



Guidelines for using the Speak Up process

- **Be available:** Commit to the Speak Up process by being available for any follow-up questions, clarifications, or validations.
- **Consider disclosing who you are:** While you may report anonymously, we encourage you to disclose who you are for practical reasons—such as enabling follow-up communication and validating findings during the investigation. This also allows you to be more involved in the case and stay informed about its progress. Your identity will be securely stored and only shared based on consent to relevant parties.
- **If reporting anonymously:** Please ensure you save your credentials (Report Key number and chosen password) so you can follow up on your report and respond to any additional questions or validation requests.
- **Provide detailed information:** Include as much relevant information as possible to support the investigation.
- **Submit supporting evidence:** Attach any available evidence, such as emails, documents, names of witnesses, videos, or images.
- **Clarify your expectations:** If possible, include your expectations regarding the report to help guide the investigation.