

2020 Business Conduct Training: Pressure, Opportunity & Rationalization

Participant Handout – Decision-Making Model

1 Gather the facts

- Do I have all the relevant information?
- Have I separated assumptions from facts?
- What other information might I need, and where could I find it?

2 Understand the rules

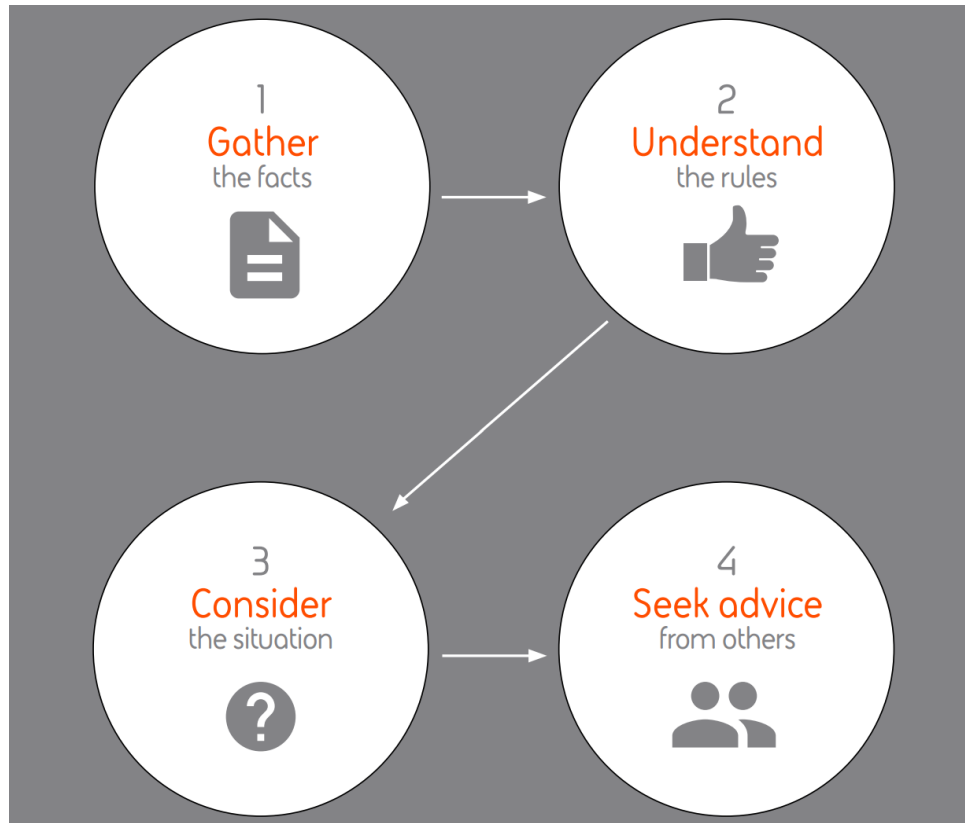
- What are the relevant laws and regulations?
- What do the Code of Conduct and our policies say?
- What are the industry standards and practices?

3 Consider the situation

- Think about accountability, honesty, integrity, openness and respect.
- How does the situation affect others and how may it be perceived?
- Would I feel comfortable explaining my decision to my colleagues, family and friends?
- How would I feel if this appeared in a newspaper? Would it reflect badly on me, my colleagues or the Company?
- Is it setting a good example?
- Ask yourself: am I doing the right thing?

4 Seek advice from others

- Talk to your manager or supervisor.
- Consult with the Human Resources or Legal department.
- Speak to an Ethics Officer, phone the Ethics Helpline, report the issue via the Ethics website or send an email.



My local Ethics Officer is:

Ethics Helpline: 888-306-7330

Anonymous Reporting: www.baesystems.ethicspoint.com