Below is a summary of each of the training scenarios, which can be shared as videos or using the training cards enclosed. Choose two scenarios to share with your team. Focus your selection based on the relevant theme and use your experiences and the considerations to relate the scenario to your work and environment.

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Overview</th>
<th>Themes</th>
<th>Characters</th>
</tr>
</thead>
</table>
| Scenario 1 | Whatever it takes | An employee wins new business under difficult circumstances, but has he gone too far? | Gifts and hospitality.  
Protecting and sharing Company information. | Julian, an employee.  
Jennifer, a colleague.  
Tom, a colleague from the Legal department.  
Mo, Julian’s line manager. |
| Scenario 2 | Speaking out | An employee believes he is being unfairly treated for raising concerns during team meetings. | Speaking up and retaliation.  
Performance improvement.  
Inclusivity.  
Product safety. | Alan, an employee.  
Erica, an employee.  
Brian, Alan’s line manager.  
Daria, a manager. |
| Scenario 3 | Fair treatment | A manager appears to be treating one member of her team more favourably than another. | Conflict of interest.  
Favouritism.  
Consistent performance management practices.  
Pressure and impact on well-being. | Jeff, an employee.  
Alex, an employee.  
Sara, Jeff and Alex’s manager.  
Stephan, Sara’s director. |
| Scenario 4 | Maintaining standards | Trying to meet a customer deadline leads to corners being cut elsewhere. | Standards and processes.  
Product safety.  
Speaking up and feedback processes.  
Roles and responsibilities. | Anthony, an employee.  
Craig, an employee.  
Harry, the supervisor.  
Amy, Harry’s manager. |
| Scenario 5 | Ticket to ride | A push to reduce costs leads to a potential conflict of interest. | Conflicts of interest.  
Roles and responsibilities.  
Speaking up.  
Importance of process. | Jennifer, an employee.  
Sam, Jennifer’s line manager.  
Paula, the reception supervisor.  
Sadia, Paula’s line manager. |
| Scenario 6 | Where’s the data? | A manager under pressure to deliver an important report finds evidence of a possible data security breach. | Intimidation and harassment.  
Pressures and unintentionally cutting corners.  
Protecting and sharing Company information. | Anita, a recent new starter.  
Sam, Anita’s line manager.  
Glen, a senior manager. |

Scenarios are available as videos on the intranet and on our external website via the following links:  
- Intranet: Global Intranet > Operational Governance > Business Conduct Training 2017  
- Internet: baesystems.com/businessconducttraining2017
Quick start guide

You’ll find more detailed step-by-step information on how to prepare for and run the Business Conduct Training 2017 in this Leader’s guide (pages 5-7), but here’s a quick-reference overview.

Before the training

1. Preparation
   - Read this Leader’s guide.
   - Choose two scenarios (page 8).
   - Decide whether to use the videos or the training cards (page 5).
   - Book a room.

2. Know the materials
   - Watch the two video scenarios you’ve selected or read through the scenario cards enclosed before running the training. See page 5 for details on how to view the videos.
   - Note the key learning points for each scenario.
   - Familiarise yourself with our responsible decision-making model (page 4).

During the training

3. Introduce the training
   - Explain why we are doing the training by sharing the introduction (page 1).

4. First selected training scenario
   - Play Part One of the video or read Part One of the card.
   - Pause the video.
   - Use the Part One questions to start the initial conversation.
   - Then play or read Part Two of the scenario.

5. Discuss the full scenario
   - Use the scenario summaries and key learning points (pages 9-14) as a prompt.
   - Encourage the sharing of relevant personal experiences.

6. Repeat for your second chosen scenario

After the training

7. Close the session
   - Take any questions for follow up.
   - Note attendees for recording in your Learning Management System.

8. Record attendance
   - See page 7.
   - Follow up on any questions from your team and send any feedback about the training to code.feedback@baesystems.com

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. See page 6 for more information.