SpeakUp®

SpeakUp Paths disclosure workflow

Conflict of interest

Conflicts of interest don’t always start as problems - but if unmanaged, they can lead to bias, damaged trust, or compliance risk. Whether it’s outside employment, family ties, financial interests, or board roles, organizations need a clear way to capture and review these situations.

A structured disclosure process makes it easy for employees to speak up and for reviewers to assess and act based on risk.

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: conflict of interest

Customize your hub and 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 paths - ensuring the entire system matches your team's unique processes from triage to closure.

Discover how you can easily set up workflows like conflict of interest.

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:

Conflict type

- Personal relationship
- External relationship
- Financial
- Outside business interest
- Other potential conflict

Nature of personal relationship

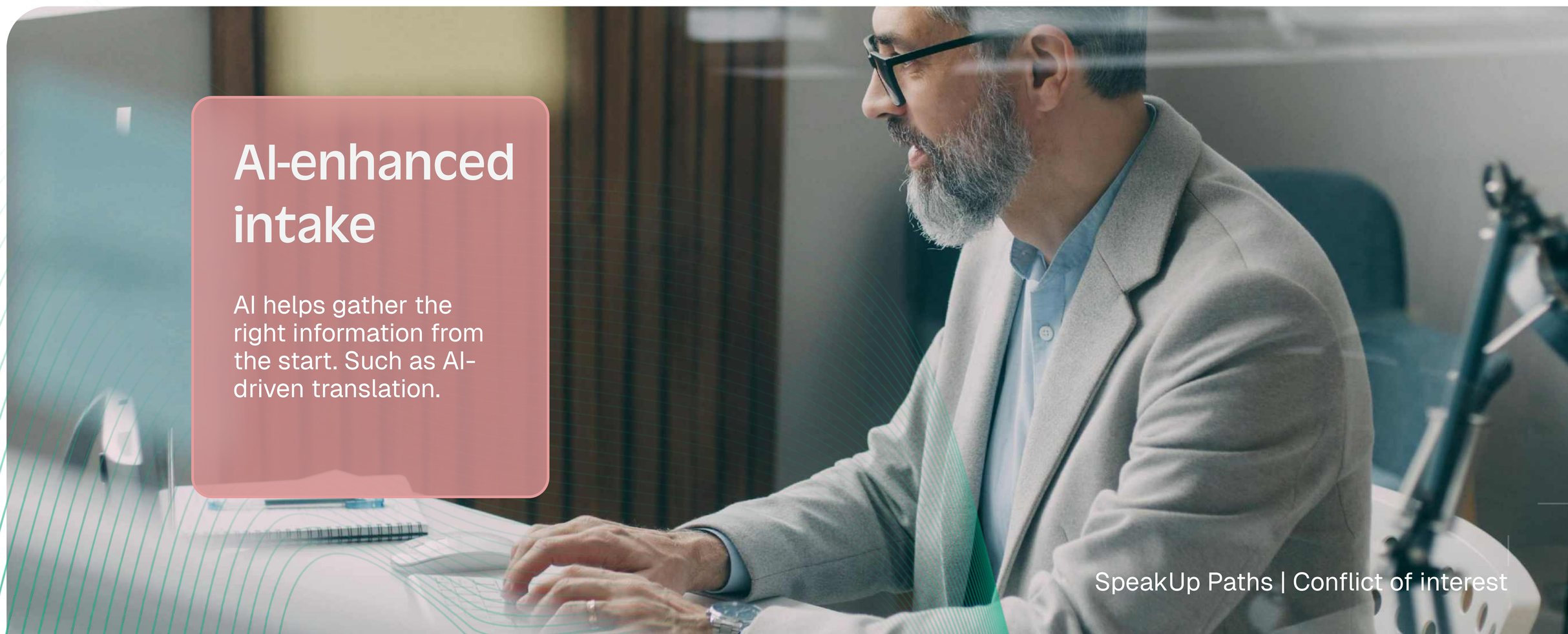
- Family
- Spouse
- Friend
- Professional overlap

