

# Agency Management Code of Ethics and Conduct Acknowledgment

**Employee Name:** [Insert Name]

**Employee ID:** [Insert ID]

**Date:** [Insert Date]

I hereby acknowledge that I have received a copy of the Agency Management Code of Ethics and Conduct. I understand that it is my responsibility to read, understand, and comply with the policies and guidelines set forth in this document.

By signing this letter, I agree to:

- Act with integrity, professionalism, and honesty in all agency dealings.
- Avoid any conflicts of interest that may influence my professional judgment.
- Protect the confidentiality of agency, client, and employee information.
- Comply with all applicable laws, regulations, and internal policies.
- Report any known or suspected violations of the Code through the appropriate channels.

I understand that any violation of the Code of Ethics and Conduct may result in disciplinary action, up to and including termination of employment.

---

Employee Signature

---

Date Signed

---

Supervisor/HR Representative Signature