

Ethics Management Requirement	Grouping
<ul style="list-style-type: none"> • The solution should ensure that any type of declaration of interest form can be configured by an Ethics super user to be completed by any staff member of any rank/position. • The Ethics super users should be able to do configuration of forms themselves, without the need of IT support intervention. 	Ethics Declaration Form
<ul style="list-style-type: none"> • The Dol form should have workflow functionality to ensure all the necessary levels of approvals required. • Ethics super users should be able to do configuration of workflow themselves, without the need of IT support intervention. 	Ethics Workflow
<ul style="list-style-type: none"> • The declaration of interest forms should have the functionality to be recorded as a record for subsequent investigations and audits. • Ability to download the form in PDF format. 	Ethics
<ul style="list-style-type: none"> • The solution to be able to integrate with external systems such as CIPC or other internal or external fraud risk management or other GRC related systems to detect possible cases of misrepresentation and/or irregularity. • E.g. No private work declared/ no directorship declared but ID number found on CIPC database – produce a red flag/ alerts report. 	Ethics Integration systems

<p>Self-service reporting</p> <ul style="list-style-type: none"> • Ethics super users and other managers in Eskom business areas should configure reports and dashboards, without the need of IT support intervention. • E.g. <ul style="list-style-type: none"> ○ Ethics department: progress report on status of DoI or Private Work completion – Eskom wide, per subsidiary, per business area ○ Eskom manager: show status for my division, company, business area ○ The ability for system users to manage tickets using a dashboard 	<p>Ethics Reports or Dashboard</p>
<p>Eskom end user:</p> <ul style="list-style-type: none"> • Show status for my ethics forms (completed, outstanding, in progress etc) 	<p>Ethics DOI status</p>
<p>Private work</p> <ul style="list-style-type: none"> • Ability to configure the form, employees to complete the forms and the workflow for approval of private work. • Download the form on PDF 	<p>Ethics Private work</p>
<p>Business courtesy</p> <ul style="list-style-type: none"> • Ability to configure the form, employees to complete the forms and the workflow for approval of business courtesy. • Download the form on PDF 	<p>Ethics Business courtesy</p>

Ethics documents

- The ability for system users to manage and update a list of Ethics documents in support of the above declarations