

International Compliance 101, 2nd Edition

Appendix A.1: Sample Letter to Vendors

Dear Vendor Colleague:

Our organization is committed to building and supporting an organization that demonstrates honesty, integrity, ethics, and best practices. In an effort to strengthen this commitment, we have established a corporate compliance program and developed a Standards of Conduct. These Standards of Conduct are our attempt to offer guidance for the complex legal and business issues we face every day and to provide the overall principles for our system. The standards outlined apply to all employees. We also expect them to apply to all our vendor, supplier, and affiliate colleagues.

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