Organization name

Name of person involved

Role of person involved

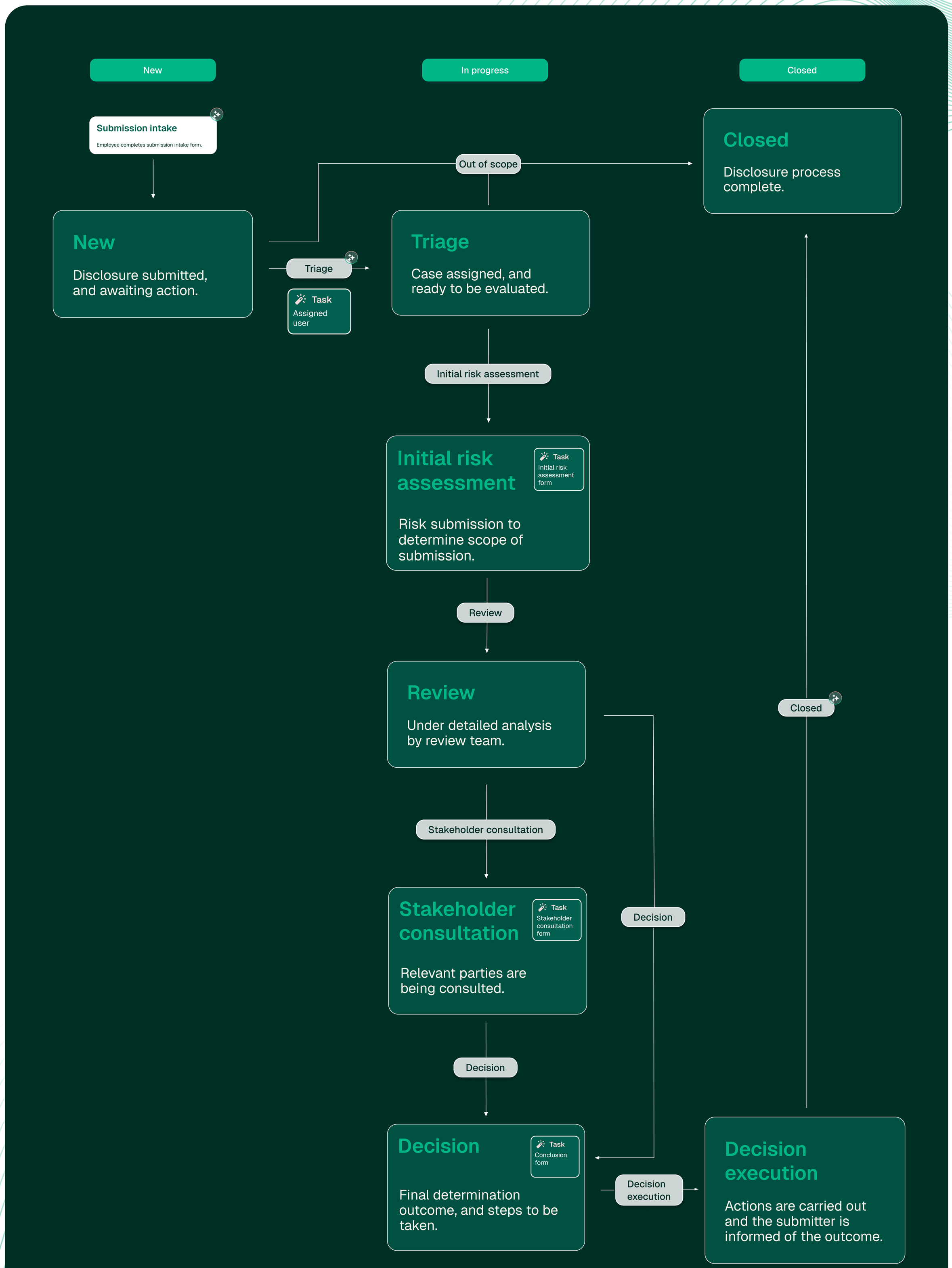
Additional information



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.

Initial risk assessment form

Document the initial risk to help influence the rest of the process. Here are a few topics and questions to consider:

Confidential information risk
- Low
- Moderate
- High

Line of authority aware

Disclosed proactively
- Yes
- No

Severity of impact
- Low
- Moderate
- High

Potential policies breached
- Code of conduct
- Anti-discrimination and harassment policy
- Confidential and data protection
- Acceptable use of technology

Stakeholder consultation form

Engage relevant stakeholders to collect essential information before making a decision. Below are examples of the key details that should be documented.

