

Vendor/Contractor Ethics Requirements Communication

Subject: Ethics and Code of Conduct Compliance Requirements for [Vendor/Contractor Name]

Dear [Vendor/Contractor Representative],

As part of our ongoing business relationship with [Your Company Name], we require all vendors, contractors, and third-party partners to acknowledge and comply with our Ethics and Code of Conduct standards. This ensures alignment with our organizational values and legal obligations.

APPLICABILITY:

This ethics compliance requirement applies to your organization and all individuals who will be providing services to or on behalf of [Your Company Name], including employees, subcontractors, and agents.

KEY ETHICAL STANDARDS YOU MUST UPHOLD:

- Integrity and Honesty: Conduct all business dealings truthfully and transparently
- Legal Compliance: Adhere to all applicable laws and regulations
- Confidentiality: Protect proprietary and sensitive information
- Conflict of Interest: Disclose any conflicts that may affect your objectivity
- Anti-Corruption: Refuse to engage in bribery, kickbacks, or improper payments
- Fair Dealing: Compete fairly and treat others with respect
- Reporting: Immediately report suspected violations or ethical concerns

PROHIBITED ACTIVITIES:

[List specific prohibited behaviors relevant to the vendor relationship]

REQUIRED ACTIONS:

1. Review the attached Ethics Policy Summary for Third Parties
2. Complete and return the signed Vendor Ethics Compliance Acknowledgment Form by [Date]
3. Ensure all personnel working on our projects receive this information
4. Report any ethics concerns to [Ethics Hotline/Contact Information]

REPORTING MECHANISMS:

If you become aware of any ethical violations or have questions about ethical standards, please contact:

- Ethics Hotline: [Phone Number]
- Email: [Ethics Email Address]
- Online Portal: [Website]

CONSEQUENCES OF NON-COMPLIANCE:

Failure to comply with these ethical standards may result in contract termination, legal action, and exclusion from future business opportunities with our organization.

We value our partnership and trust that you share our commitment to the highest ethical standards.

If you have questions about these requirements or need clarification on any provision, please contact our Procurement or Compliance department.

Thank you for your cooperation and commitment to ethical business practices.

Sincerely,

[Your Name]

[Title]

[Company Name]

[Contact Information]

[Date]

Attachments:

- Ethics Policy Summary for Third Parties
- Vendor Ethics Compliance Acknowledgment Form

Get more templates here:

<https://www.lettersandtemplates.com/letters/policy-for-ethics-and-code-of-conduct-template>