

Antitrust Compliance Reporting Procedures

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Sender's Name]

Subject: Antitrust Compliance Reporting Procedures

Dear [Recipient's Name],

As part of our commitment to comply with antitrust laws and regulations, we have established the following reporting procedures that all employees must follow:

1. Reporting Obligations

All employees are required to report any suspected antitrust violations immediately to the Compliance Officer.

2. Reporting Channels

You may report concerns via:

- Email: [Insert Email Address]
- Phone: [Insert Phone Number]
- Anonymous Hotline: [Insert Hotline Number]

3. Confidentiality and Non-Retaliation

All reports will be treated confidentially, and retaliation against anyone who reports a concern in good faith is strictly prohibited.

4. Training and Resources

Regular training sessions will be conducted to ensure employees are aware of antitrust laws and compliance expectations.

Thank you for your attention to this important matter. Your cooperation is crucial in maintaining our commitment to ethical business practices.

Sincerely,

[Insert Sender's Name]

[Insert Sender's Title]

[Insert Company Name]

[Insert Contact Information]