Supervisors – Doing Your Part

There is so much that supervisors can do to create / improve an ethical culture. The most important thing a supervisor can do is to lead by example. A few other specific actions supervisors can take are provided in the form of questions as follows:

1. Are you reviewing the ethics policy with new employees?
2. Do you discuss your expectations around ethical decision-making with them? Are your direct reports doing the same?
3. Are your employees aware of the need to obtain approval for compensated outside activities?
4. Do your employees know the process to follow to obtain approval for outside activities?
5. Do your employees know to avoid conflicts interest and to report potential conflicts of interest?
6. Do employees feel like they can speak up when they see something that may not be appropriate?
7. Have you fostered an atmosphere where employees are expected to raise their hand when they have questions about decisions being made?
8. Are you rewarding ethical decision-making when you see it?
9. Do you model ethical leadership?
10. Do your employees know there is an Ethics Line and when/how to report?
11. In what areas is your institution ethically strong and what ethical challenges have been identified as areas of opportunity to strengthen the ethical culture? (for example, if an institution has had some nepotism complaints, have you checked all employee relationships in your area?)