

# How To Report

Editable version

|                             |    |
|-----------------------------|----|
| SPEAKUP INTRODUCTION .....  | 2  |
| HOW TO LEAVE A REPORT ..... | 3  |
| VIA WEB.....                | 3  |
| VIA THE SPEAKUP APP.....    | 4  |
| Written message .....       | 6  |
| Voice message .....         | 8  |
| VIA PHONE.....              | 11 |

# SpeakUp Introduction

**SpeakUp®** is a service enabling you to report serious breaches that would otherwise not be reported, in complete anonymity. You can do this either via the website, by using the **SpeakUp®** app or by phone, without the interference of a human operator.

**SpeakUp®** is available **24** hours per day and **365** days a year. Therefore, you can use **SpeakUp** to leave a message or check for a response any time.

The service is operated by a third party, **SpeakUp**, an independent Dutch company based in Amsterdam, the Netherlands, and founded in 2004. **SpeakUp** is responsible for processing all messages.

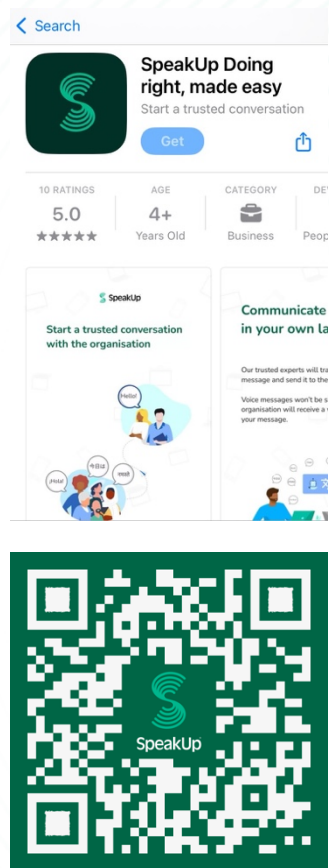
# How to leave a report

## Via Web

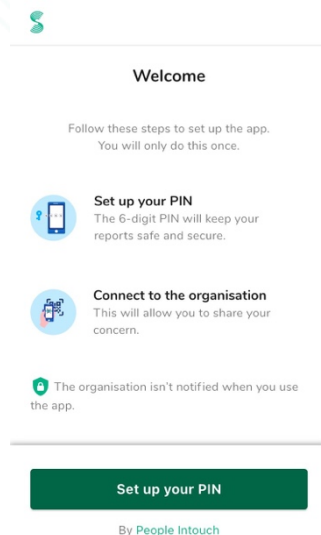
1. Visit the SpeakUp webpage with the URL and/or QR code your organisation has communicated.
2. Click on '+ New report' to start a trusted conversation.  
In case you already have an open report, select 'Log in'.
3. Select the type of report you want to leave
4. If you choose to leave a misconduct report, select the language in which you want to leave your message.
5. Note down your unique 'Report number' and create a password for your report.  
You will need these to check back for a response later.
6. Type your message.  
You can upload attachments via the clip icon found in the top-right corner.
7. Click 'Send message' and your message and attached files will be processed.
8. You have the option to leave your email if you'd like to be notified when there is a response.  
After adding your email, you'll be asked to type the verifying code sent to the provided email address.

## Via the SpeakUp App

1. Download the 'SpeakUp by People Intouch' app from the App Store/Google Play or scan the QR code.



2. Open the App

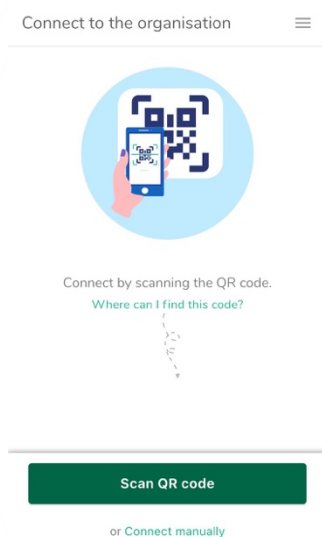


3. Click on 'Set up your PIN' and enter a 6 digit code.

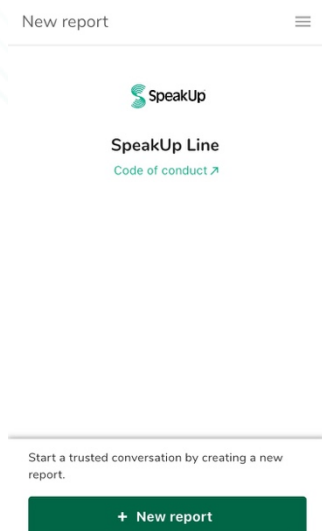
→ You will need to enter this PIN each time you open the App.  
If you forget your PIN, you need to re-install the App and set up a new one. If so, you will lose access to your ongoing open reports.

