

# The 365 EA Ethics Roadmap

How to Know If You're Heading in the Right Direction

01

### 5-Second Gut Check

- Does this feel wrong?
- Does this bypasses usual processes?
- Does this feel personal, not professional?

If you answered yes, *pause*.

02

### Reflection Questions

- Is this aligned with my role and responsibilities?
- Is this ethically sound/safe for me, my exec, and the org?
- Would I be okay if this decision/action became public?

If you answered no, *slow down, clarify, and create a new path*.

03

### 10-Second Decision Pathway

1. Pause
  2. Name the Ask
  3. Choose: Clarify, Decline, Escalate, Document, or Defer
- Sometimes, you may need to choose more than one thing.

04

### Red Flag Indicators

- It hides accountability
- It creates personal liability
- It violates a policy or law
- Feels wrong in your body; not permitted to speak up

05

### Quick Scripts for Ethical Pushback

- "Can you clarify if this decision has been cleared with...?"
- "That falls outside my scope, but here are two options for moving forward."
- "Can I take a moment to confirm next steps?"

06

### Document-or-Don't Decision Rule

**Document If:** it involves money, harm, people, conflict, compliance, or confidentiality

**Don't Document If:** it's gossip, emotion, or unverified info  
If you're not entirely sure, ***document it anyway***

