In any ethical dilemma, ask yourself:

1. Is it legal?
   - NOT SURE
   - YES
   - NO

2. Does it comply with our Code and policies, and the principles of ethical behavior they reflect?
   - NOT SURE
   - YES
   - NO

3. Am I sure it would not cause loss or harm to our Agency and its employees?
   - NOT SURE
   - YES
   - NO

4. Would it be okay if everyone did it?
   - NOT SURE
   - YES
   - NO

5. Am I sure I would not feel uncomfortable or embarrassed if I read about it on the front page of a newspaper?
   - NOT SURE
   - YES
   - NO

Your decision appears to comply with our Code.

WAIT seek assistance before proceeding

STOP this action could have serious consequences