

# Anti-Fraud Policy and Internal Ethics Acknowledgment Letter

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

Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_

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

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I hereby acknowledge that I have received, read, and fully understand the Company's Anti-Fraud Policy and Internal Code of Ethics. I understand that these policies outline the standards of conduct expected of me as an employee.

By signing this document, I agree to the following:

- I will comply with all aspects of the Anti-Fraud Policy and Code of Ethics in my daily work.
- I will act with honesty and integrity in all matters related to the Company's business operations.
- I will protect the Company's assets and ensure their efficient use for legitimate business purposes.
- I will report any suspected fraudulent activity, ethical violations, or conflicts of interest through the established reporting channels or whistleblower hotlines.
- I understand that any violation of these policies may lead to disciplinary action, including termination of employment and potential legal proceedings.

I further certify that, as of this date, I am not aware of any unreported instances of fraud, unethical behavior, or violations of company policy.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Signed

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Supervisor/HR Representative Signature