

[Date]

[Supplier Name]
[Supplier Address]
[City, Country]

Subject: Advisory Regarding Anti-Bribery and Corruption Compliance

Dear [Contact Name],

As part of [Company Name]'s commitment to ethical business practices and legal compliance, we are writing to remind all offshore suppliers of our strict anti-bribery and corruption policies.

Our company operates in accordance with the Foreign Corrupt Practices Act (FCPA), the UK Bribery Act, and the local laws of the jurisdictions in which we operate. We expect our suppliers to adhere to the same standards. Specifically:

- **Zero Tolerance:** We prohibit the offering, promising, giving, or authorizing of any bribe, kickback, or improper payment to any government official or private person to obtain or retain business.
- **Facilitation Payments:** Small "grease" payments to expedite routine government actions are strictly prohibited.
- **Gifts and Hospitality:** Any gifts or entertainment provided to our employees must be modest, transparent, and compliant with our corporate gift policy.
- **Record Keeping:** Suppliers must maintain accurate books and records that fairly reflect all transactions related to our business relationship.

Please note that compliance with these anti-corruption principles is a mandatory condition of our business agreement. Failure to comply may result in the immediate termination of our contract and potential legal action.

We request that you share this advisory with your employees and any subcontractors involved in providing services to [Company Name].

Should you have any questions or wish to report a concern, please contact our Compliance Department at [Email Address/Phone Number].

Sincerely,

[Your Name]
[Your Title]
[Company Name]