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| Link To View in Course | Source | Target |
| [Screen 1](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=1_C_2) [1\_C\_2](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=1_C_2)  | As Abbott employees, we are responsible for the decisions we make and the actions we take every day.To help us make the right decisions, we have an established decision-making process grounded in the principles of honesty, fairness and integrity. The aim is to provide you with a systematic way of assessing your options, evaluating their impact, and ultimately making the right choices for you, Abbott and its many stakeholders. | 作为雅培员工，我们要对我们每天做出的决定和采取的行动负责。为了帮助我们做出正确的决定，我们在诚实、公平和诚信的原则上建立了一套决策流程。它旨在为您提供一个系统的方法来评估您的选择及其影响，并最终为您、雅培及其众多利益相关者做出正确的选择。 |
| [Screen 2](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=2_C_3) [2\_C\_3](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=2_C_3)  | Upon completion of this course, you will be able to:* Explain the importance of a systematic approach to decision making;
* Assess whether a course of action is legal, compliant and in keeping with Abbott values;
* Evaluate the impact a course of action has on key stakeholders;
* Balance the interests of patients, consumers, Abbott and others; and
* Know where to turn for help and support.

The course will take 20-25 minutes to complete. | 完成本课程后，您将能够：* 解释系统性决策方法的重要性；
* 评估行动方案是否合法、合规并符合雅培的价值观；
* 评估行动方案对关键利益相关者的影响；
* 平衡患者、消费者、雅培与其他各方的利益；以及
* 了解寻求帮助和支持的途径。

完成本课程需要 20-25 分钟。 |
| [Screen 3](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=3_C_4) [3\_C\_4](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=3_C_4)  | The icons at the top of the screen provide one-click access to key resources:* The Table of Contents,
* Important contact information, and
* Reference material.

In addition, you can use the Audio icon to turn the audio on or off and the Exit icon to close the course window. | 通过屏幕顶部的图标可以一键式访问主要资源：* 目录，
* 重要联系信息，以及
* 参考资料。

此外，您可以使用“音频”图标来打开或关闭音频，使用“退出”图标关闭课程窗口。 |
| [Screen 4](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=4_C_5) [4\_C\_5](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=4_C_5)  | There are several features to help guide you through the course:* The Back and Forward arrows allow you to move from screen to screen.
* A horizontal slider bar at the bottom of the screen allows you to see where you are in the course.
* The Table of Contents lets you navigate from section to section.
 | 有几个功能可以帮助您完成本课程：* 使用“后退”或“前进”箭头可进行逐屏浏览。
* 位于屏幕底部的水平滑块使您能够知道自己学习课程的进度。
* 通过目录浏览各个章节。
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| [Screen 5](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=5_C_6) [5\_C\_6](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=5_C_6)  | Knowledge CheckOnce you have reviewed the content of this course, you will be required to complete a 10-question Knowledge Check.The Knowledge Check can be taken at any time by clicking the Table of Contents icon and selecting Knowledge Check. | 知识检查在学完本课程的内容后，您需要完成知识检查（10 个问题）。通过点击“目录”图标，选择“知识检查”，可以随时进行知识检查。 |
| [Screen 6](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=6_C_7) [6\_C\_7](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=6_C_7)  | As stewards of Abbott’s reputation, all of us have a responsibility to make good decisions on Abbott’s behalf.In this section, we will explain the reason for adopting a systematic approach to decision making. | 作为雅培声誉的管理者，我们所有人都有责任代表雅培做出良好决定。在本节中，我们将解释为何要在决策中采用系统性的方法。 |
| [Screen 7](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=7_C_8) [7\_C\_8](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=7_C_8)  | The key to a successful business is good decision making.Unfortunately, sometimes things like competing interests, the pressure to perform, customer expectations, or time constraints can cause us to make the wrong choices. | 企业成功的关键是良好的决策。不幸的是，利益冲突、执行压力、客户期望或时间限制等因素有时会导致我们做出错误的选择。 |
| [Screen 8](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=8_C_9) [8\_C\_9](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=8_C_9)  | In most cases, people don’t deliberately set out to make bad decisions.Bad decisions are simply the result of poor decision making. | 在大多数情况下，人们不会故意做出糟糕的决定。糟糕的决定只不过是糟糕的决策过程导致的结果。 |
| [Screen 9](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=9_C_10) [9\_C\_10](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=9_C_10)  | Sometimes people mistakenly assume that good decision making is simply a matter of wanting to do the right thing.They believe that if their intentions are good, they can’t help but choose the right course of action. | 有时人们会错误地认为，好的决策仅仅涉及到想做正确的事。他们相信，如果意图是好的，他们就会不由自主地选择正确的行动方案。 |
| [Screen 10](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=10_C_11) [10\_C\_11](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=10_C_11)  | Others believe that good decision making is something instinctual.If it feels right, it probably is right. | 其他人认为，好的决策是一种本能。如果感觉它正确，那它可能就是正确的。 |
| [Screen 11](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=11_C_12) [11\_C\_12](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=11_C_12)  | But good decision making is deliberative.It requires careful assessment of the facts and follows a systematic approach. And like any other process, the more we practice the easier it becomes and the more successful we become at implementing it. | 但好的决策是慎重的。它需要对事实进行仔细评估，并遵循一种系统性方法。此外，就像其他流程一样，我们练习得越多，它就会变得越容易，我们在实施它时也就越成功。 |
| [Screen 12](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=12_C_13) Activity: Animation[12\_C\_13](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=12_C_13)  | AIDAs we will learn in this training, Abbott’s decision-making process consists of three important steps:* First, a careful assessment of the situation;
* Second, an evaluation of its impact on stakeholders; and,
* Finally, a decision that balances the interests of patients, consumers, Abbott and other stakeholders.

Let’s take a closer look at this process now. | AID正如我们将在本次培训中了解到的，雅培的决策流程包括三个重要步骤：* 首先，仔细评估当前情况；
* 第二，评估其对利益相关者的影响；以及,
* 最后，做出一个能平衡患者、消费者、雅培和其他利益相关者利益的决定。

现在让我们更仔细地了解这个流程。 |
| [Screen 13](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=13_C_14) [13\_C\_14](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=13_C_14)  | As stewards of Abbott’s reputation, all of us have a responsibility to make good decisions on Abbott’s behalf.Good decision making is always deliberative. It requires careful assessment of the facts and follows a systematic approach. And like any other process, the more we practice the easier it becomes and the more successful we become at implementing it.Abbott’s decision-making process consists of three important steps:* First, a careful assessment of the situation;
* Second, an evaluation of its impact on stakeholders; and,
* Finally, , a decision that balances the interests of patients, consumers, Abbott and other stakeholders.
