

[Company Letterhead/Logo]

**Date:** [Insert Date]

**To:** [Candidate Name / Recruitment Agency Name]

**Subject:** Statement of Talent Acquisition Integrity and Anti-Corruption Policy

Dear [Name],

At [Company Name], we are committed to maintaining the highest standards of ethical conduct, transparency, and integrity throughout our recruitment and talent acquisition processes. This letter serves to formally outline our expectations regarding anti-corruption and professional conduct.

### **1. Zero Tolerance Policy**

[Company Name] maintains a zero-tolerance policy toward bribery, kickbacks, and any form of corruption. Decisions regarding employment are based solely on merit, qualifications, and business requirements.

### **2. Prohibited Actions**

During the recruitment process, the following actions are strictly prohibited:

- Offering, promising, or giving any gift, payment, or favor to any employee of [Company Name] to influence a hiring decision.
- Requesting or accepting any form of payment or personal benefit in exchange for employment consideration.
- Submitting falsified or misleading information regarding professional experience, education, or identity.

### **3. Conflict of Interest**

All candidates and recruitment partners must disclose any existing personal or professional relationships with current employees of [Company Name] that could be perceived as a conflict of interest.

### **4. Consequences of Non-Compliance**

Any violation of these integrity standards will result in immediate disqualification from the recruitment process. If a violation is discovered after an offer has been extended or employment has commenced, it may lead to the withdrawal of the offer or termination of employment for cause. Furthermore, [Company Name] reserves the right to report such incidents to relevant legal authorities.

### **5. Reporting Misconduct**

If you are asked by anyone representing [Company Name] to provide a bribe or perform an unethical act, or if you become aware of any fraudulent activity, please report it immediately to our Ethics Hotline at [Insert Phone Number/Email/Link].

By proceeding with the recruitment process, you acknowledge that you have read, understood, and agree to comply with these integrity standards.

Sincerely,

[Name]

[Title]

[Company Name]

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### **Acknowledgement**

I hereby certify that I have read the Integrity and Anti-Corruption Letter and agree to abide by the principles stated herein.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_