

To: All Bank Employees

From: Compliance Department

Date: [Insert Date]

Subject: Annual Anti-Bribery and Corruption Compliance Declaration

Dear Employee,

This letter serves as a formal reminder of our bank's commitment to maintaining the highest ethical standards and complying with all international anti-bribery and corruption laws, including the Foreign Corrupt Practices Act (FCPA) and the UK Bribery Act.

As an employee, you are strictly prohibited from:

- Offering, promising, or giving any financial or other advantage to a third party to influence a business decision.
- Requesting, agreeing to receive, or accepting any bribe, kickback, or improper payment.
- Bribing a public official to obtain or retain business or business advantages.

Compliance is mandatory. Failure to adhere to these policies may result in disciplinary action, including termination of employment and potential legal prosecution.

Please sign the declaration below to acknowledge that you have read, understood, and agree to comply with the Bank's Anti-Bribery and Corruption Policy.

**Employee Declaration:**

I, [Employee Name], hereby certify that I am in full compliance with the bank's anti-corruption policies. I further certify that I have not been involved in any acts of bribery or corruption during my tenure.

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Employee Signature

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Date