

Business Integrity Training

Scenarios for team discussions 2022



Scenario 2

Protecting our assets
Part 1



Ash
Technician



Malcolm
Lead
Technician



Sandeep
SHE Manager

Introduction

It's lunchtime and Ash is getting something to eat from the café across the road from the site where he sees his colleague, Malcolm. Ash and Malcolm are chatting in the café.

Ash and Malcolm are chatting in the café.

Where were you this morning?

They got me in to help fix the issue with the product.

I heard about that – the boss was really stressing earlier, saying it was going to cause delays. But it's sorted now, is it?

We're just testing it, but it's looking good.



Malcolm goes on to tell Ash how he helped identify the issue. He uses his paper napkin to sketch out the issue and to illustrate to Ash how they fixed it.



Scenario 2

Protecting our assets
Part 2



Malcolm throws the napkin in the bin and they both head back to the site.



Just as they are leaving the café, Sandeep approaches Malcolm and Ash. He has been sitting behind them in the cafe.



Scenario 2

Protecting our assets

Part 3

You know you shouldn't be talking about work here. I just overheard everything you said.

Maybe you shouldn't be eavesdropping – you're not even on our team!

It doesn't matter if it's me or someone else that's listening. It is wrong to discuss our work in public.

Why don't you get lost and mind your own business.



Scenario questions and summary



Scenario 2

Protecting our assets

Ethical red flags

When people make poor choices, they usually create reasons to tell themselves, "It's OK, I can go ahead". We call these justifications 'ethical red flags'. In this scenario, what might Malcolm have told himself?

Common ethical red

- Other people do it.
- It's not that bad.
- It's not hurting anyone.
- I didn't know it wasn't allowed.

Questions

- What concerns are there with Ash and Malcolm chatting openly in the café about things that they are working on?
- Is it OK that Malcolm sketched a diagram on a napkin, demonstrating how he helped fix the issue with the product, and then threw the napkin in a public bin?
- Is Sandeep right to challenge Ash and Malcolm?
- What do you think about Ash and Malcolm's reaction to Sandeep?
- What would you do in this situation? Do you think you would be able to intervene in a respectful way that reduced the chances of Ash and Malcolm doing this again?

Key messages

- Before having work-related discussions in public, think, 'who can hear my conversation?' Think about how you would behave if it was your personal information you were disclosing. For example, would you discuss private financial or health issues in a public place?
- As this is a lunchbreak, the Working Time Regulations apply, so by talking about work matters during a break, Ash and Malcolm are not taking an uninterrupted break.
- Even though it was just a sketch on a napkin, the information about a product, however vague, is a Company asset, potentially containing export controlled information.
- Malcolm should not have thrown the napkin in the café rubbish bin. This is a potential breach of both security and export control regulations.
- Treat each other with courtesy, dignity and respect. Listen to one another and encourage respect and value input – even when views differ from our own – to create a work environment in which we all feel we can speak up.
- Never retaliate against colleagues who speak up with a concern.

Further reading

Code of Conduct

Speaking up (page 8)

Behaviours and standards (page 14)

Managing, handling and sharing information (page 28)

Policies and Guidelines

Our Behaviours.

IT Acceptable Use Policy + local IT AUP guidance.

Document Marking and Handling.

Responsible use of information guidelines.

Export Control Policy and Procedures.

UK Working Time Policy.