Are you making a difficult decision? Are you considering taking an action that may not be standard? Follow these steps when making a difficult decision at UCCS before acting.

**Ethics Decision Steps**

1. **Is it legal?**
   - **Yes**: Continue.
   - **No**: Stop in your tracks. Do not do it. Report or consult with a supervisor.

2. **Does it meet UCCS policy?**
   - **Yes**: Continue.
   - **No**: Stop in your tracks. Refer to CU policies and UCCS Code of Conduct. Do not do it. Report or consult with a supervisor.

3. **Does it reflect UCCS values?**
   - **Yes**: Continue.
   - **No**: Stop in your tracks. Refer to Our Ethical Values and UCCS Values. Do not do it. Report or consult with a supervisor.

4. **Will it benefit students, faculty, employees, and our community?**
   - **Yes**: The decision to move forward appears appropriate.
   - **No**: Stop in your tracks. Do not do it. Report or consult with a supervisor.

If you still feel uneasy, talk with your supervisor and/or compliance.