Supporting material contents

Here’s a summary of all the supporting material contained in this guide.

Are you looking to download or view an online version?
This guide is available both on the intranet and the internet at the below locations:
- Global Intranet: How we work>Operational Governance>Business Conduct Training 2019
- baesystems.com/businessconducttraining2019

Our responsible decision-making model

Our decision-making model gives you same 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.

1. Gather the facts
   - Did you have all the relevant information?
   - Have you understood assumptions from the facts?
   - What other information might I need, and where could I find it?

2. Understand the rules
   - What are the relevant laws and regulations?
   - What do the Code of Conduct and our policies say?
   - What are the industry standards and practices?

3. Consider the situation
   - Think about accountability, honesty, integrity, openness, and respect.
   - How does the situation affect others and now will be remembered?
   - Would feel comfortable explaining my actions to my colleagues, family and friends?
   - How would I feel if this appeared in a newspaper?
   - Would feel badly on the day, my colleagues or the Company?
   - Is it setting a good example?

4. Seek advice from others
   - Talk to your manager or supervisor.
   - Consult with the human resources or legal department.
   - Speak to an Ethics Officer, phone the whistleblower hot line, or speak to a United, phone the Ethics Officer, take out the Ethics Officer, or send an email.

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

Training scenarios
- Scenario 1: Safety
- Scenario 2: Managing Information
- Scenario 3: Workplace Bullying
- Scenario 4: Quality
- Scenario 5: Fraud – Expenses
- Scenario 6: Sexual Harassment