4. You can connect to your organisation by scanning the QR code. Alternatively you can enter the Organisation code by clicking on 'Connect Manually' on the bottom of the page.

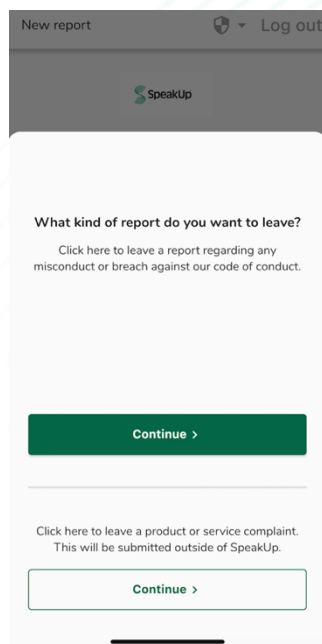
→ The QR and/or the Organisation code has been communicated to you by the organisation.



5. Press the '+ New report' button to start a trusted conversation.



## 6. Select the type of report you want to leave



New report  Log out



What kind of report do you want to leave?

Click here to leave a report regarding any misconduct or breach against our code of conduct.

[Continue >](#)

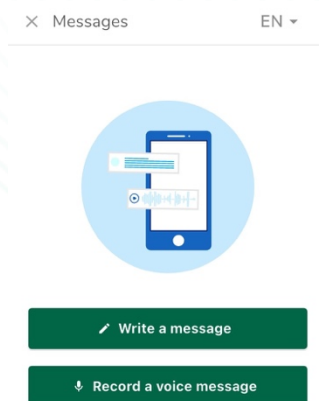
Click here to leave a product or service complaint. This will be submitted outside of SpeakUp.

[Continue >](#)

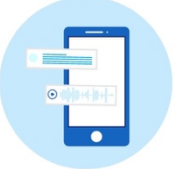
## 7. If you select to leave a misconduct report, you can leave a written message or record a voice message, if your organisation has enabled it:

### → Written message

#### 1. Click on “Write a message”



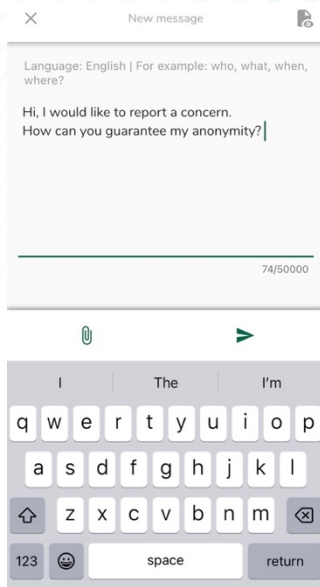
× Messages EN ▾



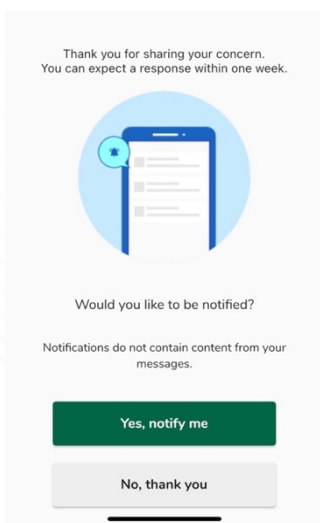
[Write a message](#)

[Record a voice message](#)

2. After typing your message, press the arrow icon to send it. You may attach files (up to 25 items) by clicking on the paper click icon.

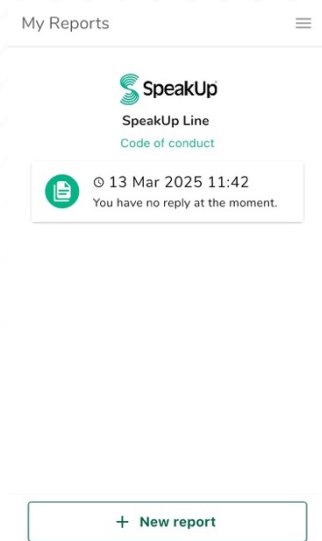


3. After sending your message you can expect a reply within one week. You can opt to be notified by the app of any responses.



