Our responsible decision-making model gives you some helpful guidance when making complex decisions relating to business conduct.

In your training session, introduce the model and encourage your team to 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.
- Be aware of laws and regulations, contract language, industry standards and practices.

Consider the situation
- Think about accountability, honesty, integrity, openness and respect.
- Consider team, cultural and personal values.
- Think about how the situation affects others and how it might be perceived.

Validate with others
- Speak to your 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.