



SpeakUp Paths disclosure workflow

Gifts and entertainment

Gifts and entertainment can be a normal part of business, but without clear boundaries they risk creating real or perceived favoritism, conflicts, or compliance breaches. Whether it's client dinners, event tickets, or corporate hospitality, organizations need visibility into what's being given and received.

A structured disclosure process makes it simple for employees to log gifts and entertainment, and gives reviewers the context to assess appropriateness, ensure compliance with policy, and maintain trust.

Explore how you can simplify submissions and streamline your workflow using SpeakUp's AI-powered platform - tailored to your team's way of working and risk profile.



SpeakUp® Paths

Submit and manage conflicts, gifts, and more.

Streamlined workflow: gifts and entertainment

Design your hub and case management system around the way your organization actually operates.

From intake forms and inquiry templates to progress stages and resolution workflows, every detail can be tailored to reflect your team's specific methods, so the system feels natural from the first report all the way through to closure.

Discover how you can easily set up workflows like gifts and entertainment.

Intake questions

Create an intake form that prompts employees to provide the key details up front. With the right information in hand early, you can avoid unnecessary delays and focus on resolving issues efficiently.

Here are a few important questions to consider:

Gift type

- Gift
- Travel
- Meal
- Entertainment
- Hospitality
- Cash
- Other

Is this being offered or received?

