

## ADMINISTRATIVE FAIRNESS CHECKLIST FOR DECISION MAKERS

The intent of this checklist is to provide decision makers questions to consider and answer to ensure fairness is included in all aspects of the decision-making process.

### BEFORE THE DECISION IS MADE

Parties affected are aware of:	When?	By Whom?	How?
the fact that a decision will be made.			
why a decision is required for the situation.			
how the decision will impact them.			
the information being considered as part of the decision and the specific criteria/policy/procedure used for decision making.			
the current policies/procedures that will be used for arriving at a decision.			
<b>Have the parties affected by the decision been provided with:</b>	<b>How was it provided e.g., meeting, letter?</b>	<b>Who provided the opportunity?</b>	<b>When was the opportunity provided?</b>
the opportunity to present their point of view on the matter.			
the opportunity to respond to the information presented that will be considered by the decision maker.			

## WHILE THE DECISION IS BEING MADE

Fairness Standard	Yes	If No, Why?
Was there an adequate and proper review of all relevant information conducted i.e., have all facts been obtained, documented, and considered before the decision has been made?		
Has the decision been reached without bias and with respect to all relevant facts and without bias?		
Has accommodation been made for new and/or changed circumstances during a period of delay or while the decision is being made?		
Has care been taken to ensure only information which is relevant to the decision been used?		
Has the decision being made relied on existing policies, procedures, and rules?		
In terms of fairness, if discretion has been exercised, can differences with previous decisions on similar matters be justified and explained?		

## AFTER THE DECISION HAS BEEN MADE

Fairness Standard	Yes	If No, Why?
Have reasons been provided to explain to the person affected by the decision explaining how and why the decision was made?		
Has the decision provided to those parties affected in a timely manner?		
Has the decision been written in plain language?		
Has the decision been provided to anyone personally affected?		
Has the process been documented and kept on file for a reasonable period?		
Are the parties affected aware of the options (if available) to appeal a decision?		