

# Holiday Gift Giving & Conflicts of Interest

Uncover Specific Conflicts of Interest Throughout the Year



COI Disclosures®  
NAVEX E&C

## The Challenge

Collecting conflicts of interest (COI) related to gifts and entertainment can be an overwhelming task during the holidays. While most organisations often complete an annual campaign to collect potential conflicts of interest, these campaigns most often occur towards the beginning of the year or at the start of the fiscal year. Further, annual campaigns typically address all types of conflicts of interest – but what may be needed is to limit the focus to a specific area dependent on the time of year. A prime example of this is addressing potential conflicts from gifts in the holidays with manual processes, pulling teams away from other key priorities.

## The Solution

Allow employees to disclose potential conflicts of interest outside of annual campaigns through on demand disclosures with NAVEX. The NAVEX COI Disclosures tool automates the process, focusing on specific conflicts throughout the year as risks become more prevalent – such as gift giving in the holiday season. This creates a streamlined process for employees to easily disclose any COIs, and will save time tracking conflicts down, while ensuring effective management of potential risks throughout the year.

## Process:

### A Simplified COI Process

- 1** Administrators create on-demand disclosures and make available for employees to access through COI Disclosures on NAVEX One to disclose any gifts on an ad hoc basis.
- 2** When gifts are received, employees access the on-demand disclosure form and complete the questionnaire that automatically flags potential conflicts.
- 3** Flagged conflicts will create a notification for the COI Disclosures administrators to review, and tracking can begin.
- 4** Administrators can view detailed reporting to visualise the performance of on-demand disclosures and any potential COIs uncovered to ensure all potential risks have been addressed.

## Benefits



### Customisable

Easily configure disclosure categories and questions to build the COI disclosure programme that best fits your organisation's needs.



### Audit-Ready Reporting

Capture both high-level and fine-detailed analytics needed to mitigate the risks that come with employee conflicts. Analyse results with intuitive at-a-glance dashboards that are audit ready.