

USE CASE

# Customizable Questionnaire

Configure Your Disclosure Management Process

## The Challenge:

Managing conflicts of interest (COI) within an organization is challenging. A compliance officer needs to maintain specific disclosures from different individuals across the organization depending on role and location to avoid potential conflicts of interest or compliance issues. These include Board membership disclosures to executives, gifts and entertainment to Sales and Procurement, ownership interests, business relationships and more. Delivering these COI forms and disclosures to the right individuals and teams is critical to ensure the organization remains in compliance and high-risk situations are investigated and resolved.

## The Solution:

COI Disclosures from NAVEX Global allows admins to configure key aspects of their COI and disclosure questionnaire and campaigns to target key COI and disclosure risk areas. Start with the best practice all-inclusive and templated questionnaire and then adjust to deliver targeted questions and follow-up logic to specific individuals and teams to meet your organization's unique needs. Once adapted to your organization, COI Disclosures automates your entire disclosure management process, allowing you to distribute, collect, track, and manage your conflicts of interest. Building a disclosure management program has never been easier.



Start with the best practice and templated questionnaire and then edit, remove, replace, or keep as is each question to best fit the need of your organization.



Add the disclosure questionnaire to a compliance campaign and send out to only those desired recipients.



Track responses, communicate with employees about disclosures and review disclosures as needed.

## Benefits

### Customizable

The intro text to the questions, follow up logic, and the questions themselves are all customizable to help build the disclosure program that best fits your organization's needs.

### Two-way Communication

COI Disclosures allows admins to communicate with employees about clarifications and follow-up questions as needed, all within the disclosure platform.

### Amendable

Situations change and it's important for your employees to be able to revisit their disclosure when changes occur, to update the status of their conflict of interest disclosures.

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## ABOUT NAVEX GLOBAL

NAVEX Global is the worldwide leader in integrated risk and compliance management software and services. Trusted by more than 14,500 customers, our solutions help organizations manage risk, address complex regulatory compliance requirements and foster an ethical, highly productive workplace culture. For more information, visit [www.navexglobal.com](http://www.navexglobal.com).