



# Outside Business Activities

**Configurable workflows and forms tailored to record, monitor, and identify employee conflicts according to your business's specifications**

Organizations have different risk tolerances, demanding a flexible solution to manage outside business activities (OBAs). StarCompliance Enterprise (STAR) streamlines disclosure with dynamic recording and reporting, helping compliance teams ensure adherence while empowering employees through intuitive workflows.



## Unsure if you need Star?

While not an exhaustive list, if you require employees to disclose any of the below, or similar activities, we can help!

- **Board Memberships**
- **Outside Employment**
- **Ownership of Private Company/ Investment**
- **Immediate Family Member's Employment**
- **Personal Relationships**
- **Speaking Engagements**



## Identify Conflicts Quickly

Connecting outside business activities to other employee actions is seamless with Centralized Company Data—a master list of public and private companies that are used across all Star modules. This means when employees select a company entity to log an outside activity against, it's pulling from the same dataset as if they were logging a gift, or a personal trade. By managing one master company list, compliance gains a more holistic view of employee activity and can identify conflicts immediately.

## Reporting and Insights

Star provides comprehensive reporting capabilities, enabling compliance and business leaders to make well-informed, data-backed decisions. Pull in custom declaration fields, generate reports spanning all declaration types, or concentrate on specific declarations for thorough review. Create and save reports to your own personal library and share your report templates with other users.

## Configurable Compliance Workflows

### > Employee Declarations

Create unlimited, custom-defined declaration forms that capture the specific information required, and in the format you require. With the ability to create your own forms, conditional and cascading questions, custom fields, and define your own activity types, complete understanding of employee activity is just a few clicks away. To disclose an activity, employees simply log into STAR and complete the form.

### > Reviews & Approvals

At most organizations, manual review of employee outside activity is still deemed necessary. In STAR, the declaration can be automatically routed to specific user groups or a specific individual—like a line manager, department head, or supervisor—based on the submitter's role or the type of activity declared. Reviewer and approver levels are unlimited and can be designed based on approval workflows.

### > Review Statuses

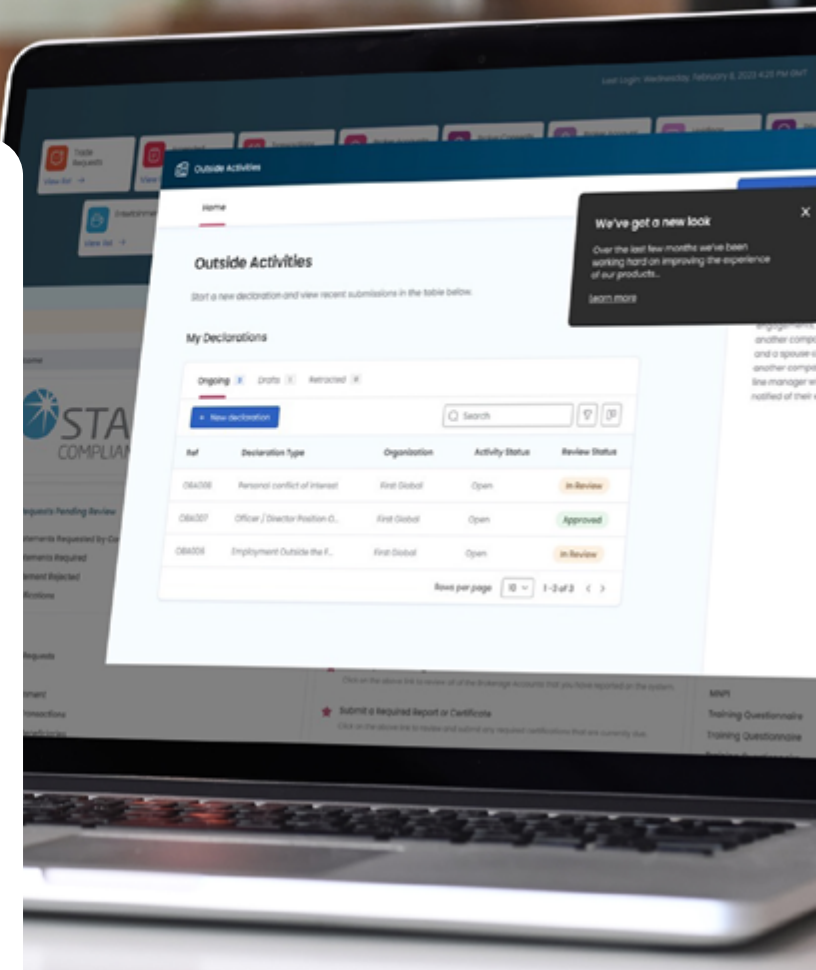
The flexibility to create and maintain review statuses (like Approved, Approved with Conditions, Request Additional information, Denied, etc.) can be configured to meet any set of review criteria needed.

### > Certifications

Configure certifications based on user group, line of business, location, and more, and make it easy for employees to review and attest to their outside activities as part of the greater certification process. Schedule certifications ahead of time, set automated reminders and alerts based on due dates, and give employees an easy way to flag inaccuracies and report new information, all from STAR.

### > Proxy Delegations

Allow declarations to be submitted on behalf of others, given the approved proxy access rights.



## About StarCompliance

StarCompliance is the world's leading provider of employee compliance technology solutions. Trusted for over 25 years by millions of users in 114 countries, StarCompliance Enterprise provides a user-friendly interface that delivers the data, technology, and actionable insights needed to proactively mitigate risk, monitor conflicts globally, and support complex whistleblowing regulations. Visit [www.starcompliance.com](http://www.starcompliance.com) to discover the comprehensive security and unparalleled assurance you need to build a culture of compliance today.



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