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