

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**