 | 作为雅培声誉的管理者，我们所有人都有责任代表雅培做出良好决定。好的决策始终是慎重的。它需要对事实进行仔细评估，并遵循一种系统性方法。此外，就像其他流程一样，我们练习得越多，它就会变得越容易，我们在实施它时也就越成功。雅培的决策流程包括三个重要步骤：* 首先，仔细评估当前情况；
* 第二，评估其对利益相关者的影响；以及,
* 最后，做出一个平衡患者、消费者、雅培和其他利益相关者利益的决定。
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| [Screen 14](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=14_C_15) [14\_C\_15](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=14_C_15)  | At Abbott, we are committed to operating within the laws and regulations of all countries and jurisdictions in which we operate. | 在雅培，我们致力于在我们开展业务的所有国家和司法管辖区的法律法规范围内运营。 |
| [Screen 15](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=15_C_16) Activity: Animation[15\_C\_16](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=15_C_16)  | Assess Impact Decision The first step in ethical decision-making is assessing whether a proposed course of action is legal, compliant with Abbott policy, and in keeping with Abbott values.This step requires us to ask ourselves three questions. | Assess（评估） Impact（影响） Decision（决定） 道德决策的第一步是评估计划的行动方案是否合法，是否符合雅培的政策，是否遵循雅培的价值观。这一步需要我们问自己三个问题。 |
| [Screen 16](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=16_C_17) Activity: Animation[16\_C\_17](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=16_C_17)  | Assess Impact Decision First, is it legal?Is the course of action that we are considering in compliance with the laws and regulations that govern the healthcare industry generally and the jurisdictions in which we operate specifically? | Assess（评估） Impact（影响） Decision（决定） 首先，它是否合法？我们正在考虑的行动方案是否符合整个医疗保健行业以及我们具体开展业务的司法管辖区的法律法规？ |
| [Screen 17](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=17_C_18) Activity: Scenario[17\_C\_18](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=17_C_18)  | Imagine . . .You are a Sales Representative. A doctor you have worked with previously has recently opened a private practice in your area. The doctor asks if you wouldn’t mind helping to organize a meeting with some other physicians in the area. The doctor says: “I don’t think it would be appropriate for you to attend the meeting, but if you could help me with the names of some doctors so I can get the invitations out I would be grateful. In any case, it will give you an opportunity to get to know my staff.”That's not correct!That's correct!That's partially correct! | 试想一下……您是一名销售代表。以前与您合作过的一位医生最近在您所在的地区开了一家私人诊所。医生问您是否介意帮忙组织一次与当地其他医生的会议。医生说：“我认为你参加会议不太合适，但如果您能向我提供一些医生的姓名，方便我去发出会议邀请，我将不胜感激。无论如何，这将给您一个机会去了解我的工作人员。”不正确！正确！部分正确！ |
| [Screen 17](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=19_C_18) Activity: Questions[19\_C\_18](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=19_C_18)  | Is this legal?[1] Yes.[2] No.[3] It depends.Submit | 这是否合法？[1] 是。[2] 否。[3] 视情而定。提交 |
| [Screen 17](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=18_C_18) Activity: Feedback[18\_C\_18](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=18_C_18)  | Whether this is legal will depend on several factors: such as what country you are operating in, whether helping with the names of doctors could be considered providing a service or constitute confidential information, whether there are privacy concerns. | 这是否合法取决于几个因素：例如，您在哪个国家/地区开展业务、帮助了解医生的姓名是否可能被视为提供服务或构成泄露机密信息、是否存在隐私问题。 |
| [Screen 18](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=20_C_19) [20\_C\_19](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=20_C_19)  | At first sight, it might seem as though the question of whether something is legal or not is obvious or self-evident.But this may not always be the case. | 乍一看，某件事是否合法这个问题似乎显而易见。但情况可能并不总是如此。 |
| [Screen 19](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=21_C_20) [21\_C\_20](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=21_C_20)  | We work in a highly regulated industry.This means that there are laws and regulations that govern all aspects of our operations, including health care compliance, privacy, quality, finance, security, purchasing, human resources, and information systems. Some of these laws you may be familiar with, others you may not. Some are simple to understand, others are complex and require detailed legal analysis. | 我们身处在一个受到高度监管的行业。这意味着我们运营的所有方面，包括医疗保健合规、隐私、质量、财务、安全、采购、人力资源和信息系统都受到法律法规的监管。其中一些法律您可能熟悉，另一些您可能不熟悉。有些法律很容易理解，有些则很复杂，需要详细的法律分析。 |
| [Screen 20](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=22_C_21) [22\_C\_21](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=22_C_21)  | Just because there are no local laws that prohibit a certain activity doesn’t mean that the activity is legal.The laws of one country may apply to the work we do in other countries. For example, the Foreign Corrupt Practices Act (FCPA) is a U.S. statute that prohibits firms and individuals from paying bribes to foreign officials. Even though the FCPA is a U.S. law, it applies to activities in every country in which Abbott operates. | 仅仅因为没有本地法律禁止某种活动并不意味着这种活动是合法的。一个国家/地区的法律可能适用于我们在其他国家/地区所做的工作。例如，美国的《反海外腐败法》(FCPA) 禁止公司和个人向外国官员行贿。尽管 FCPA 是一部美国法律，但它适用于雅培在开展业务的每个国家/地区的活动。 |
| [Screen 21](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=23_C_22) [23\_C\_22](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=23_C_22)  | If the answer to the question “Is it legal?” is “No”, our response should be immediate and unequivocal: we should not proceed.There is no acceptable justification for acting illegally on Abbott’s behalf. | 如果对“它是否合法？”这个问题的答案是 “否”，那么我们的反应应该是立即和明确的：我们不应该继续。不存在可接受的理由让我们代表雅培非法行事。 |
| [Screen 22](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=24_C_23) [24\_C\_23](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=24_C_23)  | If, however, we have doubts about whether a particular action is legal or not, we should speak to someone in Abbott’s Legal Division or the Office of Ethics and Compliance.It is their role to help provide advice on legal issues. | 不过，如果我们对某一行为是否合法有疑问，我们应该联系雅培法律部或商业道德合规部的工作人员。他们的职责是就法律问题提供建议。 |
| [Screen 23](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=25_C_24) Activity: Animation[25\_C\_24](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=25_C_24)  | Assess Impact Decision The second question we should ask ourselves is: does the proposed course of action comply with Abbott’s policies and procedures? | Assess（评估） Impact（影响） Decision（决定） 我们应该问自己的第二个问题是：计划的行动方案是否符合雅培的政策和程序？ |
| [Screen 24](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=26_C_25) Activity: Scenario[26\_C\_25](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=26_C_25)  | Imagine . . .You work in Operations. You recently transferred to a new country. Within the first month, a supplier with whom you are negotiating a large contract on Abbott’s behalf invites you to a local sporting event. You ask a colleague about Abbott’s local policy on the receiving of gifts and entertainment. Your colleague says it is okay to accept the offer: “This is just a normal part of doing business here.”That's not correct!That's correct!That's partially correct! | 试想一下……您在运营部门工作。您最近被调到一个新的国家/地区。在第一个月，正在商谈一份大合同的供应商邀请您代表雅培参加当地的一场体育赛事。您向其他同事询问关于雅培在接受礼物和招待方面的当地政策。您的同事说可以接受邀请：“这只是在这里开展业务的正常的一部分。”不正确！正确！部分正确！ |
| [Screen 24](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=28_C_25) Activity: Questions[28\_C\_25](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=28_C_25)  | Since your colleague knows the local customs should you accept the offer?[1] Yes. Your colleague has explained that accepting the offer is a normal part of doing business in this country.[2] No. Abbott has a global policy on the giving and receiving of gifts and entertainment that takes precedence over any local policy.[3] It depends on the nature of the gift, its value, and the culture of the country in which you are operating.Submit | 由于您的同事了解当地的风俗，您是否应该接受这个提议？[1] 是。您的同事解释说，接受这个提议是在这个国家/地区开展业务的正常的一部分。[2] 否。雅培在给予和接受礼物和招待方面有一个全球政策，它优先于任何地方政策。[3] 这取决于礼物的性质、价值以及您开展业务所在国/地区的文化。提交 |
