



SpeakUp Report workflow

Whistleblowing

Whistleblowing can feel daunting, but it's a vital safeguard for integrity and trust. Whether it's suspected misconduct, safety concerns, fraud, or unethical practices, organizations need a clear and safe way for employees to raise concerns.

A structured reporting process makes it easier for employees to speak up without fear of retaliation and ensures that reviewers can assess issues quickly, act appropriately, and protect both people and the organization.

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



SpeakUp® Report

Capture and address organizational risk effectively.

Streamlined workflow: whistleblowing

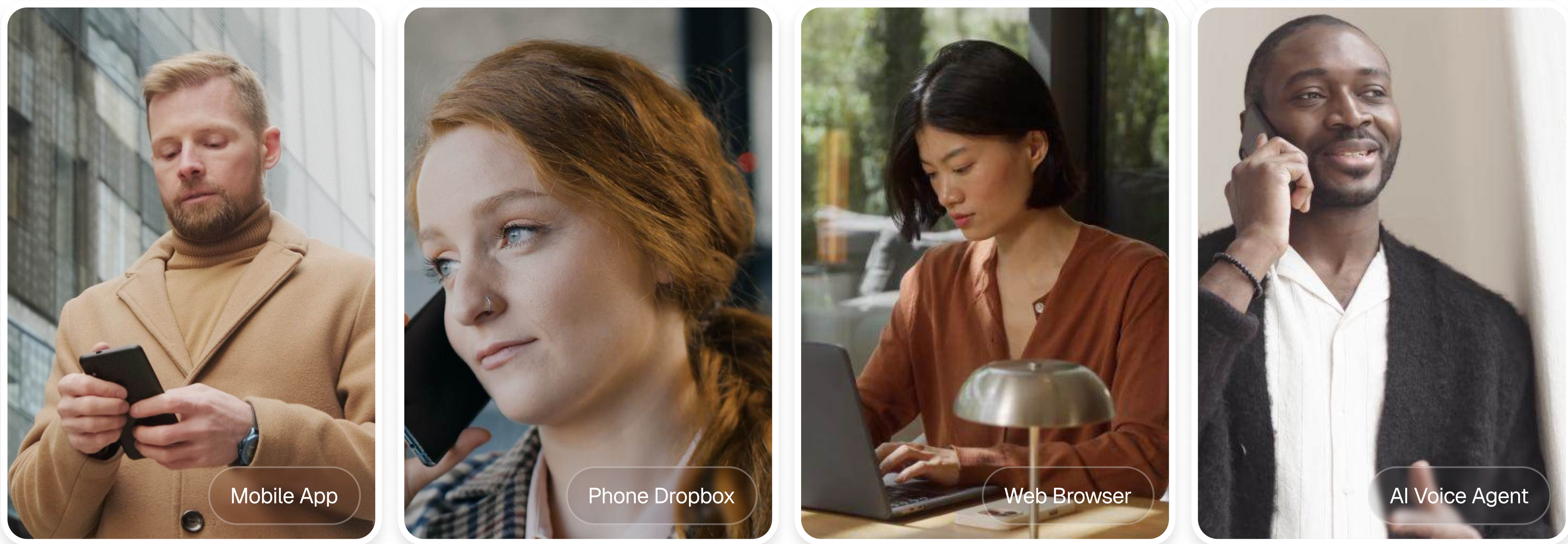
Customize your case management system to align with your organization's structure and workflows.

You can configure everything from intake questions and issue forms to status options and resolution - ensuring the entire system matches your team's unique processes from intake to closure.

Discover how you can easily set up workflows like whistleblowing.

Reporting, made easy

Make it simple reporters (internal employees, external partners or third-party suppliers) to speak up with how they feel most comfortable and what works for their way.