- Offered
- Received

Organization name

Individual name

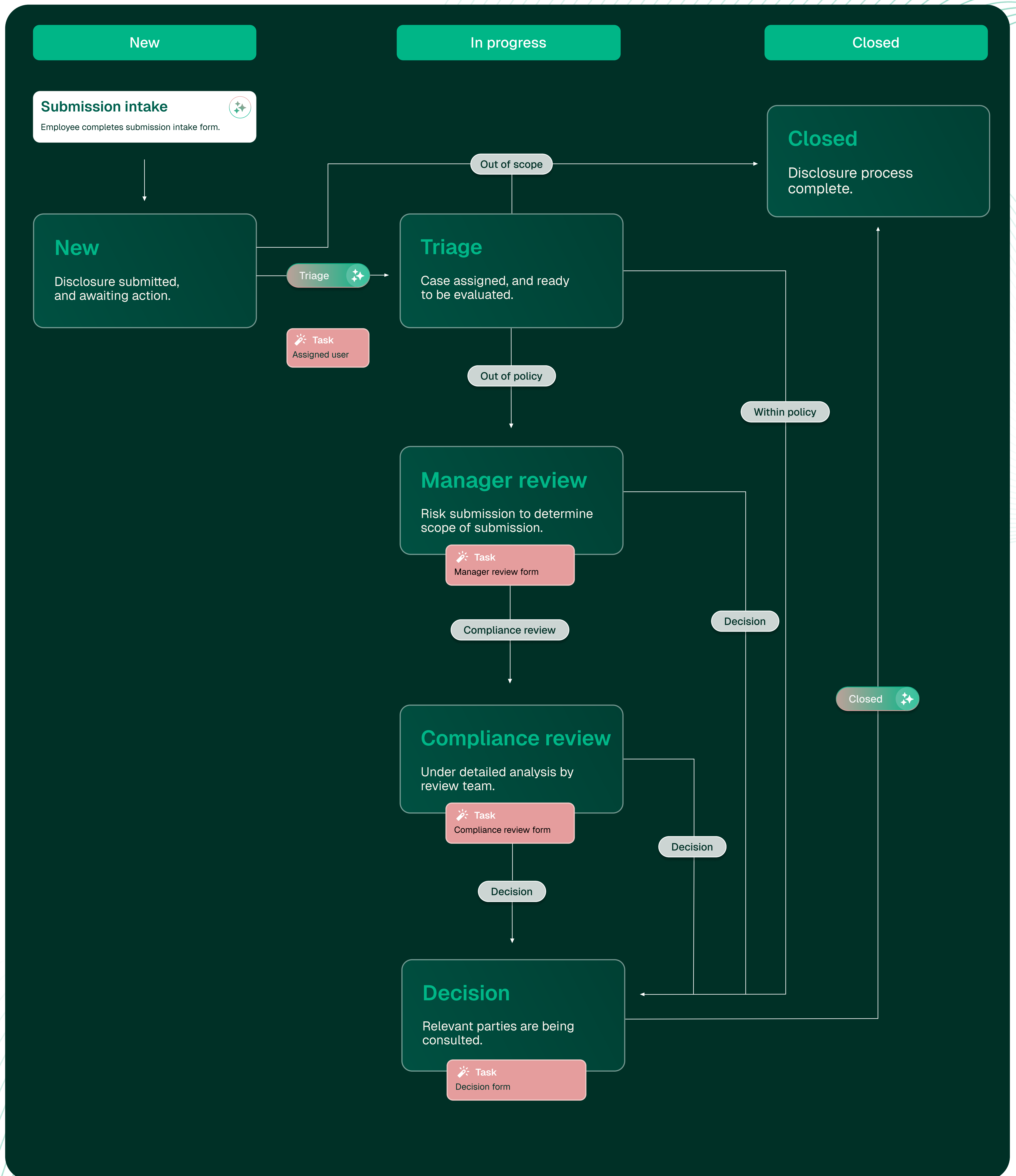
Estimated value

Date received

AI-enhanced intake

AI helps gather the right information from the start. Such as AI-driven translation.

Template workflow



Issue forms

Ensure that key details are documented at each stage of your workflow. This not only facilitates smoother transitions to subsequent phases but also creates a reliable, audit-ready trail.

Standardized forms help to ensure consistency and capture essential information, enabling a clear and transparent that everyone in your team can follow.

Manager review form

Manager to review the request that has come in and provide their recommendation
Here are some key details to document.

Review date	Reviewer name	Relationship with other party
Recommendation <ul style="list-style-type: none">• Approve• Decline• Escalate to compliance	Recommendation explanation	Requires investigation
	Reason for investigation	

Compliance review form

Compliance team to review the submission and determine their recommendation for approval. Below are examples of the key details that should be documented.

Review date	Reviewer name	Recommendation <ul style="list-style-type: none">• Approve• Decline
Explanation for recommendation		

Decision form

Finalize and capture the decision for this submission. Clearly document the chosen course of action, including supporting details and stakeholder alignment.

Manager review recommendation	Compliance review recommendation	Final decision <ul style="list-style-type: none">• Approved• Declined
Reason for decision	Action required?	

