

Business Integrity Training

Scenarios for team discussions 2022



Scenario 1

Protecting our assets
Part 1.



Will
Manager



Carly
Engineer



Ollie
Component
Supplier

Introduction

Will and Carly are discussing the project over a morning call.

Will and Carly are having a Skype meeting. Carly is working from home and Will is in the office, they are both working in the UK.



We have a call later today with Ollie, the component supplier in the US. Are you OK to join? – it's at 5:30pm

I've got a hospital appointment this afternoon. I've been on a waiting list for so long, I don't really want to cancel it. I should be finished at 5:30. I guess I can take my laptop with me so I can join from the hospital – hopefully they will have good Wi-Fi?

Thanks, Carly, I think this call is going to focus on the technical side of the component, so I definitely need you there.



Later that day – Carly joins the call after her appointment using the hospital Wi-Fi.



Scenario 1

Protecting our assets

Part 2



Scenario 1

Protecting our assets

Part 3

After the call, Carly heads home. She's feeling tired after a long day. She receives a WhatsApp message from Ollie on the project group chat.



Carly opens her laptop and the technical plans are still open. She tries to connect to the internet, but she realises her Wi-Fi is down. Carly doesn't want to hold up the project, so she takes a picture of the plans on her laptop screen with her mobile phone and sends it to Ollie on the WhatsApp group chat.



Scenario questions and summary



Scenario 1

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 Carly have told herself?

Common ethical red flags include:

- I'm just showing initiative and being efficient.
- Policies and procedures just slow me down – getting the work done is more important.
- I don't do it for my own benefit.
- It was the only way to get it done on time.
- I'll just do it this once.
- The end justifies the means.

Questions

- What are the concerns with Carly's security behaviours?
- Does it make a difference that Ollie is in the US and Carly is in the UK?
- Is it OK for Carly to share images of the plans over WhatsApp with Ollie to prevent delays to the schedule? Why / why not?
- Should Carly take her laptop to the hospital with her to join the meeting? Why / why not?
- Why did Carly attend the meeting when she had a hospital appointment?
- Did she feel she had to be visible because she's working at home?
- By saying "I definitely need you there", is Will putting pressure on Carly?

Further reading

Code of Conduct

Use of Company Property (page 23)
Using Company IT Systems (page 26)
Managing, handling and sharing information (page 28)
Trade restrictions, export controls and sanctions (page 54)

Key messages

- Follow the Company guidance on managing information responsibly, even when working from home.
- When using public Wi-Fi, use the Company remote access, secure sign-on facility, with no exceptions.
- Be aware of any unexpected warnings or anything non-standard when accessing public Wi-Fi.
- Think about who can see your screen, and who can hear your conversation.
- It's essential to know where a person is located and what export control and/or security regulations apply and to understand any limitations on with whom and on what basis you can share information.
- Never use WhatsApp or personal email accounts to share Company information.
- Try to separate your work and personal life to help support your wellbeing and reduce unnecessary additional stress in your personal life.
- Never cut corners and always discuss concerns regarding work pressures with your manager.
- Always speak up and report security concerns or export control issues.

Policies and Guidelines

IT Acceptable Use Policy.
Document Marking and Handling intranet homepage.
Responsible use of information guidelines.
Export Control intranet homepage – Export Control Policy and Procedures.