



Institute
and Faculty
of Actuaries

IFoA Speaking Up Form

IFoA Speaking Up Form

This form is intended for use by anyone raising a genuine concern about an IFoA incident, event, service or behaviour.

Please read the IFoA Speaking Up Charter and Policy and Speaking Up Procedure carefully before completing this form.

If you are at all unsure about how you should raise your concerns please do not hesitate to contact speakingup@actuaries.org.uk for further advice.

About you

Your name:	
Your contact details:	
Are you a member of the IFoA?	Yes/No
IFoA member ARN (if applicable):	
If you are an IFoA volunteer provide details here:	
If you are an IFoA employee your position and your team/group:	
Date of report:	
Does your concern relate to your line manager/person appointed to oversee your role/appointment?	Yes/No/Not applicable

Summary of disclosure:

Please set out the nature of your concern to be reported including your reasons for believing that what you are reporting is an issue. Please provide as much detail as possible including examples where possible, dates, times and locations. You may attach additional sheets if required.

Individuals involved:

Please provide the names and contact details (if known) of any people involved in your concerns, including witnesses (please state if they are implicated or a witness)

Actions already taken:

If applicable, please describe any actions you have already taken, with dates, times and location and include any names and details of those you have already raised your concerns with

Outcome requested:	
<p>Please set out how you would like to see the issue dealt with, and why and how you believe that this will resolve the issue.</p>	
Declaration:	
<p>I confirm that the above statements are true to the best of my knowledge, information and belief. I understand that, if I knowingly make false allegations, this may result in the IFoA taking appropriate action (which could include disciplinary action if you are an employee or an IFoA member) against me.</p>	
Form completed by:	
Signature:	
For completion by the IFoA:	
Date form received by IFoA:	
Name of recipient and job role:	

Version Control

Version	Date	Author/Revised by	Notes/Revisions
1	August 2023	IFoA Council	<ul style="list-style-type: none">• New Form
2	August 2025	Data Protection Officer	<ul style="list-style-type: none">• Expanded 'About you'/contact details section• Minor formatting changes and corrections• Removed the requirement for IFoA recipient to add a signature on receipt of form
Review interval: Every 2 years		Last reviewed: August 2025	