One system, all submissions

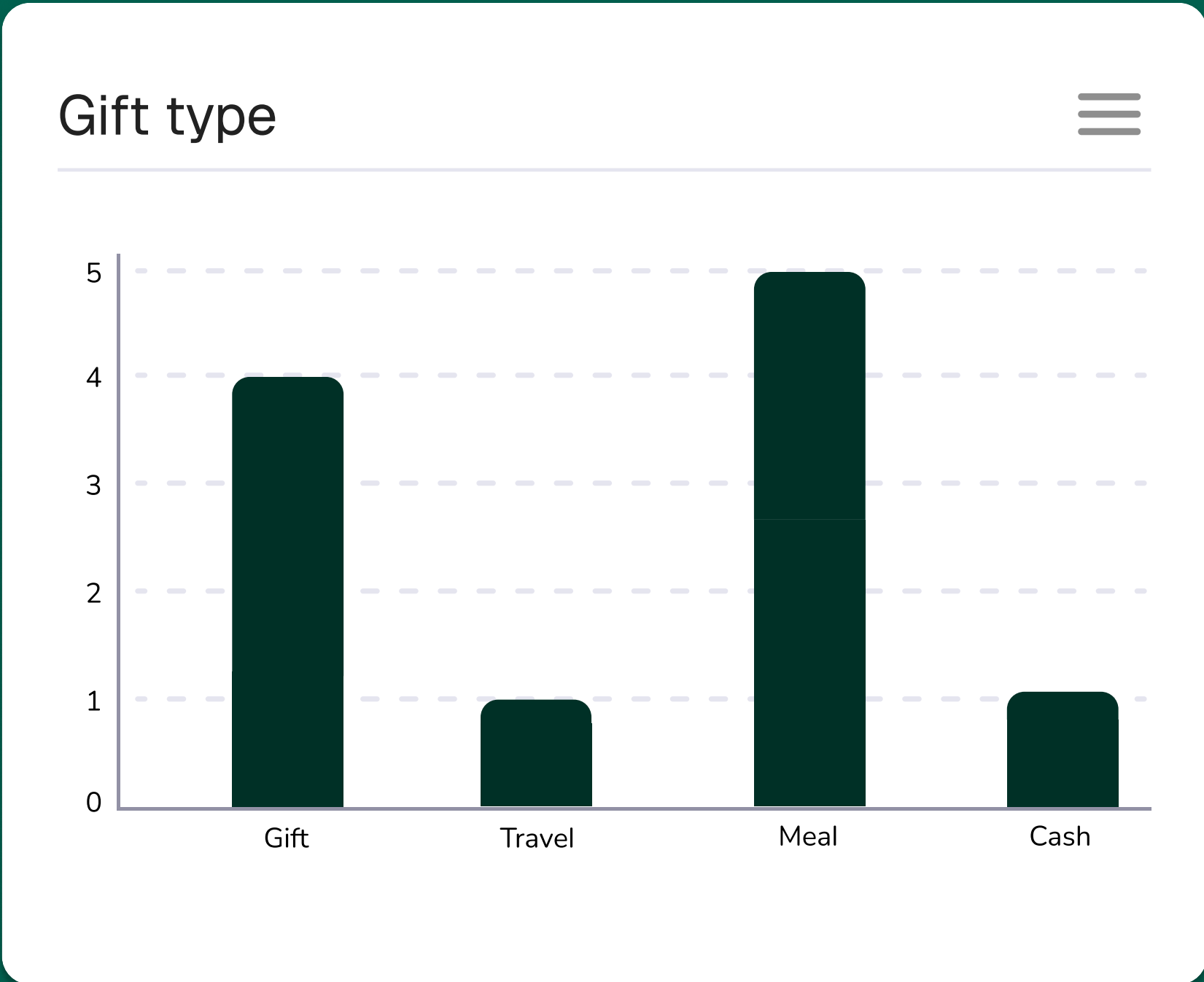
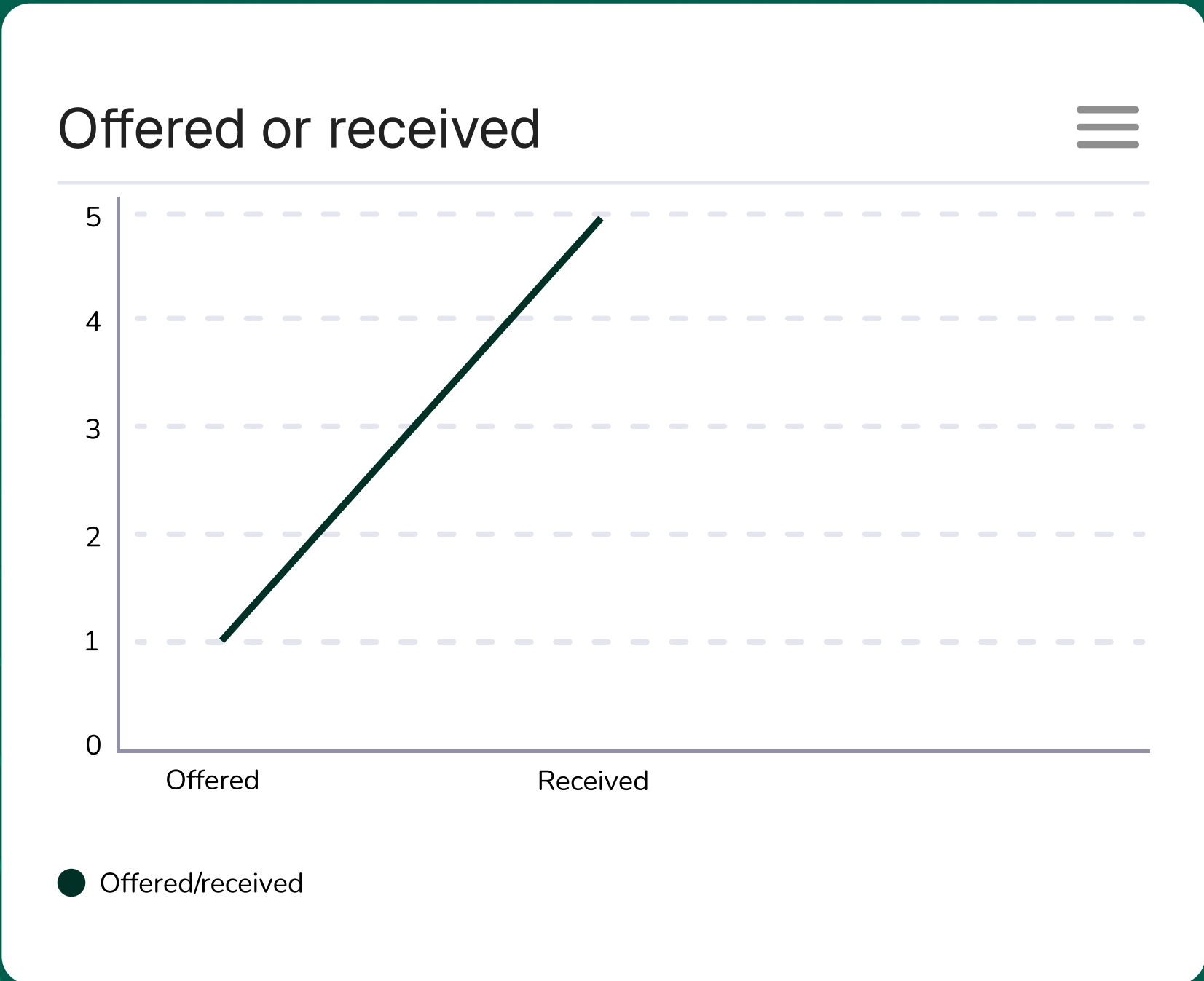
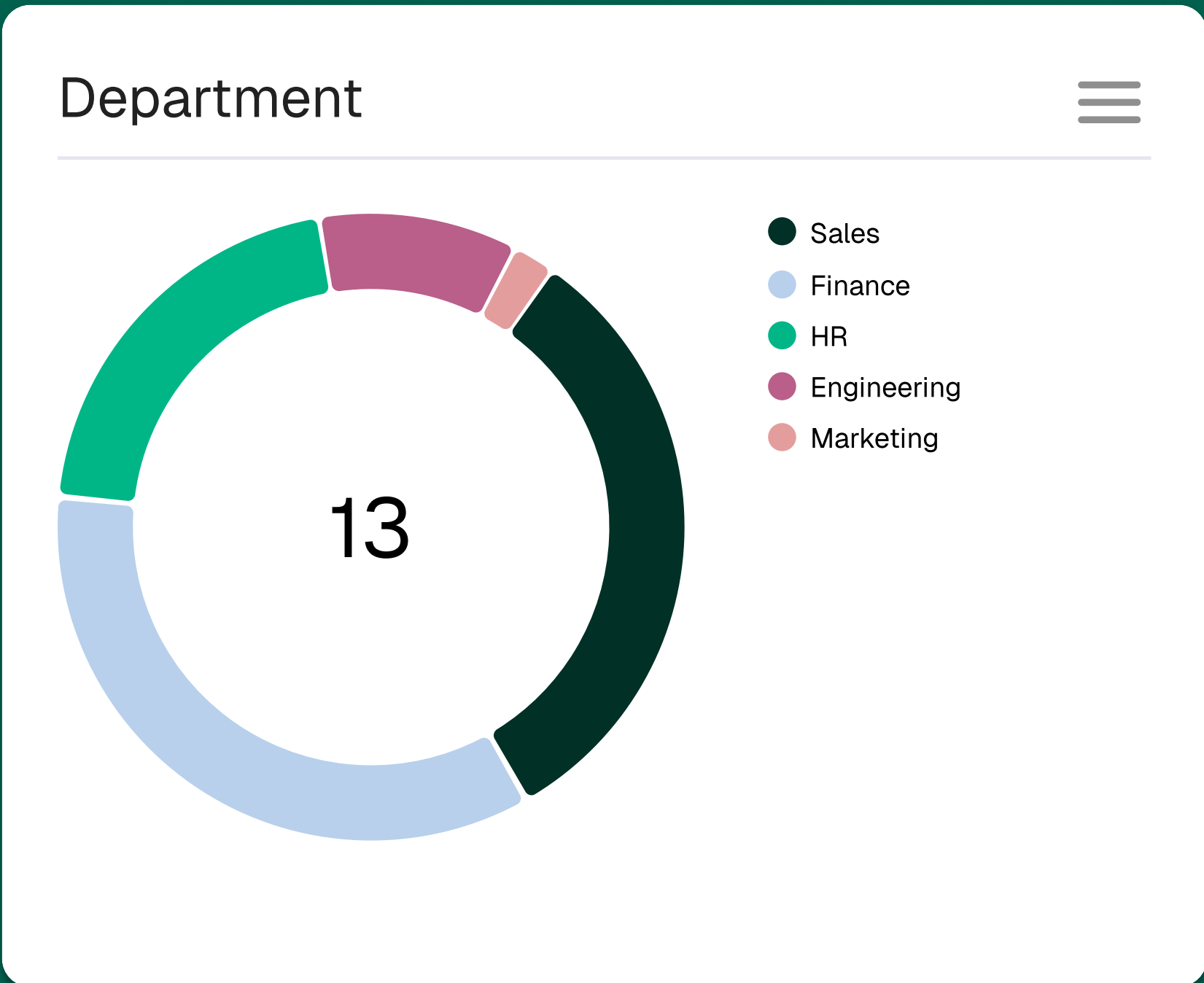
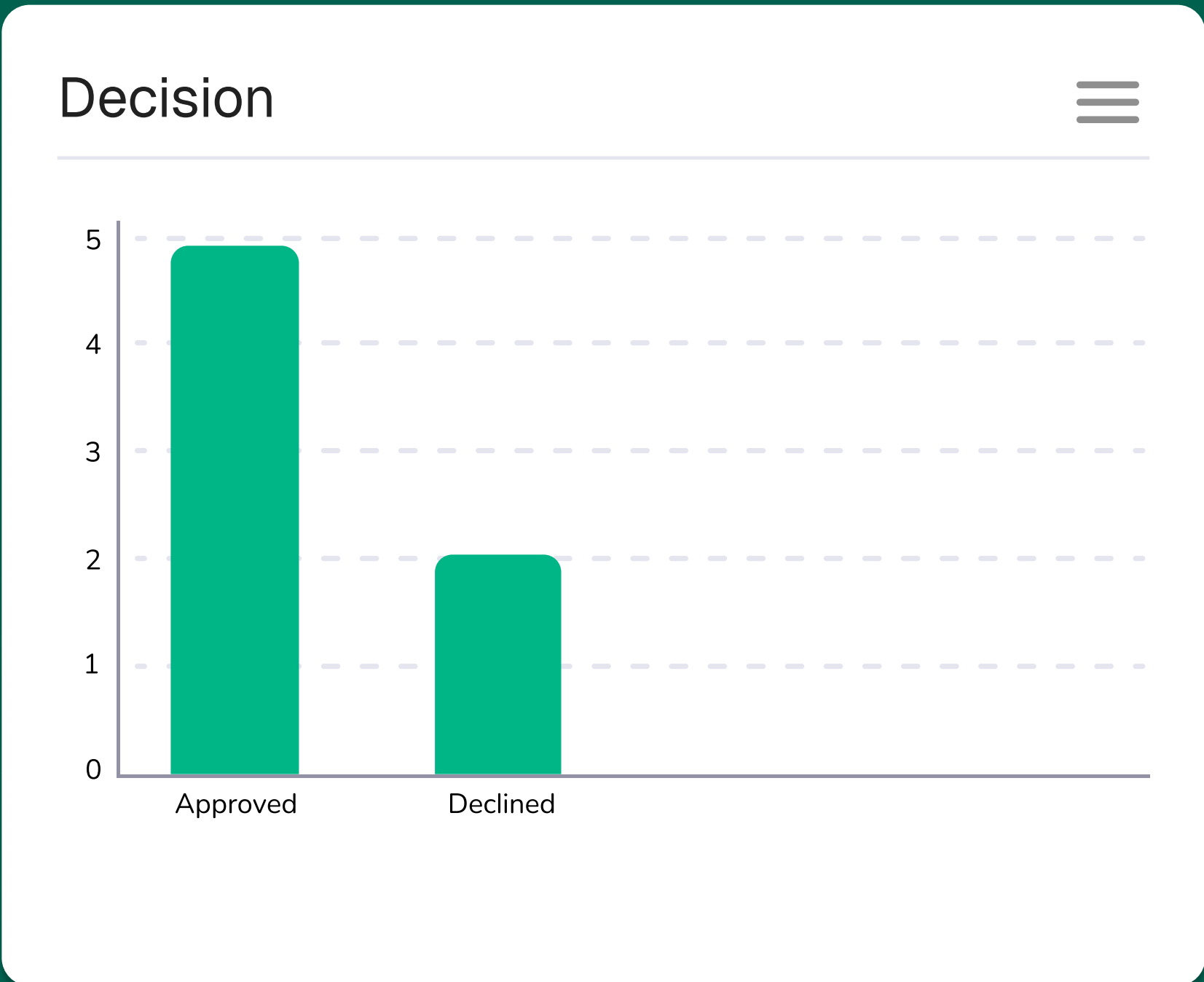
Easily track all logged submissions, case details, and monitor status at a glance.

ID	Summary	Channel	Status	Assignee
COI-012025-1111	Family member new hire	Conflict of interest	New	Trevor Bar
WHB-022025-0075	Fill out investigation form	Whistleblowing	Investigation	Jacinta Phillips
COI-042025-5056	Conduct stakeholder interview	Conflict of interest	Stakeholder consultation	John Dove
GAE-052025-3001	Supplier work anniversary gift	Gifts and entertainment	Decision	John Dove
SAD-012025-1111		Sponsorship and donations	New	Unassigned

Real-time analytics

Gain full visibility into key analytics with a customizable dashboard tailored to your needs. Configure your view to highlight the data most relevant to you, your team, and your stakeholders - ensuring everyone has access to the insights that matter most.

Consider tracking and analyzing the following data:





SpeakUp[®]

Doing right,
made easy