

Reminder: Ethical Behavior Policy

Dear [Employee's Name],

As part of our commitment to maintaining a positive and productive work environment, we would like to remind you of our Ethical Behavior Policy. This policy is designed to promote integrity, transparency, and respect in all interactions within our organization.

Key Points of the Policy:

- Act with honesty and integrity in all business dealings.
- Treat all colleagues, clients, and stakeholders with respect.
- Comply with all applicable laws and regulations.
- Report any unethical behavior or violations of the policy.

We encourage you to review the full policy document, which can be found on our internal website. If you have any questions or need further clarification, please do not hesitate to reach out to your supervisor or the HR department.

Thank you for your attention to this important matter and for your commitment to our core values.

Sincerely,

[Your Name]

[Your Position]

[Company Name]