**Day 1:**

It’s Time to Celebrate Corporate Compliance and Ethics Week!

You may have noticed a number of new posters in our common areas promoting Corporate Compliance and Ethics Week. What’s it all about? With this week of activity and promotion, we want to increase everyone’s awareness of the Compliance and Ethics efforts at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and to recognize the Compliance and Ethics staff for the important work that they do.

Today’s activities will include: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Compliance & Ethics Tip of the Day:***

**Why do we have a Compliance and Ethics program?**

We’ve developed a Compliance and Ethics program to help employees make appropriate business decisions that may affect relationships with co-workers, customers, suppliers, business partners, legislators, and regulators.

Our program includes these elements:

* Code of Business Conduct
* Compliance and Ethics Policies
* Compliance and Ethics Training
* Hotline for reporting potential improprieties
* Misconduct investigations.

**Day 2:**

Celebrate Corporate Compliance and Ethics Week!

Today’s activities will include: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Compliance & Ethics Tip of the Day:***

**Where can I find the Code of Conduct?**

New employees receive their own copy of the Code at orientation. At that time, a Compliance and Ethics staff representative will explain the standards contained in the code and give examples of how it applies in real life. If you did not received a copy of the Code of Conduct, please call the Compliance and Ethics office. We also have the Code posted here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Day 3:**

Celebrate Corporate Compliance and Ethics Week!

Today’s activities will include: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Compliance & Ethics Tip of the Day:***

**How Can Employees Report Concerns?**

Employees can report concerns in several ways, including via the anonymous hotline.

Our first suggestion is always to contact your supervisor or manager with any concerns. If you are uncomfortable discussing your concerns with your supervisor, please feel free to contact anyone in the Compliance & Ethics department, or to use the hotline.

Our hotline number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_

The hotline open 24 hours a day, 365 days a year. You may call the hotline to report a suspected compliance or ethics violation or to report compliance and ethics related concerns you may have. You don’t need to give your name; your call will not be traced.

Please contact the Compliance & Ethics department or the hotline if you suspect:

* Violation of our Code of Conduct, or any of our vendor’s company policies.
* Violation of any law, regulation or rule, including safety or privacy violations, theft, or other criminal conduct.
* Fraud, financial or accounting misconduct, questionable auditing practices, insider trading, bribery, or falsification of company records.
* Abusive or retaliatory behavior, threats of workplace violence, sexual discrimination, harassment, or other serious misconduct by managers or colleagues.

**Day 4:**

Celebrate Corporate Compliance and Ethics Week!

Today’s activities will include: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Compliance & Ethics Tip of the Day:***

**What Compliance and Ethics education and training does** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **offer?**

As an organization, \_\_\_\_\_\_\_\_\_\_\_\_\_\_ expects all employees to understand and abide by all policies and rules. We understand that this can be a lot. To help employees, \_\_\_\_\_\_\_\_\_\_\_\_\_\_ provides compliance training during the on-boarding process and at least once a year for everyone. This training may be in person or online.

Every employee is also encouraged to call or email the Compliance and Ethics department at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ with any questions or concerns about our Compliance and Ethics program. If you do not understand any part of our training or policies, please reach out to us.

**Day 5:**

Celebrate Corporate Compliance and Ethics Week!

Today’s activities will include: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Compliance & Ethics Tip of the Day:***

**Who is responsible for Compliance and Ethics at** \_\_\_\_\_\_\_\_\_\_\_\_\_\_**?**

We all are!