

# Conflict of Interest and Internal Ethics Acknowledgment

**Employee Name:** [Insert Name]

**Employee ID:** [Insert ID]

**Date:** [Insert Date]

---

I hereby acknowledge that I have received, read, and understood the [Company Name] Conflict of Interest and Internal Ethics Policy.

By signing this letter, I agree to the following:

- I will comply with all policies regarding ethical conduct and business practices.
- I will disclose any potential, actual, or perceived conflicts of interest to the Human Resources department or my supervisor immediately.
- I will not use my position, or information gained through my position, for personal gain or for the benefit of any third party in a manner that competes with the company.
- I understand that a violation of these policies may result in disciplinary action, up to and including termination of employment.

**Disclosure Statement (Check one):**

I currently have no conflicts of interest to disclose.

I have a potential conflict of interest to disclose as described below:

[Space for disclosure description]

---

Employee Signature

---

Date