Date: [Insert Date]

To: All Partners and Management Personnel

Subject: Protecting Our Firm: Employment Practices Liability (EPL) Awareness

Dear Team,

As part of our commitment to maintaining a professional and secure work environment, this letter serves to outline our firm's risk management strategy regarding Employment Practices Liability (EPL).

To protect the firm against potential claims of wrongful acts arising from the employment process, we must adhere to the following core principles:

- **Strict Compliance:** All management decisions must comply with federal, state, and local employment laws regarding hiring, promotion, and termination.
- **Zero Tolerance Policy:** The firm maintains a zero-tolerance policy for workplace harassment, discrimination, and retaliation of any kind.
- **Documentation:** All performance reviews, disciplinary actions, and termination proceedings must be documented thoroughly and stored in accordance with firm policy.
- **Standardized Procedures:** Managers must use approved templates and protocols for all employment-related actions to ensure consistency and fairness.

Our Employment Practices Liability Insurance (EPLI) policy is a critical component of our financial security, providing coverage for legal defense costs and settlements. However, insurance is our last line of defense; our first line of defense is the proactive and ethical behavior of our leadership team.

If you become aware of any incident, complaint, or potential legal threat related to employment practices, you are required to report it to the [Insert Department Name, e.g., Human Resources or Legal Department] immediately.

Thank you for your commitment to protecting the integrity and reputation of our firm.

Sincerely,

[Your Name]
[Your Title]
[Firm Name]