| [Screen 24](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=27_C_25) Activity: Feedback[27\_C\_25](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=27_C_25)  | It will depend on the nature of the gift, its value, and the culture of the country in which you are operating. The first step is to always check your local policies and procedures. If you still have questions, contact your manager. If you have more questions or need additional guidance, contact Global Procurement. | 这取决于礼物的性质、价值以及您开展业务所在国/地区的文化。第一步是始终检查您当地的政策和程序。如有疑问，请联系您的经理。如果您有更多疑问或需要额外的指导，请联系全球采购部。 |
| [Screen 25](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=29_C_26) [29\_C\_26](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=29_C_26)  | Many company policies and procedures are specific to our job roles and the jurisdictions in which we operate.For example, if we work in U.S. Sales, we are expected to follow our U.S. Ethics and Compliance Policies and Procedures on Interactions with Healthcare Professionals. If we work in a different work area or jurisdiction, we are expected to follow the policies and procedures specific to that job role and the jurisdictions in which we operate. | 公司的许多政策和程序都是专门针对我们的工作职责和开展业务所在的司法管辖区而制定的。例如，如果我们在美国的销售部门工作，那么我们将在与医疗保健专业人员的互动中遵循美国的道德与合规政策和程序。如果我们在不同的工作领域或司法管辖区工作，则我们应遵守该工作角色和我们开展业务所在的司法管辖区的特定政策和程序。 |
| [Screen 26](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=30_C_27) [30\_C\_27](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=30_C_27)  | If the answer to the second question: “Does it comply with Abbott policy?” is “No”, we should not proceed.There are no exceptions. It doesn’t matter whether others in our industry are doing it, whether we think that the action is in Abbott’s interests, or whether we feel a customer or business is relying on us.If a course of action does not comply with Abbott’s policies and procedures, we should not proceed without discussing with our manager and the Office of Ethics and Compliance. | 如果对 “它是否符合雅培政策？” 第二个问题的答案是“否”，则我们就不应该继续。没有例外。我们行业的其他人是否在这么做、我们是否认为这样做符合雅培的利益或者我们是否感到客户或企业在依赖我们，这些并不重要。如果行动方案不符合雅培的政策和程序，在没有与经理以及商业道德合规部讨论的情况下，我们就不应该继续进行。 |
| [Screen 27](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=31_C_28) [31\_C\_28](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=31_C_28)  | If we have any doubts about whether a proposed course of action follows Abbott policy, we should take the time to check the most up-to-date versions of the relevant policies and procedures which are available on your local Abbott intranet site.If we still have questions, we should talk to our manager. Our manager knows us and our job role and is closest to the issue. They will also be able to help provide us with advice on policy or procedural issues. | 如果我们对计划的行动方案是否遵循雅培政策有任何疑问，我们应该花时间查看最新版本的相关政策和程序（可以在雅培当地的内部网站上获得）。如果仍有疑问，我们应该联系所属的经理。所属经理了解我们和我们的工作角色，并且最了解问题。他们还能够就政策或程序问题向我们提供建议。 |
| [Screen 28](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=32_C_29) Activity: Animation[32\_C\_29](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=32_C_29)  | Assess Impact Decision The third question to ask is: does the course of action align with Abbott’s values and the principles of honesty, fairness and integrity found in our Code of Business Conduct? | Assess（评估） Impact（影响） Decision（决定） 要问的第三个问题是：行动方案是否与雅培的价值观以及我们商业行为准则中的诚实、公平和诚信原则相一致？ |
| [Screen 29](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=33_C_30) Activity: Scenario[33\_C\_30](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=33_C_30)  | Imagine . . .You work in Human Resources. You are currently negotiating a large contract with a supplier that you have used extensively in the past. During the negotiations, you become aware that the supplier has recently run into some financial difficulties.That's not correct!That's correct!That's partially correct! | 试想一下……您在人力资源部工作。您正在与过去经常使用的一个供应商谈一份大合同。在谈判过程中，您了解到供应商最近遇到了一些财务困难。不正确！正确！部分正确！ |
| [Screen 29](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=35_C_30) Activity: Questions[35\_C\_30](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=35_C_30)  | Would it be okay to use the supplier’s financial difficulties to create an unfair advantage and negotiate a massive savings for Abbott?[1] Yes. Any situation that can be used to Abbott’s advantage should be.[2] No. You should deal fairly with everyone you encounter in your work.Submit | 是否可以利用供应商的财务困难来创造一个不公平的优势，并在谈判中为雅培节省巨大开支？[1] 是。任何对雅培有利的情况都应该利用。[2] 否。您应该公平地对待工作中遇到的每一个人。提交 |
| [Screen 29](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=34_C_30) Activity: Feedback[34\_C\_30](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=34_C_30)  | Our Code of Conduct makes clear that we have an obligation to hold ourselves to the highest ethical standards in everything we do. This includes dealing fairly with coworkers, customers, suppliers, health care professionals, competitors and others. | 我们的行为准则清楚地表明，我们有义务在所做的一切事情中保持最高道德标准。这包括公平地对待同事、客户、供应商、医疗保健专业人士、竞争对手和其他人。 |
| [Screen 30](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=36_C_31) [36\_C\_31](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=36_C_31)  | Just because a course of action is legal and complies with policy doesn’t mean it’s the right thing to do.At Abbott, there is an expectation that we do the right thing for the right reasons. | 一项行动方案不会仅仅因为是合法、符合政策就意味着它就是正确的。在雅培，公司期望我们出于正确的理由做正确的事。 |
| [Screen 31](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=37_C_32) [37\_C\_32](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=37_C_32)  | If our answer to the question “Does it align with Abbott’s culture and values?” is “No”, we should not proceed –even if we’ve established that the course of action is legal and complies with Abbott policy. | 如果我们对“这是否与雅培的文化和价值观相一致？” 这个问题回答“否”，则我们不应该继续——即使我们已经确定行动方案是合法的，并且符合雅培的政策。 |
| [Screen 32](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=38_C_33) [38\_C\_33](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=38_C_33)  | If we are unsure whether an action aligns with Abbott’s values, we should review Abbott’s Values and Culture statement on the Abbott intranet.We should also take the time to reread our Code of Business Conduct. | 如果我们不确定某个行动是否与雅培的价值观一致，我们应该查阅雅培在内网上的价值观和文化声明。我们还应该花时间重新阅读我们的商业行为准则。 |
| [Screen 33](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=39_C_34) [39\_C\_34](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=39_C_34)  | The first step in ethical decision-making is assessing whether a proposed course of action is legal, compliant with Abbott policy, and in keeping with Abbott values.This step requires us to ask ourselves three questions:1. Is it legal?2. Does the proposed course of action comply with Abbott’s policies and procedures?3. Does the course of action align with Abbott’s values and the principles of honesty, fairness and integrity found in our Code of Business Conduct? | 道德决策的第一步是评估提议的行动方案是否合法，是否符合雅培的政策，是否遵循雅培的价值观。这一步需要我们问自己三个问题：1. 它是否合法？2. 计划的行动方案是否符合雅培的政策和程序？3. 行动方案是否与雅培的价值观以及我们商业行为准则中的诚实、公平和诚信原则相一致？ |
| [Screen 34](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=40_C_35) [40\_C\_35](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=40_C_35)  | Even though a decision may be legal, compliant with Abbott policy and in keeping with Abbott’s values, it still might not be the right thing to do. | 即使一个决定可能是合法、遵守雅培的政策、符合雅培的价值观，它仍然可能不是要做的正确的事。 |
| [Screen 35](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=41_C_36) Activity: Animation[41\_C\_36](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=41_C_36)  | Assess Impact Decision The second step in good decision making is evaluating the impact a proposed course of action may have on* Patients, customers, and consumers,
* Abbott’s reputation, and
* Other important stakeholders.
