

The Behavioral Standards Development Checklist
(Short Form)

Instructions:

Consider each task as you formulate and implement your behavioral standards development process. Check off each task as you complete it during the process. Use this checklist as a springboard for further discussion about your organization's process of developing and implementing behavioral standards.

Task	Done
1. Obtain top management's commitment to the process.	_____
2. Establish an organization-wide Behavioral Standards Steering Committee (BSSC).	_____
3. Review and clarify (or establish, refine and/or update) organization's virtuous values.	_____
4. Establish "work area coordinators" and "work area project teams."	_____
5. Gather input and information concerning key ethical issues and problem areas within each area of the organization.	_____
6. Draft behavioral standards for each work area.	_____
7. Link the behavioral standards to virtuous values.	_____
8. Establish mechanism for people to inquire about standards.	_____
9. Establish mechanism to ensure confidentiality for people reporting ethical violations.	_____
10. Ensure that behavioral standards comply with regulatory requirements (especially for publicly held companies).	_____
11. Present the program to the organization and develop effective communication and training programs to practice and apply behavioral standards.	_____
12. Establish a program for continuous review, fine-tuning and updating standards.	_____