

Formal Employee Acknowledgment of Ethics Policy

Subject: Acknowledgment of Ethics and Code of Conduct Policy

Dear [HR Director/Manager Name],

I, [Employee Full Name], acknowledge that I have received, carefully read, and fully understand the [Company Name] Ethics and Code of Conduct Policy dated [Policy Date]. I have had adequate opportunity to review this policy and ask questions regarding any provisions that required clarification.

I understand that this policy establishes the ethical standards and behavioral expectations for all employees and represents the core values of our organization. I commit to conducting myself in accordance with all provisions outlined in this policy, including:

- Maintaining confidentiality and protecting sensitive company information
- Avoiding conflicts of interest and disclosing potential conflicts promptly
- Treating all colleagues, clients, and stakeholders with respect and dignity
- Using company resources responsibly and only for authorized purposes
- Reporting suspected violations through appropriate channels
- Cooperating fully with any investigations into policy violations
- Upholding the organization's reputation in all professional interactions

I understand that compliance with this policy is a condition of my employment and that violations may result in disciplinary action, up to and including termination. I also acknowledge my responsibility to report observed violations and understand that the organization prohibits retaliation against anyone who reports concerns in good faith.

Should I have questions or require guidance regarding any ethical matter, I will consult with my supervisor, the Human Resources department, or the Ethics Hotline at [contact information].

Respectfully,

[Employee Signature]

[Printed Name]

[Employee ID Number]

[Department]

[Date]

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