 | Assess（评估） Impact（影响） Decision（决定） 好的决策的第二步是评估所提议的行动方案可能对* 患者、顾客和消费者、
* 雅培的声誉以及
* 其他重要的利益相关者产生的影响。
 |
| [Screen 36](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=42_C_37) Activity: Animation[42\_C\_37](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=42_C_37)  | Assess Impact Decision Begin the process by considering the impact the decision will have on those who purchase and use our products. | Assess（评估） Impact（影响） Decision（决定） 这个流程首先考虑是否会对那些购买和使用我们产品的人产生的影响。 |
| [Screen 37](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=43_C_38) Activity: Dialogue[43\_C\_38](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=43_C_38)  | Imagine you work in logistics at an Abbott manufacturing site.One of your responsibilities is ensuring the timely shipping of products to warehouses in your region. | 想象一下，您在雅培的一家制造工厂的物流部门工作。您的职责之一是确保产品及时运到您所在地区的仓库。 |
| [Screen 37](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=44_C_38) [44\_C\_38](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=44_C_38)  | You’ve noticed that one of the steps that your team engages in is a visual inspection of the product before shipment.The inspection process seems to be taking up a lot of your team’s time. So, you consider cutting the visual inspection step. You begin with an analysis of the data. Here you can see that in the past visual inspections have caught some issues with the printing on the product labels, but cases have been rare. | 您已经注意到，您的团队所从事的步骤之一是在发货前对产品进行目视检查。检查过程似乎占用了您的团队很多时间。所以，您考虑消减目视检查的步骤。您从数据分析开始。在这里您可以看到，在过去的目视检查中发现了一些与产品标签印刷有关的问题，但这种情况很少发生。 |
| [Screen 37](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=45_C_38) [45\_C\_38](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=45_C_38)  | You take a few minutes to consider the impact cutting the visual inspection step could have on consumers.While there is no chance that a low-quality label will pose any health or safety risk to consumers, it could significantly impact the consumer experience. After contemplating the consumers’ interests, you decide to continue as normal with the visual inspections and consider other options to save time. | 您花几分钟时间来考虑消减视觉检查步骤可能对消费者产生的影响。虽然低质量的标签不会给消费者带来任何健康或安全风险，但它可能会显著影响消费者的体验。在考虑到消费者的利益之后，您决定照常进行目视检查，并考虑其他选项来节省时间。 |
| [Screen 38](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=46_C_39) [46\_C\_39](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=46_C_39)  | While not every decision we make will directly impact patients and consumers, many do.It is important to take the time to consider the potential impact and to make sure that, if a decision does impact patients and consumers, both their interests and those of Abbott are balanced. | 虽然不是我们做出的每一个决定都会直接影响患者和消费者，但很多决定确实会这样。务必要花时间考虑潜在的影响，并确保，如果一个决定确实会影响患者和消费者，则他们的利益和雅培的利益是平衡的。 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=47_C_40) Activity: Animation[47\_C\_40](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=47_C_40)  | Assess Impact Decision We also need to a take the time to consider the potential impact our decisions have on Abbott’s reputation. | Assess（评估） Impact（影响） Decision（决定） 我们还需要花时间考虑我们的决定对雅培声誉的潜在影响。 |
| [Screen 40](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=48_C_41) [48\_C\_41](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=48_C_41)  | Abbott’s reputation is our most valuable asset.As our Code reminds us, we earn our reputation every day by the decisions we make and the actions we take. | 雅培的声誉是我们最宝贵的资产。正如我们的准则提醒的那样，通过我们做出的决定和采取的行动，我们日复一日地为自己赢得声誉。 |
| [Screen 41](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=49_C_42) [49\_C\_42](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=49_C_42)  | We should always take the time to consider how our decisions and actions reflect on Abbott.A good way to do this is by using the newspaper test. | 我们应该始终花时间考虑我们的决定和行动会如何影响雅培。一个不错的方法是使用报纸测试。 |
| [Screen 42](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=50_C_43) Activity: Dialogue[50\_C\_43](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=50_C_43)  | Imagine you are an Abbott general manager for an affiliate.It’s April 2020. The pandemic has just hit. Hospitals all around the world are struggling to secure personal protective equipment (PPE) for their workers. | 假设您是一家雅培分支机构的总经理。2020 年 4 月，疫情刚刚爆发。世界各地的医院都在努力为其员工配备个人防护装备 (PPE)。 |
| [Screen 42](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=51_C_43) [51\_C\_43](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=51_C_43)  | You receive a phone call from an important Abbott customer, an administrator at a large private hospital who asks if you can secure some PPE for them – the administrator says that cost is not an issue, they are willing to pay whatever Abbott wants to charge them.You reach out to your country’s production facility and you are told that there is lot of spare PPE on site.Now you are faced with the dilemma of whether Abbott should just provide the PPE or sell the PPE to the private hospital at a large profit. | 您接到一个雅培重要客户的电话，他是一家大型私人医院的管理人员，他问您是否可以为他们提供一些 PPE——这名管理人员说，费用不是问题，他们愿意支付雅培想要收取的任何价格。您联系您所在国家/地区的生产设施，并被告知现场有大量备用的 PPE。现在您面临一个两难境地：雅培是只提供 PPE，还是把 PPE 卖给私立医院来赚取高额利润。 |
| [Screen 42](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=52_C_43) [52\_C\_43](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=52_C_43)  | You begin by assessing the situation.There is nothing about the sale that would be illegal, non-compliant with Abbott policy or not in keeping with Abbott’s values. Abbott clearly has spare PPE that is not being used. And it would clearly benefit a lot of people. | 您从评估情况开始。没有任何信息表明销售将是非法、不符合雅培政策或不符合雅培的价值观。雅培显然有没有被使用的备用 PPE。而且这样做显然将让很多人受益。 |
| [Screen 42](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=53_C_43) [53\_C\_43](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=53_C_43)  | But before you make your final decision you stop and imagine how Abbott selling the PPE to a private hospital at a high price might be reported in your local newspaper:Healthcare Giant Prioritizes Needs of Private PatientsWhere health is concerned, company proves money is all that really matters. | 但在您做最后决定之前，请停下来想一想，雅培将 PPE 高价卖给一家私立医院会如何被当地报纸报道：医疗保健巨头优先考虑私人患者的需求在健康面前，公司证明赚钱才是最重要的。 |
| [Screen 42](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=54_C_43) [54\_C\_43](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=54_C_43)  | After considering how your decision could impact on Abbott’s reputation, you decide to decline the request to sell the PPE to the private hospital.You instead look into a possible donation to your local authority for distribution across the entire health care system. | 在考虑到您的决定可能会对雅培的声誉造成何种影响后，您决定拒绝向这家私立医院出售 PPE 的请求。相反，您考虑向当地政府捐赠，然后分发到整个医疗保健系统。 |
| [Screen 43](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=55_C_44) Activity: Animation[55\_C\_44](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=55_C_44)  | Assess Impact Decision Finally, we need to consider the impact our decisions have on Abbott’s other stakeholders, such as colleagues, shareholders, the communities in which we operate, and the general public. | Assess（评估） Impact（影响） Decision（决定） 最后，我们需要考虑我们的决定对雅培其他利益相关者（如同事、股东、我们开展业务所在的社区以及大众）的影响。 |
| [Screen 44](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=56_C_45) [56\_C\_45](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=56_C_45)  | Oftentimes, it is easy for us to forget those not directly involved in the decision-making process.But the impact our decision can have on colleagues, shareholders, the communities in which we operate, and the general public can be just as profound. | 通常，我们很容易忘记那些不直接参与决策流程的人。但我们的决策对同事、股东、我们开展业务所在的社区以及大众的影响也同样深远。 |
