

Economic Espionage Reporting Procedure

Date: _____

To: All Staff

From: [Your Name/Position]

Subject: Reporting Procedure for Economic Espionage

Dear Team,

In light of recent concerns regarding economic espionage, it is imperative that all staff members remain vigilant and aware of the potential threats to our organization. This letter outlines the procedure for reporting any suspected incidents of economic espionage.

Reporting Procedure

1. Immediately report any suspicious activity to your supervisor or the designated compliance officer.
2. Gather relevant details including the nature of the suspicious activity, dates, times, and any individuals involved.
3. If you feel comfortable, document your observations in writing and submit this report via email to [compliance officer's email].
4. Maintain confidentiality and do not discuss the issue with other employees.
5. Cooperate fully with any investigations or inquiries that may arise from your report.

Protection of Whistleblowers

Your safety and privacy are our priority. Reporting in good faith will not lead to retaliation. We encourage you to come forward with any information that could protect our organization.

Thank you for your attention to this important matter. Together, we can safeguard our company against economic threats.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]