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:

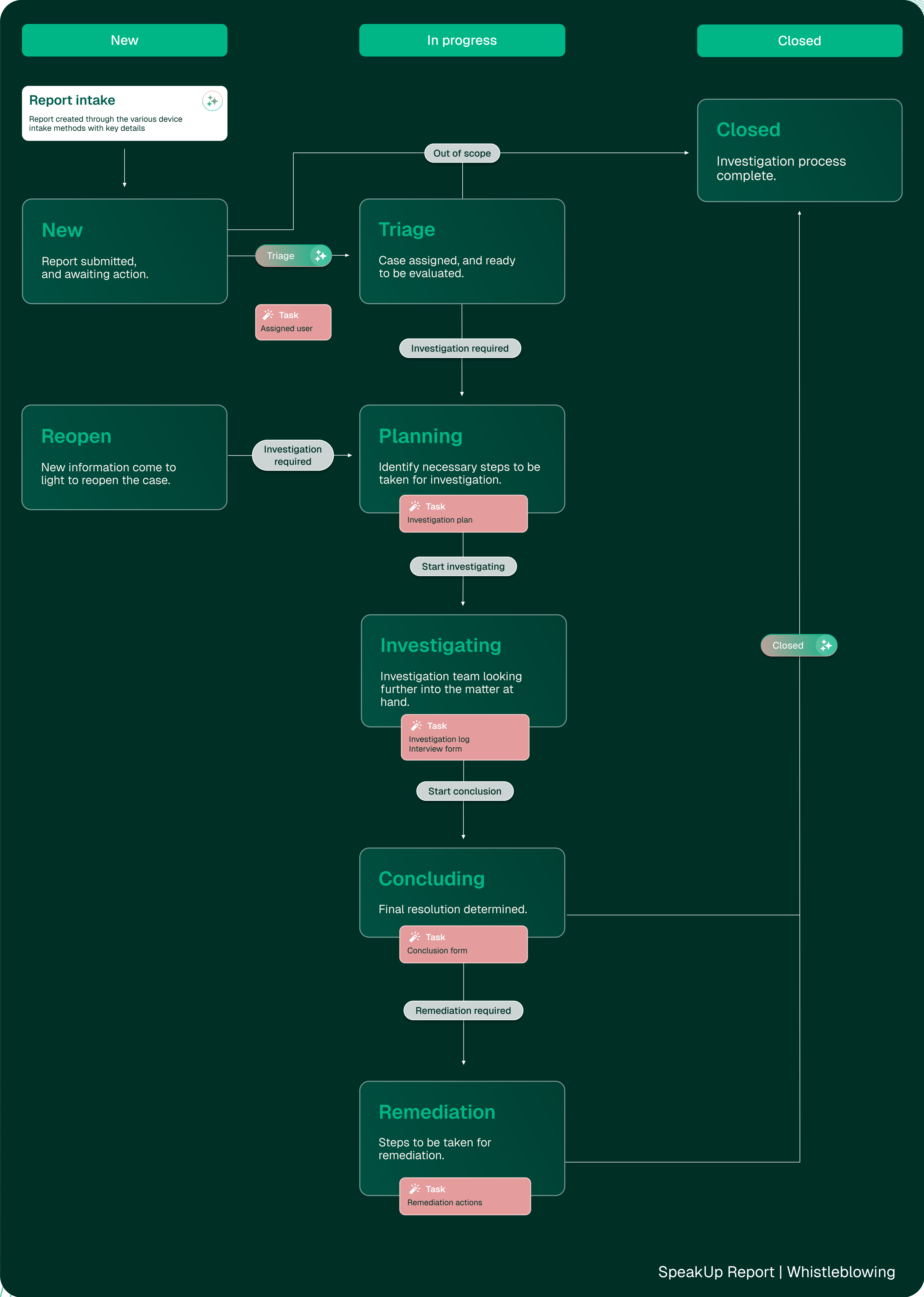
Which location did the incident occur?

- Headquarters location
- Office location 1
- Office location 2
- Other

When did the incident occur?

Would you like to stay anonymous?

Additional information



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.

Investigation plan

Document the plan and people involved with the investigation. Here are a few topics and questions to consider:

Investigation description

Assigned investigator

Number of interviews

Number of info requests

investigations finalized date

Investigation log

Record each step of the investigation to capture the actions taken, evidence collected, and conclusions reached so that the process is fully traceable and transparent. Below are examples of the key details that should be documented.

