Part 1: Framing an issue and deciding what to do

Ethical Decision Making
To help guide you in your decision making we have included a two part process that you can use when you are not sure what the right thing to do is or to test a decision you have made. Use this process to help you do the right thing...

1. Describe the situation in your own words.
2. Does this situation involve an ethical dilemma? To help frame the issue, ask:
   - What values are involved? Are they in conflict with each other?
   - What topics from our Code are involved?
   - What group or individual(s) may be affected by the outcome and how?
3. CONSIDER:
   - What facts do I actually know?
   - What am I only assuming?
   - What additional information do I need to know to make a good decision?
   - How do I verify the accuracy of what I know?
4. Do I still view the situation or ethical dilemma the same way?
   - If YES, proceed.
   - If NO, return to Step 1 and restate.
5. List your possible actions and go to Part 2 to test your proposed solution.

Part 2: Testing your proposed solution

List your possible actions and go to Part 2 to test your proposed solution.
Does this situation involve an ethical dilemma?
To help you frame the issue, ask:
What values are involved? Are they in conflict with each other?
What topics from our Code are involved?
What group or individual(s) may be affected by the outcome and how?

CAUTION:
Circumstances can sometimes blind us to the ethical consequences of our decisions and actions.

List your possible actions and go to Part 2 to test your proposed solution.
Integrity means we take time to recognise ethical issues when they arise and to carefully consider what is the appropriate course of action. You can use the ethical decision making process under this flap to help you to do the right thing or to test a decision that you have made.
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**Part 2: Testing your proposed solution**

**GO THROUGH ALL OF THE QUESTIONS IN ANY ORDER with your proposed solution in mind.**

If the answer to any question takes you to the outside of the wheel follow the arrows to answer the next question. If you land in the centre of the wheel follow the instructions there.

- **Does it comply with our Code and Johnson Matthey’s policies?**
- **Does it comply with all applicable laws and regulations?**
- **Would it adversely affect any of our business partners or stakeholders; including our customers, suppliers, shareholders, agents or distributors?**
- **How would you feel if your actions were communicated in your local newspaper or through social media such as Twitter or Facebook?**
- **How would you feel if you told your friends and family about it?**
- **Finally, ask yourself, could my actions be perceived differently from what I intend?**
- **Is your proposed solution in accordance with Johnson Matthey’s values and your own values?**
- **STOP! RECONSIDER GET HELP RETURN HERE REVIEW**

Be thoughtful about how you implement your decision and think about what you have learned in the process; and what you may learn from the outcome.