

Code of Ethics Awareness Reminder

Dear [Employee Name],

This is a friendly reminder of our commitment to uphold the highest standards of ethical conduct as outlined in our Code of Ethics.

As members of [Company Name], it is essential that we maintain integrity, respect, and accountability in all our actions. Please take a moment to review the key principles:

- Integrity: Always act honestly and transparently.
- Respect: Treat everyone with dignity and consideration.
- Accountability: Take responsibility for your actions and decisions.

If you have any questions or concerns about the Code of Ethics, please do not hesitate to reach out to your supervisor or the HR department.

Thank you for your continued commitment to maintaining our ethical standards.

Sincerely,
[Your Name]
[Your Position]
[Company Name]