

*<<Letter should be on the official letterhead of the Company applying for Blue Company Certification>>*

DATE:

TO: All Staff

FROM: Chief Executive Officer

SUBJECT: Blue Company Certification

The purpose of this memorandum is to remind you of our policy concerning corruption/bribery as part of the process for obtaining certification as a Blue Company. The Blue Company project is an initiative of volunteer corporations and institutions who have the public interest at heart with the objective of encouraging companies to fight corruption in all its forms.

<<Name of Company seeking certification>> is proud to be a member of the Blue Company project. All employees are required to continue to act with honesty and integrity and comply with applicable laws at all times when transacting the Company's business. As you know, <<Name of Company seeking certification>> has a zero tolerance policy towards bribery and corruption in all their forms.

All employees are required to comply with the following pillars of the project;

1. No employee is allowed to give or take bribes in any form and contravening this condition of employment will be treated as gross misconduct with grounds for summary dismissal.
2. All donations, gifts and favours given or received by the Company or any employee to a customer or potential customer, supplier or potential supplier, government official or representative should be transparent, that is, declared and official. Any non-branded gifts accepted by any employee or given to anyone shall not exceed USD <<Insert amount under company policy>>. Any gift whose value exceeds USD <<Insert amount under company policy>> shall be declared to the Head of Compliance and copied to the CEO.
3. Any form of discrimination based on tribe, gender, religion, race, creed, age or sexual orientation is prohibited.

Thank you for ensuring your cooperation at all times.

<<Name and Designation of Chief Executive or Chairperson of company seeking Blue Company certification>>