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| **Model Steps** | **Considerations** |
| Step 1: Evaluate situation and identify facts |  |
| Step 2: Identify political issues e.g. office politics, conflict of interest |  |
| Step 3: Specify who else is affected, and how |  |
| Step 4: Comply with UN policy and guidelines |  |
| Step 5: Seek help – Who? Where? |  |
| Step 6: Satisfy your responsibility – action (do you feel you must act) |  |