[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Safeguarding Agency Assets and Employment Practices Compliance

Dear [Employee Name],

As part of our commitment to maintaining a professional work environment and protecting the agency's operational assets, this letter serves to formalize our policies regarding Employment Practices Liability (EPL).

To safeguard the agency from liability and ensure a respectful workplace, all employees are required to adhere to the following standards:

- **Zero Tolerance for Harassment:** Any form of discrimination or harassment based on race, gender, age, religion, disability, or any other protected status is strictly prohibited.
- **Proper Use of Agency Assets:** Agency technology, intellectual property, and physical equipment must be used solely for professional purposes and in compliance with our security protocols.
- **Confidentiality:** Employees must protect sensitive agency data and client information from unauthorized disclosure.
- **Reporting Requirements:** Any witnessed misconduct or potential liability risks must be reported immediately to the Human Resources department.

Failure to comply with these employment practices may result in disciplinary action, up to and including termination, to protect the integrity and legal standing of the agency.

Please sign below to acknowledge that you have read, understood, and agree to comply with these employment practice standards.

Sincerely,

[Signature]
[Manager Name]
[Agency Name]

Employee Acknowledgment:

Signature: _____ Date: _____