

# Speak Up Procedures



# The Institute of Business Ethics

*The IBE was established in 1986 to encourage high standards of business behaviour based on ethical values.*

**Our vision** To lead the dissemination of knowledge and good practice in business ethics.

**What we do** We raise public awareness of the importance of doing business ethically, and collaborate with other UK and international organisations with interests and expertise in business ethics.

**We help organisations to strengthen their ethics culture and encourage high standards of business behaviour based on ethical values.**

We assist in the development, implementation and embedding of effective and relevant ethics and corporate responsibility policies and programmes.

We help organisations to provide guidance to staff and build relationships of trust with their principal stakeholders.

Institute of Business Ethics  
24 Greencoat Place, London SW1P 1BE

Telephone: 020 7798 6040  
Fax: 020 7798 6044  
Website: [www.ibe.org.uk](http://www.ibe.org.uk)  
E-mail: [info@ibe.org.uk](mailto:info@ibe.org.uk)

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GOOD PRACTICE GUIDE

# **Speak Up Procedures**

Edited by Katherine Bradshaw

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**IBE Good Practice Guide  
Speak Up Procedures**

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A list of publications that have resulted from research, surveys, conferences, and seminars is given at the back of this publication. The IBE's website ([www.ibe.org.uk](http://www.ibe.org.uk)) is regularly updated and provides information on events and other aspects of the Institute's work.

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The IBE Good Practice Guides offer practical assistance and guidance for making ethics policies and programmes effective.

**Speak Up Procedures** is the first in the Good Practice series. Drawing on the experiences of international and UK companies, it:

- outlines why organisations need to encourage and support staff to make enquiries on ethical issues, raise concerns and report misconduct
- provides guidance on what to consider when establishing a Speak Up policy and the procedures to implement it
- suggests how to operate the policy effectively, from providing training to handling and investigating calls to Speak Up lines.



Institute of  
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