

The Complete Compliance and Ethics Manual 2024

Appendix 2-A: Sample Letter to Vendors on Gift-Giving Limitations

Dear Vendor Colleague:

Our organization is committed to building and supporting an organization that demonstrates honesty, integrity, and the highest ethical practices. In an effort to strengthen this commitment, we have established a corporate compliance program and developed a code of conduct. This code of conduct offers guidance to our employees about our organization's values and how to make ethical decisions in keeping with these values. Our code applies to all of our employees.

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