

# The Decision-Making Process: Quick Reference

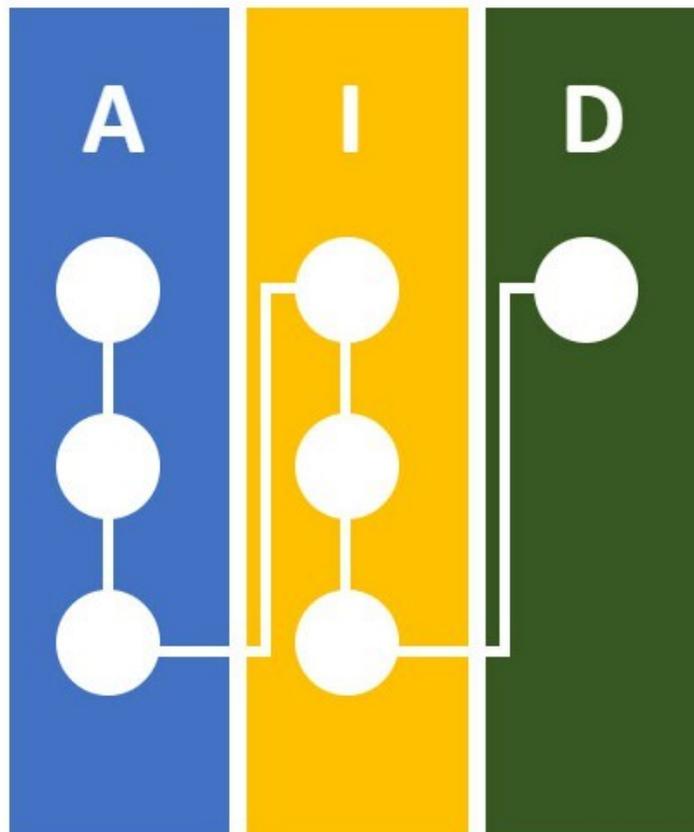


As stewards of Abbott's reputation, all of us have a responsibility to make good decisions on Abbott's behalf.

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.



# Assessing the Situation: Quick Reference



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?



## EVALUATING THE IMPACT

# Evaluating the Impact: Quick Reference



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.



# Making the Right Decision: Quick Reference



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.

