

Date: [Insert Date]

To: [Employee/Contractor Name]

Position: [Job Title]

Company: [Company Name]

Zero Tolerance Bribery Policy Agreement Letter

This letter serves as a formal agreement regarding the anti-bribery and anti-corruption policies of [Company Name] (the "Company").

The Company maintains a strict zero-tolerance policy regarding bribery and corruption. This policy applies to all employees, contractors, agents, and representatives acting on behalf of the Company.

By signing this letter, you agree to the following:

- You will not offer, promise, give, request, or accept any bribes, kickbacks, or improper payments of any kind.
- You will comply with all applicable local and international anti-corruption laws, including the Foreign Corrupt Practices Act (FCPA) and the UK Bribery Act, where applicable.
- You will not use personal funds or third parties to circumvent the Company's anti-bribery policies.
- You will accurately record all financial transactions and business expenses in the Company's books.
- You will immediately report any suspected or actual instances of bribery or solicitation of a bribe to [Department/Person Name].

Failure to comply with this policy will result in immediate disciplinary action, which may include termination of employment or contract, and may also result in legal proceedings and criminal prosecution.

Acknowledgment:

I have read, understood, and agree to abide by the Zero Tolerance Bribery Policy of [Company Name].

Signature of Employee/Contractor

Printed Name

Date