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.

**Our responsible decision-making model**

**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.