unto others what you would want done to you")? Yes Maybe No

Why wouldn't you want this done to you and yours?

1.5 Would there be a controversy, scandal, or uproar if it was made public? Yes Maybe No

Why? What is it that would bother people?

1.6 Could someone be seriously, irresponsibly harmed? Yes Maybe No

Who?

How?

DECISION-TIME: If you get one or more "Yes" or "Maybe" answers, take it to Stage Two. Be sure you have documented, good evidence and are not depending on gossip, hearsay, and guesswork

Stage Two: STRATEGIZE (think carefully about what you do with this problem)

2.1 What is my role, responsibility, and authority in this case?

2.2 Should/can I speak directly with the (apparent) offender(s)? Yes Maybe No

Why or why not?

2.3 Should/could I approach a third party (or two) for advice and collaboration? Yes Maybe No

Who could I approach/collaborate with?

2.4 Should I speak to my immediate supervisor/boss? Yes Maybe No

If not, why not?

2.5 Should I report it through normal company channels (hotline, HR, ethics, office, etc.)? Yes Maybe No

If not, why not?

2.6 Should I "blow the whistle" (go outside normal channels)? Yes Maybe No

To whom do you blow the whistle (inside/outside company)?

How will you release the information?

Stage Three: ANALYZE (carefully figure it out)

3.1 Clarify the critical, central facts of the case
What happened & when:

Who are the key stakeholder/participants:

3.2 Clarify the key ethical values/principles at stake (consult Stage One answers)
Describe them:

3.3 Clarify the options you can see (and invent/imagine)---and their probable/possible consequences.
In some (but not all) cases, this could include "buying time," delaying a decision for more study, etc.
Option 1:

Option 2:

Option 3:

Option 4:

Stage Four: RESOLVE (choose the best option and carry it out)

4.1 Choose, as wisely and collaboratively as possible, the best option you have
My choice and recommendation; this is what I will do:

4.2 Follow-through actions (indicate with whom & what you will do)
With the offenders/perpetrators:

With those harmed/offended:

Stage Five: REFORM (organizational improvements to prevent/minimize recurrence)

5.1 What weaknesses in our mission, culture/structure, systems/policies, values, guidelines, recruiting, and/or training gave rise to, or allowed, this problem to happen?
Describe them:

5.2 What changes and improvements will I recommend (or make):