Investigation start date

Investigation steps taken

Findings summary

Interview form

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

Interviewee name

Interview consent

Interviewer name

Date of interview

Interview notes

Conclusion form

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

Findings summary

Case outcome

Root cause reason

Remediation

Based on the final conclusion, identify the remediation actions that are required. Document these actions clearly, assign ownership where appropriate, and track them to completion to ensure proper follow-up.

Remediation action

Remediation description



One system, all submissions

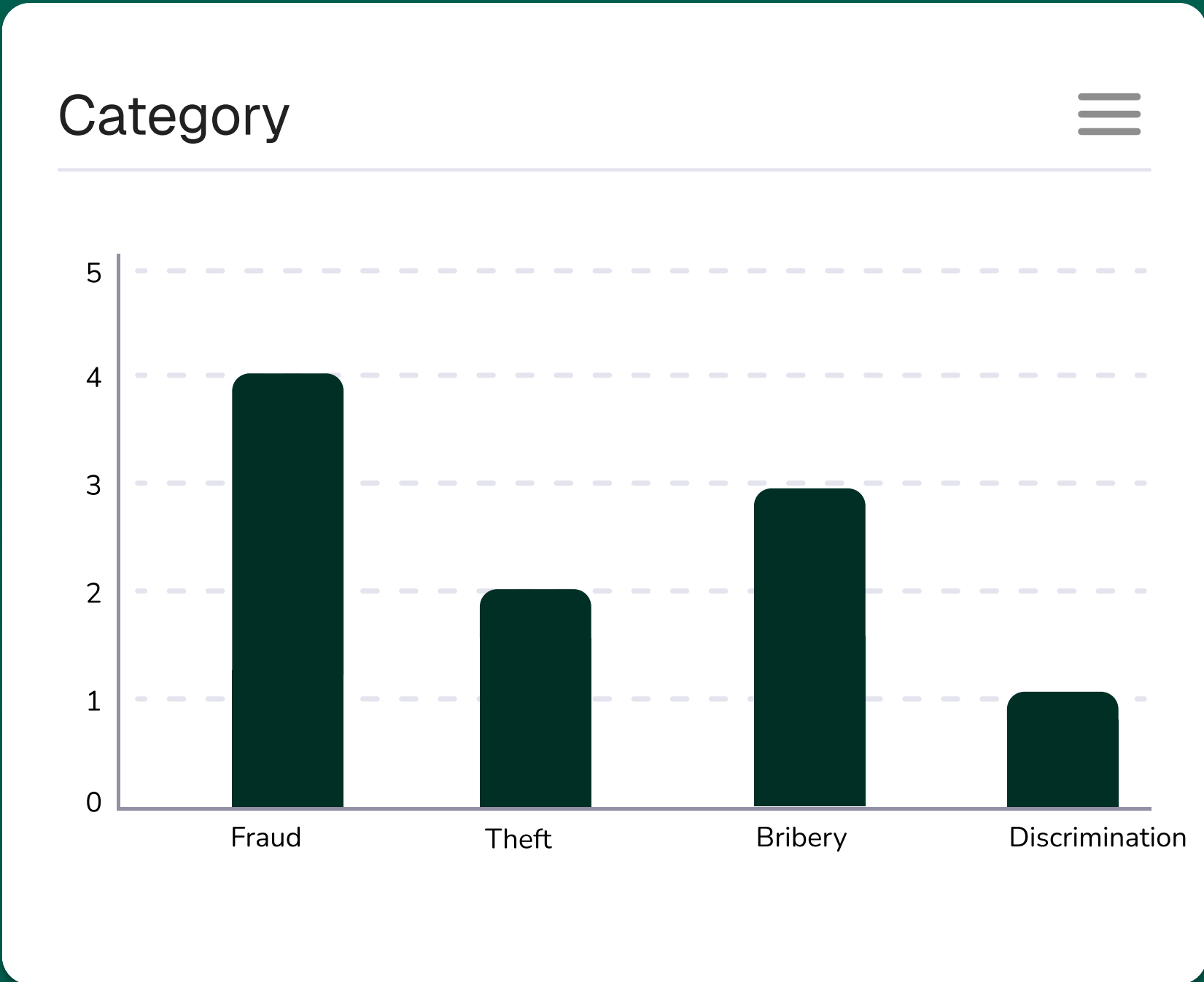
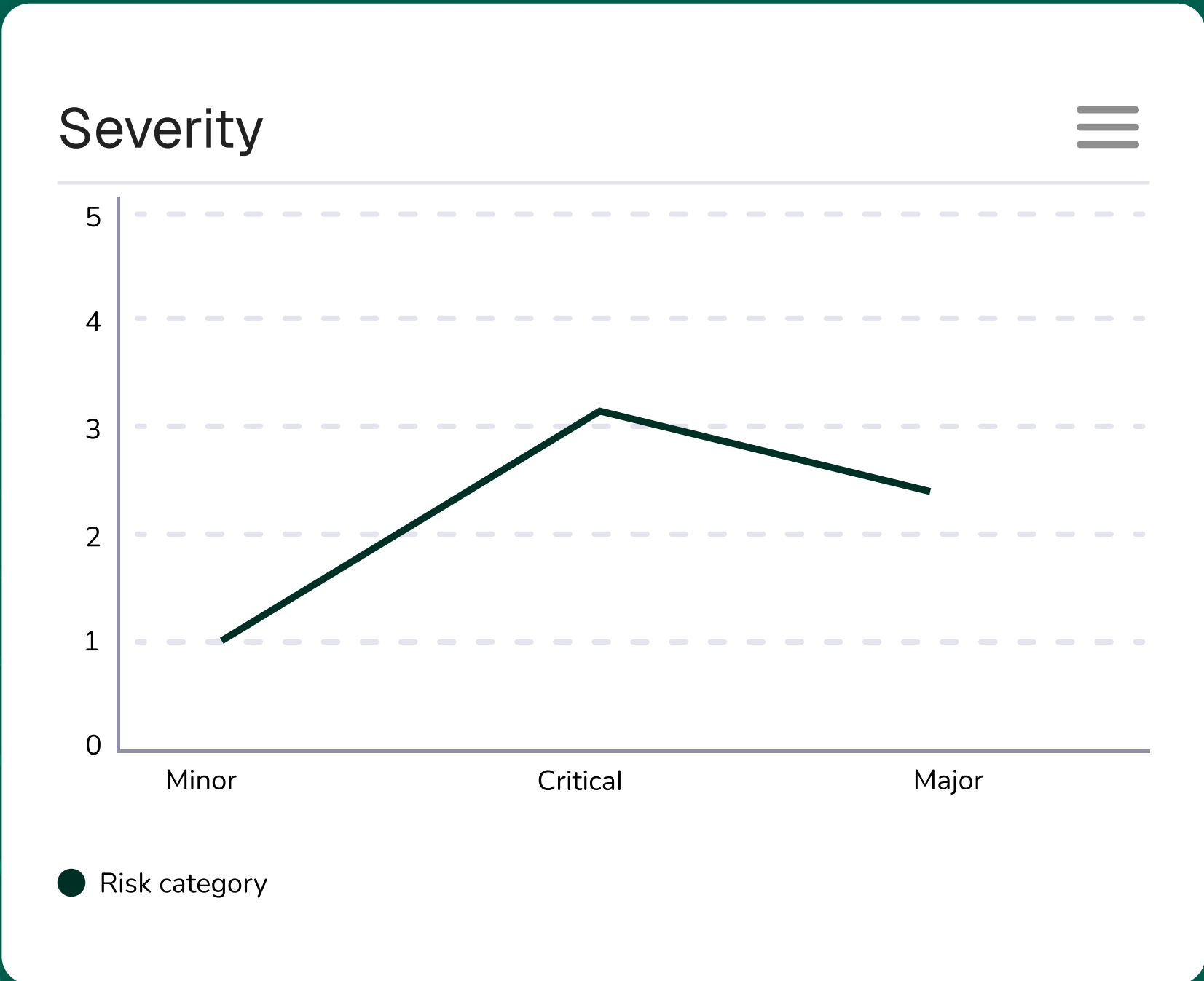
