

To: All Employees and Stakeholders

From: [Name/Compliance Department]

Date: [Insert Date]

Subject: Formal Notice of Ethical Revisions to Insider Trading Prevention Policies

Dear Team,

This letter serves to formally announce key revisions to our corporate Insider Trading Prevention Policy. These updates are designed to strengthen our commitment to ethical conduct, transparency, and market integrity.

The following ethical revisions have been implemented effectively [Insert Date]:

- **Expanded Definition of Material Non-Public Information (MNPI):** We have broadened our criteria to include environmental, social, and governance (ESG) milestones as sensitive information.
- **Extended Blackout Periods:** Trading windows have been adjusted to ensure a greater buffer around the release of quarterly and annual financial results.
- **Pre-Clearance Requirements:** All senior management and designated employees must now obtain written approval from the Legal Department 48 hours prior to any trade.
- **Rule 10b5-1 Trading Plan Enhancements:** New cooling-off periods have been mandated between the adoption of a trading plan and the execution of the first trade.
- **Enhanced Ethical Reporting:** A formal "Ethical Safe Harbor" has been established to encourage whistleblowing regarding suspicious trading activity without fear of retaliation.

The integrity of our organization relies on the fair and equal access to information for all investors. Any violation of these revised policies will result in disciplinary action, up to and including termination of employment and potential legal proceedings.

Please review the full updated policy document attached and complete the mandatory acknowledgment form by [Insert Deadline].

If you have any questions regarding these ethical standards, please contact the Compliance Officer at [Insert Email/Phone].

Sincerely,

[Signature]

[Name]

[Title]

[Organization Name]