

**Date:** [Insert Date]

**To:** [Employee/Board Member Name]

**From:** [Organization Name]

**Subject:** Fiduciary Responsibility and Internal Ethics Code Acknowledgment

Dear [Name],

As a representative of [Organization Name], you hold a position of trust that requires you to act in the best interests of the organization and its stakeholders. This letter serves to formalize your understanding of your fiduciary duties and your commitment to our Internal Ethics Code.

### **1. Fiduciary Duties**

By signing this document, you acknowledge your legal and ethical obligation to exercise the Duty of Care (acting with diligence and prudence) and the Duty of Loyalty (prioritizing the organization's interests above personal gain).

### **2. Ethical Standards**

You agree to adhere to the following principles:

- Avoidance of conflicts of interest.
- Protection of confidential information.
- Compliance with all applicable laws and regulations.
- Maintaining honesty and integrity in all professional dealings.

### **3. Reporting Violations**

You acknowledge your responsibility to report any known or suspected breaches of this code or any unethical behavior through the established internal reporting channels.

### **4. Acknowledgment**

I have received, read, and understood the [Organization Name] Internal Ethics Code. I agree to abide by these standards and understand that failure to do so may result in disciplinary action, up to and including termination or legal action.

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Signature

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Printed Name

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Date