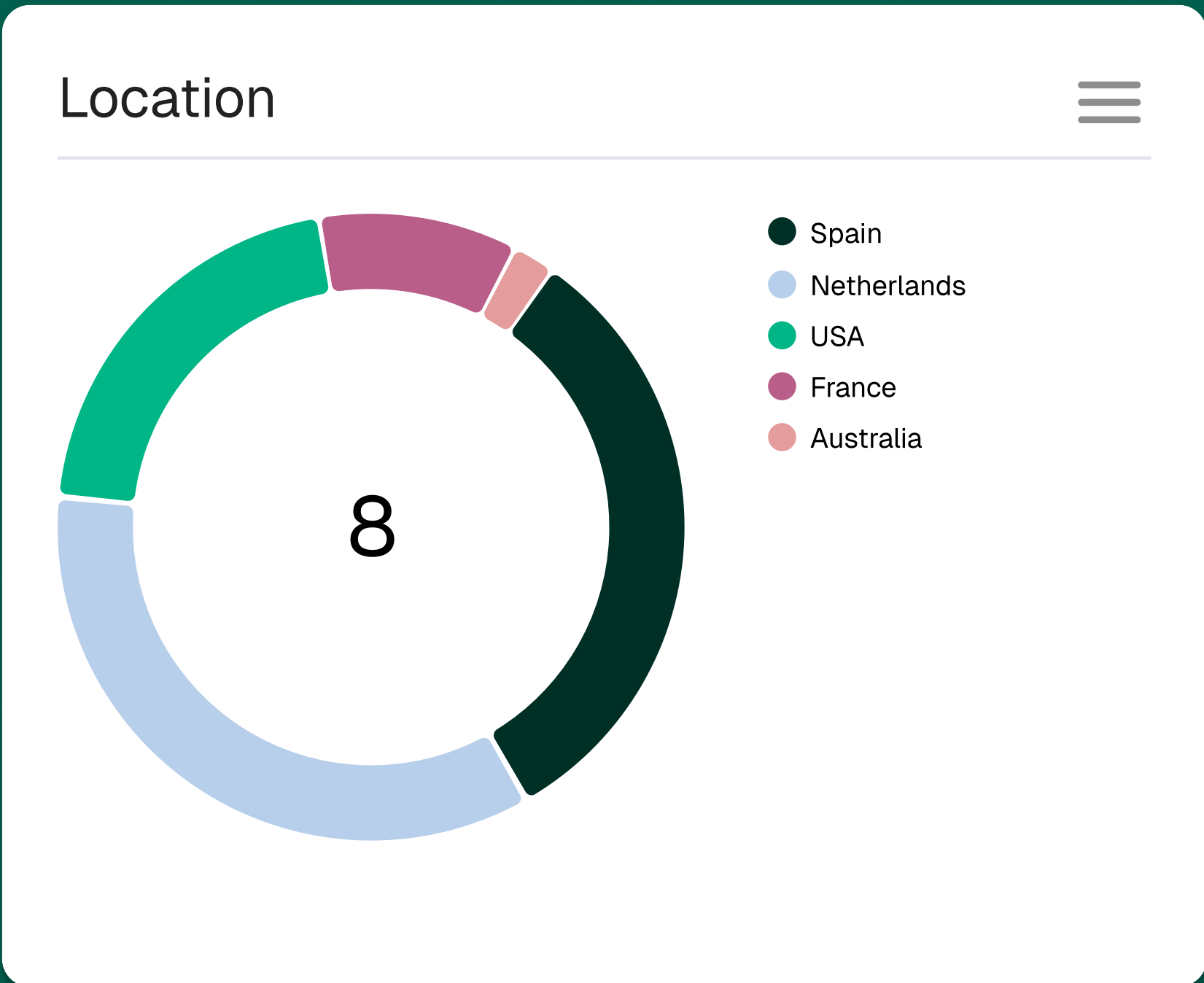
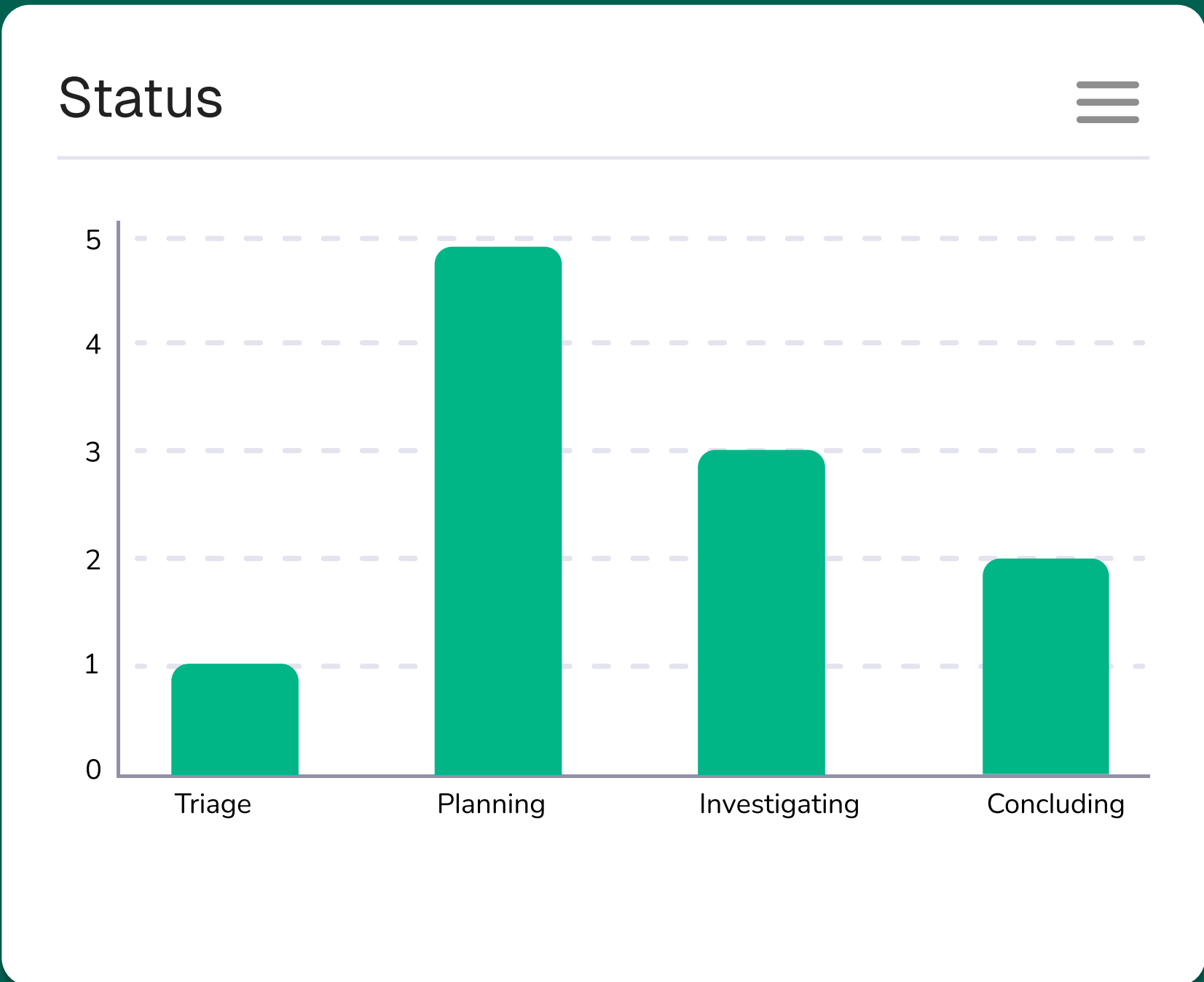
Easily track all logged submissions, case details, and monitor status at a glance.

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