

Policy Update Notification

Dear Team,

We are writing to inform you of an important update to our compliance training policy. As part of our ongoing commitment to ensure a compliant and ethical workplace, we have made the following changes effective immediately:

- All employees must complete the updated compliance training module by **October 31, 2023**.
- New hires will be required to complete the compliance training within their first month of employment.
- Annual refresher courses will now be mandatory for all staff, to be completed by **December 15 each year**.

Please log into the training platform to access the new materials. We appreciate your cooperation in adhering to these updated policies.

If you have any questions or concerns, please reach out to the HR department.

Thank you for your attention to this important matter.

Sincerely,

The Compliance Team