

# Corporate Integrity Policy

Document Number: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Revision Number: \_\_\_\_\_

Approved By: \_\_\_\_\_

## 1. Purpose

[State the purpose of this policy, e.g., to promote integrity and ethical conduct within the organization.]

## 2. Scope

[Identify who the policy applies to, e.g., all employees, contractors, consultants, and third parties acting on behalf of the company.]

## 3. Definitions

- **Integrity:** [Define "integrity" as it applies to your organization]
- **Conflict of Interest:** [Provide definition]
- [Add other relevant terms and definitions]

## 4. Policy

1. **Compliance with Laws:** [State expectation for complying with relevant laws and regulations.]
2. **Ethical Conduct:** [Describe expected standards of professional and ethical behavior.]
3. **Anti-Bribery and Anti-Corruption:** [State zero tolerance for bribery and corruption.]
4. **Conflicts of Interest:** [Outline requirements for disclosure and avoidance.]
5. **Reporting Violations:** [Outline how integrity concerns should be reported.]
6. [Add additional policy points relevant to your organization.]

## 5. Responsibilities

Role	Responsibility
All Employees	[Describe responsibility to uphold integrity and report concerns.]
Managers/Supervisors	[Describe responsibility to model ethical behavior and enforce the policy.]
Compliance Officer	[Describe oversight, investigation, and review duties.]

## 6. Procedures

[Describe any specific processes for compliance, monitoring, and reporting violations relating to corporate integrity.]

## 7. Training

[Describe requirements for training and awareness related to corporate integrity.]

## **8. Disciplinary Action**

[Describe potential consequences for violations of the policy.]

## **9. Review and Revision**

[Detail how frequently the policy will be reviewed and updated.]

## **10. Acknowledgement**

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_