

Casual Yet Important Annual Refresher

Subject: Quick Reminder: Our Commitment to Ethics (Action Required)

Hi Team,

It's that time of year again – our annual ethics policy review and acknowledgment. I know policy reminders aren't the most exciting emails in your inbox, but staying aligned on our ethical standards is crucial to who we are as an organization.

WHY THIS MATTERS:

Ethics isn't just about avoiding big scandals – it's about the daily choices we make, how we treat each other, and the integrity we bring to our work. Your commitment to these standards makes our workplace better for everyone.

WHAT YOU NEED TO DO:

– Review the Ethics and Code of Conduct Policy (link below – takes about 15 minutes)

– Complete the brief online acknowledgment form by [Deadline Date]

– Ask questions if anything is unclear – seriously, we'd rather answer questions than have confusion

QUICK REFRESHER ON KEY POINTS:

- Treat everyone with respect (always non-negotiable)
- Protect confidential information (yes, even after happy hour)
- Disclose conflicts of interest (better to ask than assume it's fine)
- Speak up if something doesn't seem right (we've got your back)
- Use company resources appropriately (your manager's probably not thrilled about personal printing projects)

NEED TO REPORT A CONCERN?

Ethics Hotline: [Phone Number] (available 24/7, anonymous if you prefer)

Email: [Ethics Email]

Talk to your manager, HR, or any leader you trust

No question is too small, and no concern is too minor. When in doubt, just ask.

Thanks for taking ethics seriously and helping us maintain the kind of workplace we're all proud to be part of. Let me know if you need anything.

[Name]

[Title]

[Date]

P.S. “ If you've already completed your acknowledgment, thank you! You can ignore this reminder and enjoy one less thing on your to-do list.

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