| [Screen 45](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=57_C_46) Activity: Dialogue[57\_C\_46](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=57_C_46)  | Imagine you have an important presentation with senior management first thing Monday morning.It is Sunday afternoon. The office is closed. Just as you are finishing up work on your presentation your Abbott-issued laptop forces a restart. | 想象一下，您周一早上第一件事就是要和高级管理人员做一个重要演讲。现在是周日下午。办公室关门了。就在您完成演示文稿的工作时，雅培发放给您的笔记本电脑强制进行重启。 |
| [Screen 45](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=58_C_46) [58\_C\_46](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=58_C_46)  | You realize a file you downloaded seems to have been infected. You are not sure whether it has impacted other files, but you need to get the presentation to senior management first thing Monday morning.So, you redo the presentation and save the file. But now you are faced with a dilemma: do you send the file to your work colleagues or do you miss your deadline with senior management? | 您意识到您下载的文件好像中毒了。您不确定它是否影响了其他文件，但您在周一早上需要做的第一件事就是把演示文稿交给高级管理层。因此，您重做了演示文稿并保存文件。但是现在您面临着一个进退两难的境地：您是把文件发给您的同事，还是错过与高级管理层的最后期限？ |
| [Screen 45](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=59_C_46) [59\_C\_46](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=59_C_46)  | You pause and evaluate the potential impact your decision could have on your colleagues.On the one hand, not sending the file could impact senior management’s perception of you.On the other, sending a file that turns out to be infected could impact not only your colleagues in your department but could spread to others in the company. | 您停下来，评估您的决定可能会对您的同事产生的潜在影响。一方面，不发送文件可能会影响高级管理层对您的看法。另一方面，发送中毒的文件不仅会影响到您部门的同事，还会将电脑病毒扩散给公司的其他人。 |
| [Screen 45](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=60_C_46) [60\_C\_46](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=60_C_46)  | After considering your options, you decide to delay sending the file until it can be okayed by the IT department and instead call your manager to inform them of the situation.The decision is likely to have some impact on senior management’s perception of you, but you decide it’s more important to think about the possible effect on the wider Abbott community. | 在考虑了您的选择之后，您决定推迟发送文件，直到得到 IT 部门的同意，并且打电话给您的经理告知他们这个情况。这个决定可能会对高级管理层对您的看法产生一些影响，但您认为更重要的是考虑对雅培社区更广泛的可能影响。 |
| [Screen 46](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=61_C_47) [61\_C\_47](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=61_C_47)  | Even though a decision may be legal, compliant with Abbott policy and in keeping with Abbott’s values, it still might not be the right thing to do.The second step in good decision making is evaluating the impact a proposed course of action may have on* Patients, customers, and consumers,
* Abbott’s reputation, and
* Other important stakeholders.
 | 即使一个决定可能是合法、遵守雅培的政策、符合雅培的价值观，它仍然可能不是要做的正确的事。好的决策的第二步是评估所提议的行动方案可能对* 患者、顾客和消费者、
* 雅培的声誉以及
* 其他重要的利益相关者产生的影响。
 |
| [Screen 47](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=62_C_48) [62\_C\_48](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=62_C_48)  | In many cases after assessing a situation and evaluating its impact, we may be left with more than one option. | 在许多情况下，在评估了一个情况及其影响之后，我们可能会有不止一个选项。 |
| [Screen 48](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=63_C_49) Activity: Animation[63\_C\_49](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=63_C_49)  | Assess Impact Decision The final step in good ethical decision making is about choosing a course of action that balances the interests of all stakeholders.In some cases, this may mean making a decision that favors the interests of consumers and patients, while another may favor the interests of Abbott or another stakeholder. | Assess（评估） Impact（影响） Decision（决定） 做出良好道德决定的最后一步是选择一个能够平衡所有利益相关者的利益的行动方案。在某些情况下，这可能意味着做出有利于消费者和患者利益的决定，同时其他决定可能有利于雅培或其他利益相关者的利益。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=64_C_50) [64\_C\_50](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=64_C_50)  | While no decision is likely to please all stakeholders equally,a good decision will always be grounded in the principles of honesty, fairness and integrity, and will effectively balance the interests of Abbott and Abbott’s stakeholders. | 没有哪个决定可能会让所有利益相关者都满意，但是，一个好的决定将永远基于诚实、公平和诚信的原则，并将有效地平衡雅培和雅培利益相关者的利益。 |
| [Screen 50](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=65_C_51) [65\_C\_51](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=65_C_51)  | If, however, after considering all options, you are still unsure about the right course of action, you can always speak to your manager, the Office of Ethics and Compliance, Human Resources or the Legal Division. | 然而，如果在考虑了所有选项之后，您仍无法确定正确的行为，您可以随时与您的经理、商业道德合规部、人力资源部或法律部商讨。 |
| [Screen 51](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=66_C_52) [66\_C\_52](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=66_C_52)  | In addition, Abbott has created a decision-making AID in support of this training.This aid walks you through the ethical decision-making process that we have just covered in this training. We strongly recommend that you use it whenever you require additional support.The decision-making AID can be found on your intranet here. | 此外，雅培已经创建了一个决策辅助工具来支持本次培训。这个决策辅助工具将引导您完成我们在本次培训中提到的道德决策流程。在您需要额外支持时，我们强烈建议您使用它。决策辅助工具可以在[这里](https://abbott.sharepoint.com/sites/abbottworld/EthicsCompliance/cobc/Pages/Decision-Making-Aid.aspx)找到。 |
| [Screen 52](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=67_C_53) [67\_C\_53](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=67_C_53)  | A good decision will always be grounded in the principles of honesty, fairness and integrity, and will effectively balance the interests of Abbott and Abbott’s stakeholders.The final step in good ethical decision making is about choosing a course of action that balances the interests of all stakeholders.If, however, after considering all options, you are still unsure about the right course of action, you can always speak to your manager, the Office of Ethics and Compliance, Human Resources or the Legal Division.In addition, Abbott has created a decision-making AID in support of this training. The decision making AID can be found on your intranet here. | 一个好的决定永远基于诚实、公平和诚信的原则，并将有效地平衡雅培和雅培利益相关者的利益。做出良好道德决定的最后一步是选择一个能够平衡所有利益相关者的利益的行动方案。然而，如果在考虑了所有选项之后，您仍无法确定正确的行为，您可以随时与您的经理、商业道德合规部、人力资源部或法律部商讨。此外，雅培已经创建了一个决策辅助工具来支持这一培训。决策辅助工具可以在这里找到。 |
| [Screen 53](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=68_C_54) [68\_C\_54](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=68_C_54)  | Manager or SupervisorIf you are unsure about the right course of action or have general questions about assigned task or roles the best place to start is with your immediate manager or supervisor. | 经理或主管如果您不确定何为正确的行动方案，或者对分配的任务或角色有一般性的问题，请先联系您的直线经理或主管。 |
| [Screen 53](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=69_C_54) [69\_C\_54](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=69_C_54)  | Global Policy PortalFor our corporate policies and procedures applicable companywide, visit the Global Policy Portal. | 全球政策门户如需了解适用于全公司的企业政策和程序，请访问[全球政策门户](https://abbott.sharepoint.com/sites/abbottworld/GlobalPolicy/Pages/Home.aspx)。 |
| [Screen 53](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=70_C_54) [70\_C\_54](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=70_C_54)  | Office of Ethics and Compliance (OEC)The OEC is a corporate resource available to address your questions or concerns about our company’s values and standards of conduct.* OEC Website – Refer to the OEC website for answers to a variety of ethics and compliance questions. Our company’s global and country-specific OEC policies and procedures can also be accessed from the website.
