Scenario I
Respect

Description
Josh highlighted the importance of setting a good example for team members, ensuring that everyone is respected.

Theme
Behaviour and respect

Questions
- In what way is Harry’s treatment of Will in question?
- Why did Harry behave this way towards a new employee?
- What should you do if you or a colleague is treated like Will?
- What can Harry do to understand the impact of what he is saying on others?
- How effective do you think Josh’s feedback is and how do you think Harry will react to it?

JOSH: Hey Harry, I wanted to catch up with you about some things I’ve been hearing in your work area and find out how Will, our newest employee, is doing.

HARRY: Will’s OK. He seems a bit shy and doesn’t ask for advice. I’m concerned because he doesn’t seem to fit in with the rest of the team. Why, what have you been hearing?

JOSH: Well, I heard that when Will first joined, you called him names and you implied that he wasn’t good enough for your team.

HARRY: Wait a minute Josh! That was just a bit of new starter fun, you know how it is. Everyone who’s new has to be shown how things are done around here, so they fit in!

JOSH: I spent some time in the work area over the past week and I heard you and others say things to Will that in my view don’t promote teamwork. Will seemed very uncomfortable to me Harry, you’ve got to take into account the effect of what you’re saying on others. Even if you think it is harmless, it could be upsetting for the person on the receiving end. I’ve seen Will’s work ethic and any company would be happy to have him.

Josh,
Harry’s line manager

HARRY, a team leader
Our responsible decision-making model

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

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Scenario 2
Just vouchers

Description
Andrea received a voucher for a beauty treatment from a supplier, and Eric raised concerns about accepting it.

Theme
Gifts and hospitality

Questions
- The gift was only low-value gift vouchers; does that make it OK and why?
- Was the gift instrumental in the catering company getting the contract? If not, does that make it ok and why?
- If everyone else sends and receives gifts, doesn’t that make it okay and why?
- What should Eric and Andrea do?

ANDREA: Hey Eric, look at this – a booklet of gift certificates for my favourite pedicure place. I love this time of the year, don’t you?
ERIC: I guess so. Why are you showing it to me?
ANDREA: That catering company sent it to me – the one we hired for our last quarterly meeting. I wonder what they’ll send you?
ERIC: Not the same thing I hope. Listen, if they do send me something, are you sure we can accept it?
ANDREA: Yes, why not? We used them because they were the best value, not because they gave us gifts. Anyway, it’s that time of year. Everyone sends gifts to their business partners – we do it too!
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Scenario 3
My manager knew

Description
Amber’s husband took a job at the Company which led to her colleagues having concerns about the recruitment process and potential conflicts of interest.

Theme
Conflict of interest

Questions
- What are the implications of Amber and her husband working in the same place?
- Amber says that she doesn’t know why her manager decided to bring her husband in. What influence might Amber have had over the decision?
- Who is responsible for declaring the conflict of interest?
- If Geoff has concerns, what should he do?
- Will either Amber or her husband have any influence over each other’s career?

GEOFF: Amber, I saw your husband in the office earlier today.
AMBER: Yes, he’s been brought in to help out in our office for a little while.
GEOFF: Oh really – don’t you already have a team? Seems like a waste of money to pay someone else.
AMBER: I don’t know why my manager decided to bring him in… I just know he did some work and they were really happy with it, so they called him back again. Why? Do you think I should do something about it?
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Scenario 4
Sharing information

Description
Charlie saw a post on an industry blog that he felt was damaging to the Company, and so decided to set the record straight.

Question
- What are the implications of Adele and Charlie sharing information with others outside the Company?
- Should they write their responses and why?
- What might the consequences of their actions be?
- What other information could help in this situation?
- Who can they speak to?

ADELE: Charlie, did you see that post on the industry blog?
CHARLIE: You mean where they said a former employee told them we cut corners on safety testing? I thought it was unacceptable.
ADELE: I can’t believe the Company hasn’t responded. Posts like that can be so damaging – we need to act quickly and stop these rumours. It’s not like the old days where you could wait a week.
CHARLIE: You know we could fix this right now. I’ll log on and set the record straight; what should we post?
ADELE: Good idea. I’m not sure what we should post but we definitely need to let them know the facts.
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Mohammed raises a concern to Sadia about being treated unfairly at a recent meeting. Jonty was also at the meeting, but didn’t notice anything wrong.

**Theme**  
Inclusive workplace behaviour

**Questions**

- Mohammed believes that Sadia has been treated unfairly again in a meeting. What should he do?
- Sadia tells Mohammed that she’s already spoken to Jonty, who hasn’t noticed anything. Does this mean Sadia shouldn’t raise her concerns?
- How can Sadia influence a change in the way that Sam speaks to her?
- What other information could help in this situation?
- What might the reasons be for Sam treating Sadia like this?
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Scenario 6
I’m sure it’s ok!

Description
Sanjay asks Anna for advice on what he should do after seeing a colleague removing Company property. Anna though, doesn’t seem to see the problem.

Theme
Security and use of Company assets

Questions
- Sanjay’s point is that the materials being removed are Company property, which isn’t right, it’s stealing. What is your view?
- Anna says that because the materials would be thrown away anyway, then it doesn’t matter. What is your view?
- What other information could help in this situation?
- Who should Sanjay go to for advice?

SANJAY: Anna, can I ask your advice? I just saw Rob in the car park putting what looked like furniture and bits of wood into the boot of his car. I’m not sure if I should say something.

ANNA: Why do you think you should say something? The Company isn’t going to use those things, they just get thrown away anyway. At least he’s using them, do you know what for?

SANJAY: Well, I asked him what they were for and he said he was going to use them for shelving in his kid’s bedroom. I hear what you’re saying, but they’re still Company property!

ANNA: Well, I wouldn’t worry if I was you. He’s not really taking stuff that the Company needs. And if you think about it, by using furniture and wood that will be thrown out he’s practically recycling!

SANJAY: Hmm, what you say makes sense, but I’m not sure. Shouldn’t I say something about it?
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