Name of interviewee

Role

Department

Relationship to submitter

Mitigation plans to implement

Reason for recommendation

Interviewee decision recommendation
- Approve
- Approve with conditions
- Decline

Conclusion form

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

Decision
- Approve
- Approve with conditions
- Decline

Reason for decision

Mitigation tasks to be taken

One system, all submissions

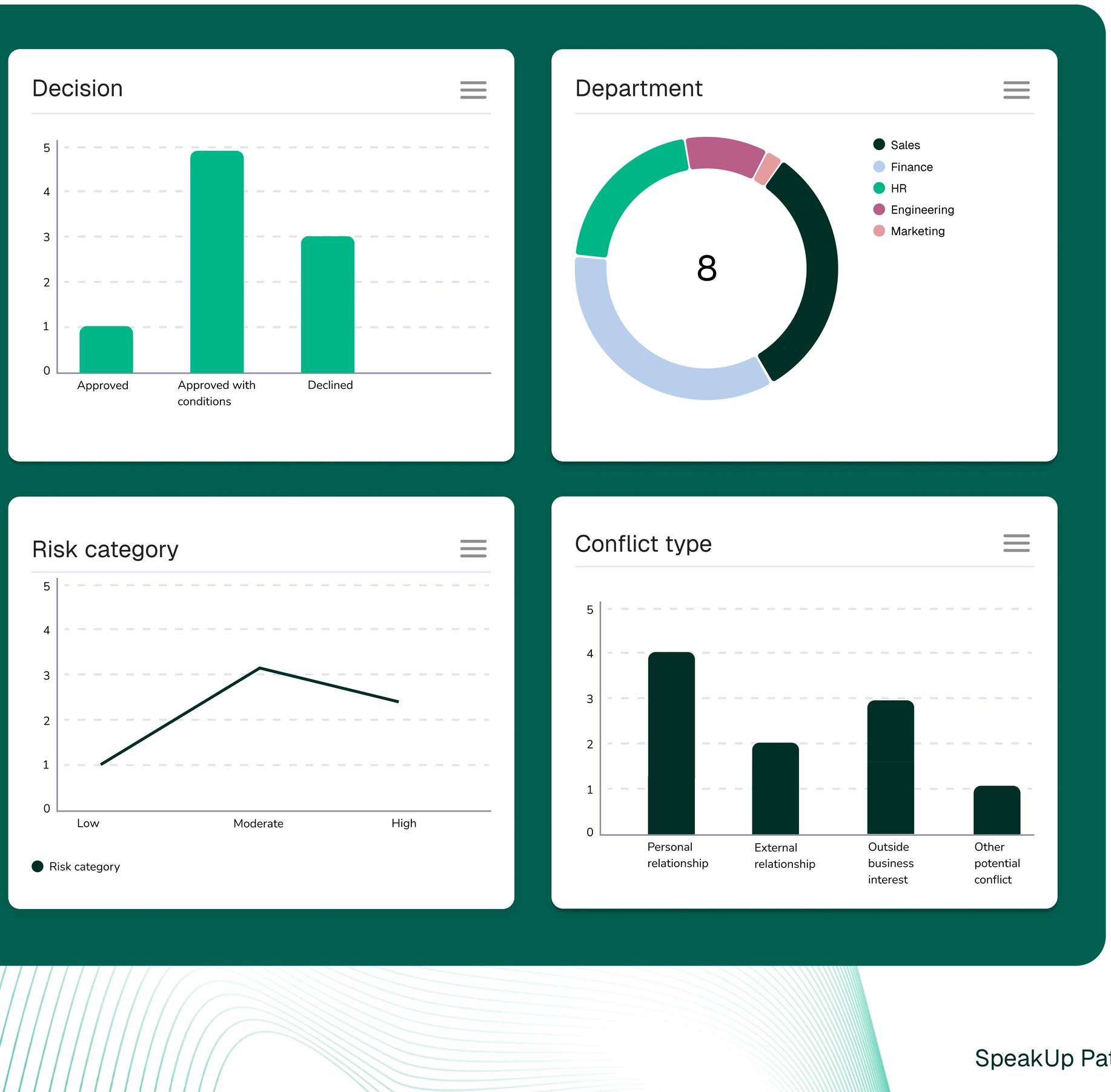
Easily track all logged submissions, case details, and monitor status at a glance.

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:



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Doing right,
made easy