Introduction

Most people have good intentions. But sometimes, even when we mean well, we make the wrong choices.
Read this scenario and think about the questions, and about what you would do if this happened in your team, then discuss the scenario with your colleagues.

Part I

Leah and Simon are part of the bid team. The bid lead has reminded them of the importance of making sure the documents are correctly marked with the relevant Company markings, Government Security Classifications and Export Control Markings.

Morning Simon, it feels strange to be back in the office. How are you finding working from home?

Not too bad, I’ve been keeping myself busy. I spent most of the weekend postponing our football team’s matches for the season and speaking to the organisers to try and get an idea when matches might start again.

I bet managing a football team is a job in itself at the best of times!

Well, now we’re not able to practice, I’m mostly answering emails. I get the team and the club to contact me on my work email address so I can keep on top of the messages and respond quickly.

Well, I better not hold you up – sounds like you’re busy.

Not too bad, I’ve been keeping myself busy. I spent most of the weekend postponing our football team’s matches for the season and speaking to the organisers to try and get an idea when matches might start again.

Actually, I’m about to get busier, the boss has asked me to assist on another bid.

Well don’t overdo it! Let me know if you need my help, I have availability after this week’s deadline.

I’m sure you’ve got your hands full working at home and with the kids still needing home schooling! But thanks, I’ll let you know if I need some help.

They have both booked to visit the office.
Part 2

Simon is pleased that he's working on the new bid, but it’s taking a lot of time and he’s struggling to keep up with his work on the original bid, which has a fast-approaching deadline.

He decides to send the documents to his personal email address, so he can work on them on his personal computer which has a bigger screen. He remembers that he tried to send Company marked documents to his personal email address before and he got a warning message and the email was blocked.

So he removes all visible markings, confident that this will get them through the firewall.

The next morning Simon is feeling tired from working late the night before. After applying the correct markings on the documents on his work laptop and submitting them by the deadline, he realises that he's forgotten to reschedule the flights for the group booking he had made for him and his football friends to go on holiday.

Using his personal mobile phone, he explains to his friends on their Facebook group that he was working late and he has to go back into the office again today to print out the new bid.

Simon’s friends urge him to rebook the flights before the prices increase, so he shares his work email address in a post in their Facebook group and asks them to send him options. After looking through all the links they send through, Simon rebooks the flights for the group.

He also takes a quick look at an email that seems to be from a local football kit provider, with a link to an order form for discounted kit.

**Scenario questions and summary**
Key messages

We are all accountable for using Company information and IT systems responsibly.

Company information includes information generated by employees for BAE Systems, and customer and third party information provided to BAE Systems.

We must:

• Only use BAE Systems supplied or approved devices for company business (Company mobile phones can be used to access Company email within the secure application). Personal email accounts must not be used to receive or send Company information.

• Use personal devices for personal communications. However, BAE Systems networks may be used for limited and appropriate personal use.

• Act with good judgement when using a BAE Systems email address.

• Mark all documents appropriately using the Company Marking Standard, Government Security Classifications and Export Control Markings.

• Store and exchange company information in line with the handling requirements that apply for the document marking.

• Only send BAE Systems information to company, customer or verified third party networks.

• Seek advice on using information responsibly if in any doubt.

• Follow the guidance, even when working from home, and continue to manage information responsibly.

• Never cut corners and always discuss concerns regarding workload with our managers.

Further reading

Code of Conduct
2.8 Use of Company IT assets
2.10 Marking and protecting information

Policies and Guidelines
IT Acceptable Use Policy
Document Marking and Handling homepage
Responsible use of information guidelines

This scenario’s key themes were around Security and Document Marking.