
















Scenario overview

Below is a summary of each of the training scenarios, which can be shared as videos or using the training cards enclosed. Pick a minimum of two scenarios to share with your team. Select the most relevant theme and use your experiences and those of your team, both inside and outside work, to relate the scenario to your work environment.

Scenario overview	Theme	Code of Conduct Chapter and Policies	Characters
<p>Scenario 1</p> <p>Safety</p> <p>Juan discusses with Mark the earlier near miss and whether he should report it.</p>	<p>Safety</p> <p>Retaliation</p> <p>Speaking up</p>	<p>2.2 Safety and wellbeing</p>	<p> Juan, a factory worker</p> <p> Mark, a colleague</p>
<p>Scenario 2</p> <p>Managing Information</p> <p>Two weeks before Joy leaves the organisation, she is having an informal chat with one of her colleagues.</p>	<p>Managing information</p> <p>Importance of clear communication</p>	<p>2.10 Marking and protecting information</p> <p>2.12 Sharing information</p> <p>BAE Systems Document Creation, Retention and Disposal Policy</p>	<p> Ben, an office worker</p> <p> Joy, an office worker</p>
<p>Scenario 3</p> <p>Workplace Bullying</p> <p>Ray is discussing with Candice a recent meeting he attended with some colleagues and how it escalated with yelling and abusive language.</p>	<p>Workplace bullying</p> <p>Professional behaviour</p> <p>Speaking up</p>	<p>2.1 Inclusive workplace behaviour</p>	<p> Candice, an engineer</p> <p> Ray, a project manager</p>
<p>Scenario 4</p> <p>Quality</p> <p>Mo is discussing with his colleague Sarah about their supervisor's latest instructions. He feels that they are cutting corners that could affect the quality and specification.</p>	<p>Quality</p> <p>Pressure</p> <p>Speaking up and retaliation</p>		<p> Mo, a shop floor worker</p> <p> Sarah, a colleague</p> <p> Frank, a senior manager</p>
<p>Scenario 5</p> <p>Fraud – Expenses</p> <p>Emma and Matt are having a telephone conversation regarding reward and recognition for all the good work she has been doing recently.</p>	<p>Fraud</p> <p>Gifts and hospitality/ bribery</p> <p>Manager responsibilities</p>	<p>2.5 Bribery, Gifts and Entertainment</p> <p>HR Global Intranet site</p>	<p> Emma, works in a remote office</p> <p> Matt, her line manager</p> <p> Sheetal, Finance Manager</p>
<p>Scenario 6</p> <p>Sexual Harassment</p> <p>Selina is given advice on what to wear to a conference.</p>	<p>Sexual harassment</p> <p>Care with communication</p>	<p>2.1 Inclusive workplace behaviour</p>	<p> Selina, an office worker</p> <p> Debbie, a colleague</p> <p> Geoff, a manager</p>

Scenarios are available as videos on the Global Intranet and on our external website via the following links:

Global Intranet: How we work>Operational Governance>Business Conduct Training 2019

Internet: baesystems.com/businessconducttraining2019

Quick start guide

You'll find more detailed step-by-step information on how to prepare for and run the Business Conduct Training 2019 in the Leader's guide, but here's a quick-reference overview.

- Please use this checklist as an easy way to prepare for the training.

Each scenario is set in one of the many working environments experienced by our employees. But remember that the issues covered are relevant wherever you work and as a leader you can help make the context relevant.

Before the training

1 Preparation

- Read this Leader's guide.
- Watch all of the videos and pick a minimum of two for your session.
- Decide whether to use video or cards (page 5).
- Book a room.

2 Know the materials

- Watch the videos you've selected or read through the enclosed scenario cards. See page 5 for details on how to view the videos.
- Note the key messages for each scenario.
- Familiarise yourself with the decision-making model and our Code of Conduct.

During the training

3 Introduce the training

- Explain why we are doing the training. You might like to reference the Chief Executive welcome (page 1).

4 Share selected training scenario/s

- Play the chosen videos, or read that scenario's card.
- Use the questions in 'Start the discussion' to start the initial conversation.
- Use the key messages (pages 8-14) as a prompt. Encourage the sharing of relevant personal experiences.

5 Close the session

- Take any questions for follow up.
- Make a note of the attendees for recording in the relevant Learning Management System.

After the training

6 Record attendance

- Record attendance. You will find details on recording attendance on your local Learning Management System on the below dedicated Intranet/Internet pages.

7 Ongoing conversations

- Use the additional short videos during meetings throughout the year.

Further resources:

Global Intranet: How we work>Operational Governance>Business Conduct Training 2019

Internet: baesystems.com/businessconducttraining2019