* OEC Contacts – You are encouraged to contact the OEC at any time with any ethics and compliance questions, or to discuss concerns about possible violations of our written standards, laws, or regulations.
* Corporate OEC – Call 1-224-667-5210 or email oec@abbott.com with any questions related to ethics and compliance at Abbott.
* Divisional or Country OEC – Your divisional or country OEC representative can provide additional guidance on divisional or country-specific OEC policies, procedures, and guidelines.
* Ethics and Compliance Helpline – Visit our multilingual Ethics and Compliance Helpline available globally 24/7 to voice your concerns about a potential violation of our company’s values and standards of conduct. You can also email investigations@abbott.com to report a potential violation.

Abbott does not tolerate retaliation against anyone who makes a good-faith report regarding a potential violation of our written standards. In any good-faith report, anonymity is allowed, non-retaliation is ensured, and confidentiality is preserved.* iComply – Visit iComply to access compliance-related applications and resources geared towards interactions with Health Care Professionals and Health Care Organizations, as well as third parties.
 | 商业道德合规部 (OEC)OEC 作为公司的一项资源，可以帮助您解决有关公司价值观和行为标准的疑问或意见。* OEC 网站——访问 [OEC 网站](https://abbott.sharepoint.com/sites/abbottworld/EthicsCompliance/Pages/Home.aspx)获取各种有关道德和合规问题的解答。通过该网站能够查阅到公司的全球性政策以及针对具体国家的OEC政策。
* OEC 联系方式——我们鼓励您在遇到任何道德和合规问题时联系 OEC，或与 OEC 讨论可能违反我们书面标准或法律法规的事情。
* 全球 OEC——拨打电话 1-224-667-5210 或发送电子邮件至 oec@abbott.com，就涉及雅培道德与合规的情况提出任何疑问。
* 各事业部或国家/地区 OEC——您的部门或国家/地区 [OEC 代表](https://icomply.abbott.com/Apps/ComplianceContacts/)可以为部门或国家的具体 OEC 政策、程序和指导原则提供更多指导。
* 商业道德与合规热线——拨打我们的多语言[商业道德合规热线](http://speakup.abbott.com/)（全球每周 7 天、每天24 小时在线），报告您认为可能违反公司价值观和行为准则的行为。您还可以向 investigations@abbott.com 发电子邮件报告潜在违规行为。

雅培绝不允许对违规行为的善意报告人实施打击报复。任何善意报告都允许匿名，我们保证报告人不受报复并为报告的事项保密。* iComply——访问 [iComply](https://icomply.abbott.com/Default.aspx) 查阅合规相关应用和资源，这些应用和资源专门面向与医疗保健专业人士、医疗机构和第三方的交往事项。
 |
| [Screen 53](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=71_C_54) [71\_C\_54](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=71_C_54)  | Human ResourcesFor employee-related issues, such as concerns involving management and/or other employees, contact your local Human Resources representative. | 人力资源部对于有关员工的问题，例如问题涉及管理层和/或其他员工，请联系您当地的[人力资源部门](https://abbott.sharepoint.com/sites/myhr/)代表。 |
| [Screen 53](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=72_C_54) [72\_C\_54](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=72_C_54)  | Legal DivisionIf you have questions about the laws, regulations, and acceptable business practices, the Legal Division can assist you. | 法律部如果您对法律法规和可接受的商业行为有疑问，[法律部](https://abbott.sharepoint.com/sites/abbottworld/Legal)可以协助您。 |
| [Screen 53](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=73_C_54) [73\_C\_54](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=73_C_54)  | Other ResourcesThere are many other resources available to you:* Finance – If your question is about accounting or finance, contact your local Finance department.
* Corporate Audit – If you have specific concerns regarding accounting, internal accounting controls, or auditing matters, promptly report them to Corporate Audit or the OEC.
* Abbott Quality and Regulatory – If you have questions about the quality and safety of our products, contact your local Quality and Regulatory department.
* Global Environment, Health, and Safety – Contact a Global Environment, Health, and Safety representative if you have questions about a physical site and potential dangers.
* Global Procurement – If you have questions about supplier relations, contact Global Procurement.
 | 其他资源有许多其它资源可供您使用：* 财务部——如果您的疑问涉及财务或会计，请联系您当地的财务部门。
* 企业审计——如果您有具体针对会计、内部会计管理或审计事务有意见，请迅速向企业审计部门或 OEC 报告。
* 雅培质量和法规——如果您对我们产品的质量安全有疑问，请联系您当地的质量和法规部门。
* 全球环境、健康和安全——如果您对具体业务场所和潜在危险有疑问，请联系全球环境、健康和安全部门的代表。
* 全球采购部——如果您对供应商关系有疑问，请联系全球采购部门。
 |
| [Screen 54](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=74_C_55) [74\_C\_55](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=74_C_55)  | Course TranscriptClick here for a full transcript of the course. | 课程脚本点击[这里](reference/Transcript.pdf)可查看本课程的脚本全文。 |
| Screen 55 Activity: Introduction75\_C\_56  | The Knowledge Check consists of 10 questions. You must score 80% or higher to successfully complete this course.When you are ready, click the Knowledge Check button to begin. | 知识检查部分有 10 道题。您必须达到 80% 或以上的正确率才能成功通过本课程测验。做好准备后，请点击“知识检查”按钮。 |
| Screen 56 Question 1: Scenario76\_C\_57  | What are some common causes of poor decision making?Check all that apply. | 形成糟糕决策的一些常见原因是什么？请选择所有适用选项。 |
| Screen 56 Question 1: Options77\_C\_57  | [1] Failure to consider competing interests.[2] The perception that there is pressure to perform.[3] Careful deliberation.[4] The perception of customer expectations.[5] Time constraints. | [1] 未能考虑到冲突的利益。[2] 感觉到存在执行压力。[3] 仔细慎重。[4] 感觉到客户的期望。[5] 时间有限。 |
| Screen 56 Question 1: Feedback78\_C\_57  | Unfortunately, sometimes things like competing interests, the pressure to perform, customer expectations, or time constraints can cause us to make the wrong choices.For more information about the correct answer, see Section 2.2, Understanding the Process. | 不幸的是，利益冲突、执行压力、客户期望或时间限制等事项有时会导致我们做出错误的选择。有关正确答案的更多信息，请参见*第 2.2 节，了解流程*。 |
| Screen 56 Question 2: Scenario79\_C\_57  | Good decision making is: | 好的决策是： |
| Screen 56 Question 2: Options80\_C\_57  | [1] About wanting to do the right thing.[2] Instinctual.[3] Deliberative. | [1] 想要做正确的事。[2] 是本能的。[3] 是慎重的。 |
| Screen 56 Question 2: Feedback81\_C\_57  | Good decision making is deliberative. It requires careful assessment of the facts and follows a systematic approach.For more information about the correct answer, see Section 2.2, Understanding the Process. | 好的决策是慎重的。它需要对事实进行仔细评估，并遵循一种系统性方法。有关正确答案的更多信息，请参见*第 2.2 节，了解流程*。 |
| Screen 56 Question 3: Scenario82\_C\_57  | Abbott’s decision-making process consists of:Check all that apply. | 雅培的决策流程包括：请选择所有适用选项。 |
| Screen 56 Question 3: Options83\_C\_57  | [1] A careful assessment of the situation.[2] An evaluation of its impact on stakeholders.[3] Recognizing and resolving ethical dilemmas.[4] Balancing of the interests of patients, consumers, Abbott and other stakeholders. | [1] 仔细评估情况。[2] 评估其对利益相关者的影响。[3] 识别和解决道德困境。[4] 平衡患者、消费者和其他利益相关方的利益。 |
| Screen 56 Question 3: Feedback84\_C\_57  | Abbott’s decision-making process consists of three steps:* First, a careful assessment of the situation;
* Second, an evaluation of its impact on stakeholders; and,
* Finally, a decision that balances the interests of patients, consumers, Abbott and other stakeholders.