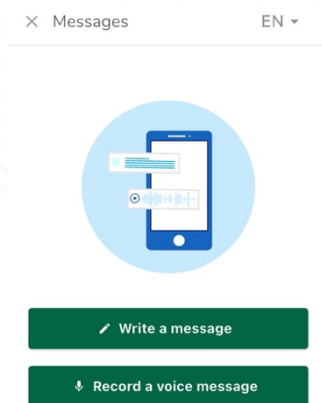
4. When you log back in you will see if there are any new responses from the organisation.

→ If you have a different concern to report, you can do so by clicking '+New report'.



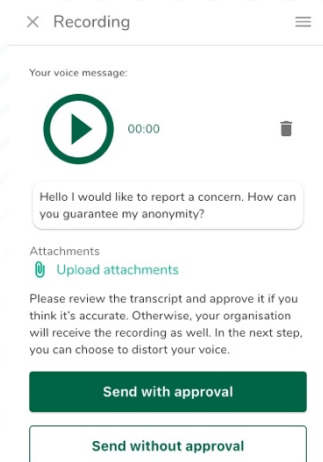
## → Voice message (If offered by your organisation)

1. Click on "Record a voice message"



2. Press the record button to start speaking. When you're finished, click the stop button.

3. You will see the transcript of your message and will have two options:



× Recording

Your voice message:

00:00

Hello I would like to report a concern. How can you guarantee my anonymity?

Attachments

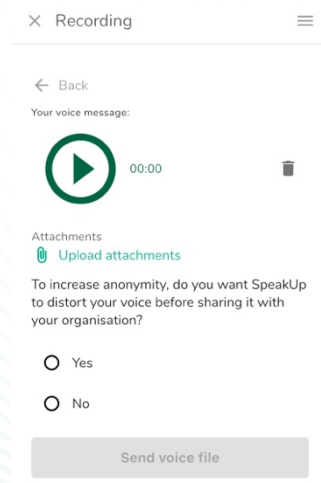
Upload attachments

Please review the transcript and approve it if you think it's accurate. Otherwise, your organisation will receive the recording as well. In the next step, you can choose to distort your voice.

Send with approval

Send without approval

- **'Send with approval'**: If you are satisfied with the transcript of your message. This is the most anonymous option, since your organisation will not receive your voice file.
- **'Send without approval'**: If you are not satisfied with your transcript you can remove the file and record a new message or choose the send the voice file to your organisation. You have two options:



× Recording

← Back

Your voice message:

00:00

Attachments

Upload attachments

To increase anonymity, do you want SpeakUp to distort your voice before sharing it with your organisation?

☐ Yes

☐ No

Send voice file

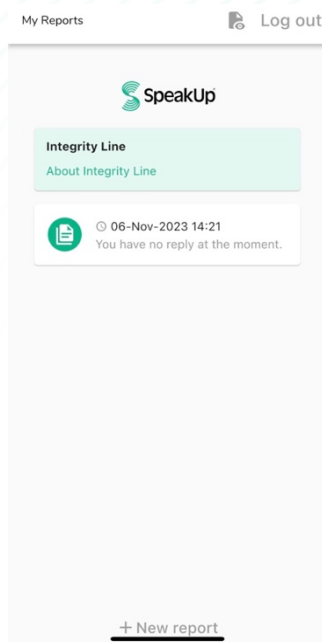
- **Scrambled version of your voice**: Select 'Yes'. This option is recommended to keep your anonymity.
- **Original version of your voice**: Select 'No'.

4. After sending your message you can expect a reply within one week.

→ You can opt to be notified by the app of any responses.

5. When you log back in you will see if there are any new responses from the organisation.

→ If you have a different concern to report, you can do so by clicking '+New report'.



## Via Phone

1. Your organisation has communicated the SpeakUp phone number relevant to your location.
2. Dial the phone number for the country that you are located in.
3. The voice prompts will guide you through the following steps:
  - I. Enter the 'Organisation code' shared by the organisation with you
  - II. Select your language
  - III. If you already have a report, press 1; if not, stay on the line.
  - IV. You will receive a unique 'Report number'
    - Write this down carefully as you will need it to be able to call back and hear a response to your report.
  - V. Choose a 4 digit PIN code
    - Remember it so that you can log back in later
  - VI. You will be informed that your audio will be shared with your organisation:
    - If you want to share the **original audio** stay on the line.
    - If you want to share a **scrambled version** of your voice, please press 7.
  - VII. After the tone simply speak your message
  - VIII. Once done, press 1 or simply hang-up
  - IX. You can expect a response within one week. Make sure to call back with your Report number and PIN to check for a response.

