

Appen

HR, CORPORATE & WORKPLACE

Professional Note-Taking, Transcription, and Language Support for the Modern Workplace

Supporting Fair, Accurate and Compliant People Processes

Employee relations and corporate governance rely on accurate records. Whether you're managing a disciplinary hearing, conducting a grievance meeting, or chairing a board-level inquiry, the quality of your notes and transcripts matters.

Appen supports HR teams, legal departments, and corporate functions with secure, independent, and professionally produced transcripts and notes, giving you a true and reliable record of events, free from bias and distraction.

We work across the full spectrum of workplace and corporate proceedings, providing transcription, translation, and interpreting services to ensure every meeting, investigation, or tribunal is properly documented, clearly understood by all parties, and compliant with best practice.

Our Process

1

Choose your note or transcript style

- *Verbatim*: A complete, word-for-word record of what was said.
- *Near-Verbatim*: Notes that capture the original phrasing almost exactly, removing filler words.
- *Summary*: Concise notes or minutes highlighting key points and actions.
- *Intelligent verbatim*: True to tone and meaning, while removing non-essential speech.

2

Select your capture method

- *Digital recording*: Audio or video recording provided by your team or arranged by us.
- *Live note taker*: A specialist note taker attends in person or via secure video call when recording isn't permitted.

3

Choose your turnaround time

From same-day (24-hour) delivery to ten-day service, depending on urgency and complexity.

4

Secure delivery

Receive your transcripts or notes via encrypted email or secure file transfer.

5

Flexible pricing

Transparent, per-minute or per-project pricing. Tailored packages available for HR departments and ongoing contracts.



Why choose Appen:

Appen is trusted by public and private sector clients for reliable, impartial, and secure workplace transcription and note-taking. Our services help you maintain compliance, transparency, and operational efficiency.

- **Independent and Impartial:** Third-party note-taking and transcription ensures neutrality and accuracy.
- **Confidentiality Assured:** All staff are vetted and bound by strict confidentiality agreements.
- **Security You Can Trust:**
 - ISO 27001 Certified information management systems.
 - ISO 9001 Certified quality management and continuous improvement.
 - Cyber Essentials Plus. Government-backed accreditation for data security.
- **Flexible & Scalable:** Support for one-off meetings or ongoing projects.
- **Experienced Team:** Over 20 years of experience in sensitive HR and legal environments.
- **Global Capability:** Transcription, interpreting, and translation in over 180 languages.



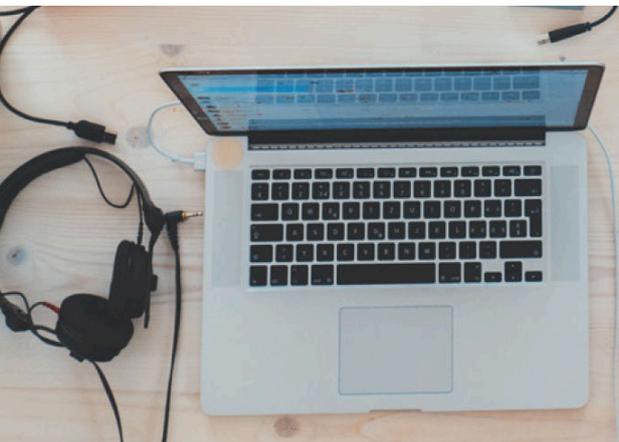
The Appen Advantage

By outsourcing note taking and transcription to Appen, you can focus on the people and issues that matter, not the paperwork.

Our secure, professional, and impartial approach protects your business, your employees, and your reputation.

“Having Appen’s independent note takers involved helps ensure our internal HR processes are completely transparent and defensible.”

HR Director, Global Manufacturing Client



Crown
Commercial
Service
Supplier

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To discuss how Appen can support your justice or investigative needs:

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