For more information about the correct answer, see Section 2.2, Understanding the Process. | 雅培的决策流程包括三个步骤：* 首先，仔细评估当前情况；
* 第二，评估其对利益相关者的影响；以及,
* 最后，做出一个平衡患者、消费者、雅培和其他利益相关者利益的决定。

有关正确答案的更多信息，请参见*第 2.2 节，了解流程*。 |
| Screen 56 Question 4: Scenario85\_C\_57  | An activity is legal as long as there are no local laws that prohibit the activity? | 只要没有当地法律禁止某项活动，该活动就是合法的 |
| Screen 56 Question 4: Options86\_C\_57  | [1] True.[2] False. | [1] 对。[2] 错。 |
| Screen 56 Question 4: Feedback87\_C\_57  | Just because there are no local laws that prohibit a certain activity doesn’t mean that the activity is legal. The laws of one country may apply to the work we do in other countries. For example, the Foreign Corrupt Practices Act (FCPA) is a U.S. statute that prohibits firms and individuals from paying bribes to foreign officials. Even though the FCPA is a U.S. law, it applies to activities in every country in which Abbott operates.For more information about the correct answer, see Section 3.2, Is it Legal? | 仅仅因为没有本地法律禁止某种活动并不意味着这种活动是合法的。一个国家/地区的法律可能适用于我们在其他国家/地区所做的工作。例如，美国的《反海外腐败法案》(FCPA) 禁止公司和个人向外国官员行贿。尽管 FCPA 是一部美国法律，但它适用于雅培在开展业务的每个国家/地区的活动。欲了解更多有关正确答案的信息，请参见*第 3.2 节，它是否合法？* |
| Screen 56 Question 5: Scenario88\_C\_57  | If a course of action is legal and complies with Abbott policy, we can proceed. | 如果行动是合法的，而且符合雅培的政策，我们可以继续。 |
| Screen 56 Question 5: Options89\_C\_57  | [1] True.[2] False. | [1] 对。[2] 错。 |
| Screen 56 Question 5: Feedback90\_C\_57  | Even if we’ve established that a course of action is legal and complies with Abbott policy, we should not proceed unless it also aligns with Abbott’s values.For more information about the correct answer, see Section 3.4, Does it Align with Abbott’s Values? | 即使我们已经确定行动方案合法，并符合雅培的政策，我们也不应该继续，除非它也与雅培的价值观相一致。有关正确答案的更多信息，请参阅*第 3.4 节，它是否与雅培的价值观相一致？* |
| Screen 56 Question 6: Scenario91\_C\_57  | The newspaper test is a good way of assessing the impact a proposed course of action can have on: | 报纸测试是一种评估提议的行动方案可能对以下哪个方面产生影响的方法： |
| Screen 56 Question 6: Options92\_C\_57  | [1] Patients and consumers.[2] Abbott’s reputation.[3] Other Abbott stakeholders. | [1] 患者和消费者。[2] 雅培的声誉。[3] 雅培的其他利益相关者。 |
| Screen 56 Question 6: Feedback93\_C\_57  | The newspaper test is a good way of assessing the impact our actions can have on Abbott’s reputation.For more information about the correct answer, see Section 4.3, The Impact on Abbott. | 报纸测试是评估我们的行为对雅培声誉可能产生的影响的一个不错方法。关于正确答案的更多信息，请参见*第 4.3 节，对雅培的影响。* |
| Screen 56 Question 7: Scenario94\_C\_57  | The second step in good decision making is evaluating the impact a proposed course of action may have on:Check all that apply. | 好的决策的第二步是评估所提议的行动方案可能对以下方面产生的影响：请选择所有适用选项。 |
| Screen 56 Question 7: Options95\_C\_57  | [1] Patients, customers, and consumers.[2] One’s own job prospects.[3] Abbott’s reputation.[4] Other important stakeholders. | [1] 患者、顾客和消费者。[2] 个人自己的工作前景。[3] 雅培的声誉。[4] 其他重要的利益相关者。 |
| Screen 56 Question 7: Feedback96\_C\_57  | The second step in good decision making is evaluating the impact a proposed course of action may have on* Patients, customers, and consumers,
* Abbott’s reputation, and
* Other important stakeholders.
