

# ABC COMPANY INC.

## MEMORANDUM

To: Employees of ABC Company Inc.

From: Ilya Langer, Manager of Ethics Committee

Date: September 1, 2022

Subject Paragraph: Ethic Behavior Training

After receiving several complaints about unethical behavior of some employees, ongoing ethics training and awareness programs for all employees of our company are required to be conducted on a regular basis. Each employee must receive ethics training within 30 days of commencing the job. Each employee must certify to the Ethics Committee its compliance with this requirement.

- The mandatory training must be completed by attending a Code of Official Conduct training session conducted by Committee staff.
- Upon completing the required training, each employee must provide a signed Individual Certification of Completion of Ethics Training Requirement form to the Manager of Ethics Committee verifying the completion of the training.

If a person began employment more than a year ago, the employee must still complete a Code of Official Conduct training session and submit an Ethics Training Certification Form to the Committee.

Our employees represent our company and should behave according to high ethics standards. If you have any questions or concerns about this requirement, or how to comply with it, please do not hesitate to contact the Ethics Committee at (516) 123-4567.

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