

[Company Letterhead / Logo]

**Date:** [Insert Date]

**To:** [Client Company Name]  
[Client Address]  
[City, State, Zip Code]

# ANTI-BRIBERY AND ANTI-CORRUPTION DECLARATION

Dear [Contact Name/Hiring Manager],

This letter serves as a formal declaration regarding the commitment of **[Recruitment Agency Name]** (the "Agency") to ethical business practices and compliance with all applicable anti-bribery and anti-corruption laws, including but not limited to the UK Bribery Act 2010 and the US Foreign Corrupt Practices Act (FCPA).

## **Declaration:**

The Agency hereby confirms and represents that:

- We maintain a zero-tolerance policy toward bribery, corruption, extortion, and embezzlement.
- Neither the Agency nor any of its officers, employees, or representatives have offered, promised, given, authorized, solicited, or accepted any undue financial or other advantage to or from any person in order to obtain or retain business or an improper advantage.
- We have implemented internal policies and procedures to ensure that all recruitment activities, including candidate sourcing and placement, are conducted with integrity and transparency.
- We will not engage in any activity that would cause [Client Company Name] to be in violation of anti-corruption laws.
- We shall promptly report to [Client Company Name] any request or demand for any undue financial or other advantage of any kind received by the Agency in connection with the performance of our recruitment services.

The Agency agrees to maintain accurate books and records and to provide evidence of compliance with these principles upon reasonable request.

This declaration is valid for the duration of our business relationship and applies to all services provided by the Agency.

Sincerely,

[Signature]

**[Name of Authorized Signatory]**

[Job Title]

[Recruitment Agency Name]