 | 好的决策的第二步是评估所提议的行动方案可能对* 患者、顾客和消费者、
* 雅培的声誉以及
* 其他重要的利益相关者产生的影响。
 |
| Screen 56 Question 8: Scenario97\_C\_57  | When making a decision, never choose a course of action that favors the interests of one stakeholder group over another. | 在做决定时，永远不要选择有利于一个利益相关者群体的利益而不利于另一个利益相关者群体的利益的行动方案。 |
| Screen 56 Question 8: Options98\_C\_57  | [1] True.[2] False. | [1] 对。[2] 错。 |
| Screen 56 Question 8: Feedback99\_C\_57  | While good ethical decision making is about balancing the interests of all stakeholders. In some cases, this may mean making a decision that favors the interests of one stakeholder group over another.For more information about the correct answer, see Section 5.2, Balancing Competing Interests. | 良好的道德决策涉及到平衡所有利益相关者的利益。在某些情况下，这可能意味着做出一个决定，这个决定有利于一个利益相关者群体的利益但不利于另一个利益相关者群体的利益。有关正确答案的更多信息，请参见*第 5.2 节，平衡相互冲突的利益。* |
| Screen 56 Question 9: Scenario100\_C\_57  | If you are unsure about the right course of action, you should speak to: | 如果您不确定正确的行动方案，您应该联系： |
| Screen 56 Question 9: Options101\_C\_57  | [1] Your manager.[2] The Office of Ethics and Compliance.[3] Human Resources.[4] The Legal Division.[5] Any or all of the above. | [1] 您的经理。[2] 商业道德合规部。[3] 人力资源部。[4] 法律部。[5] 以上任何一个或全部。 |
| Screen 56 Question 9: Feedback102\_C\_57  | If, after considering all options, you are unsure about the right course of action, you can always speak to your manager, the Office of Ethics and Compliance, Human Resources or the Legal Division.For more information about the correct answer, see Section 5.3, Help and Support. | 如果在考虑了所有选项之后，您仍无法确定正确的行动方案，您可以随时与您的经理、商业道德合规部、人力资源部或法律部商讨。关于正确答案的更多信息，请参见*第 5.3 节，帮助和支持。* |
| Screen 56 Question 10: Scenario103\_C\_57  | Abbott has created a decision-making AID to support you in the decision-making process. | 雅培已经创建了一个决策辅助工具，用于在决策流程中为您提供支持。 |
| Screen 56 Question 10: Options104\_C\_57  | [1] True.[2] False. | [1] 对。[2] 错。 |
| Screen 56 Question 10: Feedback105\_C\_57  | During the course of your workday, there may be times when it is hard to determine the right course of action. To help you navigate these situations, Abbott has created a decision-making AID that is available on the Company intranet.For more information about the correct answer, see Section 5.3, Help and Support. | 在日常工作过程中，有时您可能很难确定正确的行动方案。为了帮助您处理这些情况，雅培已经创建了一个决策辅助工具，您可在公司内网找到该工具。关于正确答案的更多信息，请参见*第 5.3 节，帮助和支持。* |
| Screen 56 106\_C\_57  | All questions remain unanswered | 所有问题均未回答 |
| Screen 57 Activity: Overall Feedback107\_C\_58  | No results are available, as you have not completed the Knowledge Check.Congratulations! You have successfully passed the Knowledge Check and completed the course.Please review your results below by clicking on each question.Once you are done, you must click the EXIT [X] icon in the course title bar before closing your browser window or browser tab.Sorry, you did not pass the Knowledge Check. Take a few minutes to review your results below by clicking on each question.When you are done, click the Retake Knowledge Check button. | 您尚未通过知识检查，无法查看结果。恭喜！您已顺利通过知识检查，并成功完成课程！请点击问题，在下方查看您的测验结果。完成后，在关闭您的浏览器窗口或浏览器标签之前，必须单击课程页面上方标题栏中的退出 [X] 图标。抱歉，您未通过知识检查。请点击各个问题，在下方查看您的测验结果。完成后，请点击重新进行知识检查按钮。 |
| [108\_toc\_1](http://www.learnex.co.uk/test/AbbottDecisionMaking/EN-US/course/index.html?showScreen=108_toc_1)  | Introduction | 介绍 |
| 109\_toc\_2  | Welcome | 欢迎 |
| 110\_toc\_3  | Objectives | 目的 |
| 111\_toc\_4  | Tutorial | 指南 |
| 112\_toc\_5  | The Decision-Making Process | 决策流程 |
| 113\_toc\_6  | Overview | 概述 |
| 114\_toc\_7  | Understanding the Process | 了解流程 |
| 115\_toc\_8  | The Decision-Making Process: Quick Reference | 决策流程：快速参考 |
| 116\_toc\_9  | Assessing the Situation | 评估情况 |
| 117\_toc\_10  | Overview | 概述 |
| 118\_toc\_11  | Is it Legal? | 它是否合法？ |
| 119\_toc\_12  | Does it comply with Abbott Policy? | 它是否符合雅培政策？ |
| 120\_toc\_13  | Does it Align with Our Values? | 它是否与我们的价值观相一致？ |
| 121\_toc\_14  | Assessing the Situation: Quick Reference | 评估情况：快速参考 |
| 122\_toc\_15  | Evaluating the Impact | 评估影响 |
| 123\_toc\_16  | Overview | 概述 |
| 124\_toc\_17  | The Impact on Patients and Consumers | 对患者和消费者的影响 |
| 125\_toc\_18  | The Impact on Abbott’s Reputation | 对雅培声誉的影响 |
| 126\_toc\_19  | The Impact on Other Stakeholders | 对其他利益相关者的影响 |
| 127\_toc\_20  | Evaluating the Impact: Quick Reference | 评估影响：快速参考 |
| 128\_toc\_21  | Making the Right Decision | 做出正确的决定 |
| 129\_toc\_22  | Overview | 概述 |
| 130\_toc\_23  | Balancing Competing Interests | 平衡相互冲突的利益 |
| 131\_toc\_24  | Help and Support | 帮助和支持 |
| 132\_toc\_25  | Making the Right Decision: Quick Reference | 做出正确的决定：快速参考 |
| 133\_toc\_26  | Resources | 资源 |
| 134\_toc\_27  | Where to Get Help | 获取帮助的途径 |
| 135\_toc\_28  | Reference Material | 参考资料 |
| 136\_toc\_29  | Knowledge Check | 知识检查 |
| 137\_toc\_30  | Introduction | 介绍 |
| 138\_toc\_31  | Knowledge Check | 知识检查 |
| 139\_toc\_32  | Question 1 | 问题 1 |
| 140\_toc\_33  | Question 2 | 问题 2 |
| 141\_toc\_34  | Question 3 | 问题 3 |
| 142\_toc\_35  | Question 4 | 问题 4 |
| 143\_toc\_36  | Question 5 | 问题 5 |
| 144\_toc\_37  | Question 6 | 问题 6 |
| 145\_toc\_38  | Question 7 | 问题 7 |
| 146\_toc\_39  | Question 8 | 问题 8 |
| 147\_toc\_40  | Question 9 | 问题 9 |
| 148\_toc\_41  | Question 10 | 问题 10 |
| 149\_toc\_42  | Feedback | 反馈 |
| 150\_string\_1 | The Course cannot contact the LMS. Click 'OK' to continue and review the course. Note, Course Certification may not be available. Click 'Cancel' to exit  | 本课程无法联系 LMS。点击“确定”继续复习本课程。注意：课程认证可能不可用。点击“取消”退出  |
| 151\_string\_2 | All questions remain unanswered | 所有问题均未回答 |
| 152\_string\_3 | Questions | 问题 |
| 153\_string\_4 | Question | 问题 |
| 154\_string\_5 | not answered | 未回答 |
| 155\_string\_6 | That's correct! | 正确！ |
| 156\_string\_7 | That's not correct! | 不正确！ |
| 157\_string\_8 | Feedback:  | 反馈： |
| 158\_string\_9 | DECISION MAKING AT ABBOTT | 雅培的决策 |
| 159\_string\_10 | Knowledge Check | 知识检查 |
| 160\_string\_11 | Submit | 提交 |
| 161\_string\_12 | Retake Knowledge Check | 重新进行知识检查 |
| 162\_string\_13 | At times, each of us will be faced with situations where the right course of action is hard to determine. The aim of this course is to provide you with a systematic way of assessing your options, evaluating their impact, and ultimately making the right choices for you, Abbott and its many stakeholders. | 我们每个人有时都会面对难以确定正确的行动方案的情况。本课程旨在为您提供一个系统的方法来评估您的选择及其影响，并最终为您、雅培及其众多利益相关者做出正确的选择。 |
| 163\_string\_14 | Table of Contents | 目录 |
| 164\_string\_15 | Where to Get Help | 获取帮助的途径 |
| 165\_string\_16 | Reference Material | 参考资料 |
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| 167\_string\_18 | Exit | 退出 |
| 168\_string\_19 | Close | 关闭 |