

EXECUTIVE SUMMARY / FICTIONAL SAMPLE

Speak-Up & Response Readiness Plan

Northstar Components - fictional organisation. Prepared as a prospect showcase; no real organisation has been assessed.

What this report is about

A readiness review of how concerns move through reporting, triage, response and learning.

Why you may need it

Use this to identify weaknesses in the process before a sensitive concern tests it.

MAIN FINDINGS

Partial arrangements and unknowns remain around access, triage and follow-up responsibilities.

What you will find in this report

Readiness responses; evidence references; response ownership and handovers; improvement plan.

Recommended next decision

Clarify owners and unresolved arrangements. This sample contains no allegations or live case information.

Reading note: all inputs, evidence references and findings are invented. The following pages illustrate the tool output plus editorial interpretation; they are not an independent assurance opinion.

CAMP 07 / SAMPLE REPORT 07

Speak-Up & Response Readiness Plan

Northstar Components - fictional organization
Review basis: dummy entries prepared for design discussion / 15 September 2026

DECISION IN FOCUS

Can a concern move safely from reporting to learning?

3

Checks not assessed

3

Missing or partial

0

Positive / evidence absent



What the example suggests

The example contains both partial arrangements and unknowns. Clarify access, triage and follow-up responsibilities before relying on the response route. This report concerns program design and contains no live allegations.

Program-readiness review only. Do not use this report as a reporting channel or case-management record.

Supporting detail

THE BASIS FOR THE EXAMPLE

Review scope

Program arrangements for the fictional facility; no live allegation or case information.

Area / check	Response	Evidence reference
Accessible reporting Can intended users find and use the reporting routes?	Yes	DUMMY SU-1: process walkthrough; owner validation pending.
Accessible reporting Are confidentiality and protection expectations explained accurately?	Partly	DUMMY SU-2: process walkthrough; owner validation pending.
Accessible reporting Is an alternative route available when the usual recipient is implicated?	Unknown	Evidence not recorded
Triage & early response Is there a consistent intake and initial assessment process?	Yes	DUMMY SU-4: process walkthrough; owner validation pending.
Triage & early response Are urgent harm, preservation or other time-sensitive matters escalated appropriately?	Yes	DUMMY SU-5: process walkthrough; owner validation pending.
Triage & early response Are acknowledgment, follow-up and timing responsibilities defined?	Yes	DUMMY SU-6: process walkthrough; owner validation pending.
Investigation arrangements Are investigation scope, authority and oversight established?	Partly	DUMMY SU-7: process walkthrough; owner validation pending.
Investigation arrangements Are appropriate competence, capacity and specialist support available?	Unknown	Evidence not recorded
Investigation arrangements Are information preservation, access and records handling planned?	Yes	DUMMY SU-9: process walkthrough; owner validation pending.

Area / check	Response	Evidence reference
Decisions & corrective action Are findings assessed against evidence with limitations recorded?	Yes	DUMMY SU-10: process walkthrough; owner validation pending.
Decisions & corrective action Are response decisions assigned to authorized, appropriately independent roles?	Yes	DUMMY SU-11: process walkthrough; owner validation pending.
Decisions & corrective action Do corrective actions have owners, dates and verification criteria?	Partly	DUMMY SU-12: process walkthrough; owner validation pending.
Follow-up & learning Is appropriate feedback provided without disclosing information unnecessarily?	Unknown	Evidence not recorded
Follow-up & learning Is there a process to identify and respond to possible retaliation after a report?	Yes	DUMMY SU-14: process walkthrough; owner validation pending.
Follow-up & learning Are recurring themes and action effectiveness reviewed by oversight?	Yes	DUMMY SU-15: process walkthrough; owner validation pending.

Unknowns require evidence gathering; partial arrangements require an agreed improvement. A Yes answer with a reference remains self-reported.

Response ownership and handovers

Stage	Recorded route
Accessible reporting	Compliance channel with People & Legal backup
Triage & early response	Compliance Lead; urgent matters to authorized sponsor
Investigation arrangements	People & Legal Lead with independent specialist support
Decisions & corrective action	Managing Director, with conflict route to board committee
Follow-up & learning	Board Risk Committee receives aggregated follow-up

From findings to action

Recorded in the dummy tool inputs.

Action	Owner / target	Evidence for review
Test channel awareness and alternate access.	Compliance Lead 2026-09-30	Record the walkthrough, gaps and agreed follow-up.
Agree urgency and conflict-routing criteria.	People & Legal Lead 2026-10-07	Record the walkthrough, gaps and agreed follow-up.
Confirm specialist capacity and records safeguards.	People & Legal Lead 2026-10-15	Record the walkthrough, gaps and agreed follow-up.
Define evidence-based action closure.	Operations Director 2026-10-15	Record the walkthrough, gaps and agreed follow-up.
Schedule a themes and action-effectiveness review.	Compliance Lead 2026-10-31	Record the walkthrough, gaps and agreed follow-up.

Questions for the review meeting

- 01 / Is the evidence sufficient for the conclusion, and what remains uncertain?
- 02 / Does each action have an owner with authority and resources to deliver it?
- 03 / What result would justify closure, and who will verify it?

HOW TO USE THIS REPORT

Read the summary first, challenge the supporting detail, then agree the next action. Keep an editable draft with the record so future changes can be explained.

Basis and limitations

Program-readiness review only. Do not use this report as a reporting channel or case-management record.

All organizations, cases, evidence references, ratings and operational findings in this report are fictional. No source documents were inspected. These PDFs are proposed report designs generated from dummy inputs and the current tool models; they are separate from the website's existing print layouts.

Companion editable input: 07-Speak-Up-Readiness.json. Import it into the corresponding local tool to reproduce the sample entries. The narrative and meeting agenda are editorial additions for discussion.