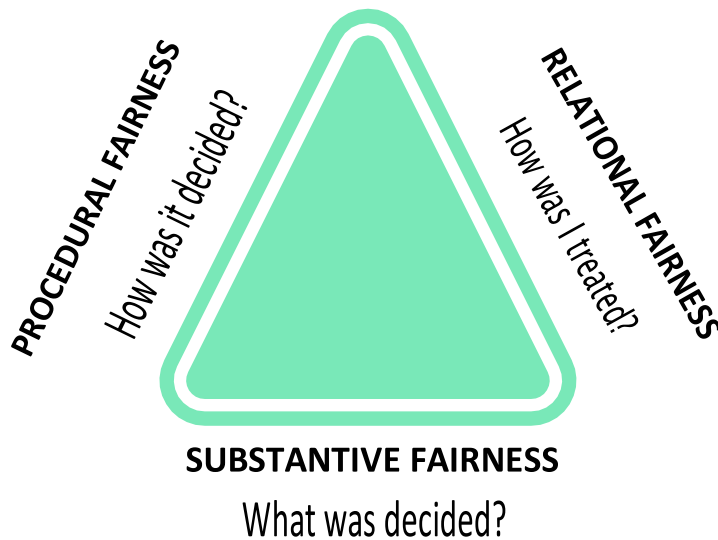


Fairness Considerations for Decision Makers



Three Aspects of Fairness

Procedural Fairness outlines how a decision was decided. It involves providing notice that a decision is to be made, what is required and what is at stake in the decision. Procedural Fairness requires:

- an appropriate forum for the affected parties to be heard,
- decisions are made in a reasonable time,
- the decision maker is impartial and unbiased, and
- clear and appropriate reasons for decisions are provided.

Relational Fairness outlines how an individual has been treated through the process. Information should be made clear and accessible problem-solving options have been provided. Relational Fairness requires:

- being approachable, honest, and forthright,
- listening and being clear on what you can and cannot do, and
- respecting confidentiality.

Substantive Fairness outlines how a decision was decided. It involves ensuring that decisions are based on relevant information. Substantive Fairness requires:



Fairness does not require that everyone is treated the same.



Fairness doesn't require a person receiving the outcome they want; it does require processes should be consistent.

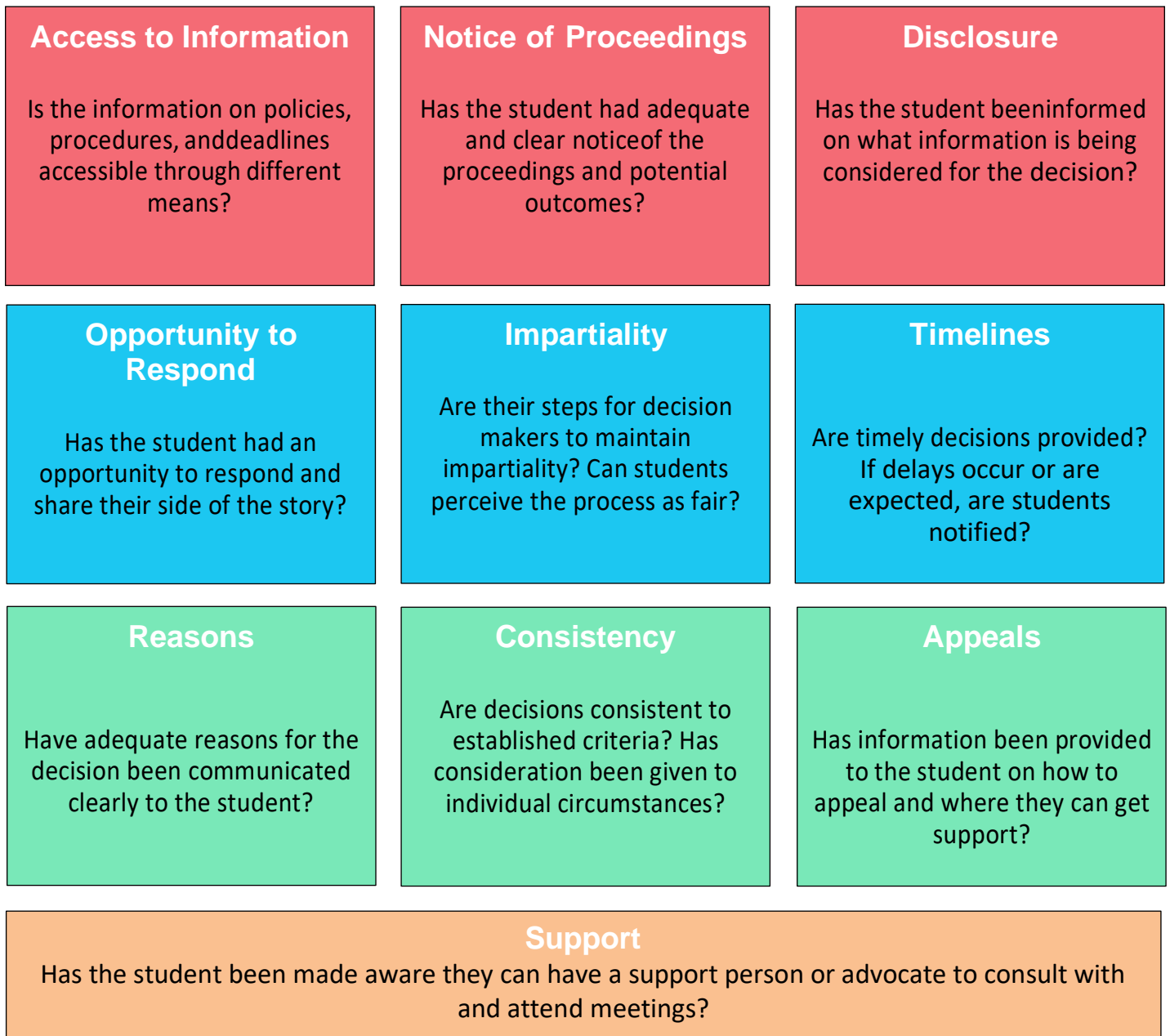


Fairness requires an individual has a chance to be heard without judgment and bias.

- decisions are not unjust, oppressive, or discriminatory,
- are not wrong in fact, and
- are reasonable.

Concepts of Fairness

The following concepts of fairness can help guide best practices for decision makers.



Administrative Guidelines for Decision Makers is a tool that can be used to guide the decision-making process and as a checklist to ensuring the fairness triangle of procedural, relational, and substantive fairness have been followed.