

Our responsible decision-making model

We all want to do the right thing, and from time to time we are faced with making difficult decisions.

Our decision-making model is there to help us consider all the information when making complex decisions. Introduce the model, and use it when considering the scenarios.

Gather the facts

- ▶ Gather the relevant information
- ▶ Determine what other information you may need and where to find it.

Understand the rules

- ▶ Check you've read and understood the Code of Conduct, Company policies and procedures
- ▶ Laws and regulations, contract language
 - ▶ Industry standards and practices.

Consider the situation

- ▶ Think about: accountability, honesty, integrity, openness and respect
- ▶ Team, cultural and personal values
- ▶ How the situation affects others and how it may be perceived.

Validate with others

- ▶ Speak to your Line Manager or someone else in your management structure
- ▶ Consult with local Ethics Officers, Human Resources or Legal
 - ▶ Use the Ethics Helpline.

Remember that you are responsible for raising concerns while respecting the confidentiality of others.