Option 1

In recent years, company xxx has embraced new statements of mission, vision, values, and goals. Our core values as a highly regarded utility provider reflect and guide the way we do business on a daily basis. They include respect for one another and those whom we serve; honesty, integrity, and the pursuit of excellence in all that we do.

Being good stewards of the resources entrusted to us, and modeling ethical behavior while meeting our job requirements, are ways that we put these core values into practice every day. Establishing and then following good systems of internal control are a means by which we incorporate these values into the fabric of our departments and offices.

Although we are each responsible for establishing internal controls in our departments, the formal responsibility for reviewing these internal controls and for providing information and training about them has been assigned to the Human Resources Office. You can expect to hear from XXX from time to time with updates on company xxx’s ethics hotline program, and we expect you to share the availability of this resource with your staff.

To learn more about company xxx’s ethic hotline and case management system and to review our Code of Ethics, please visit our website at: XXXX

In closing, I encourage each of you to engage fully with communicating the benefits of our new ethics program. It is here solely to help us enhance our systems of internal control, our corporate integrity and ensure that appropriate accountability is achieved.

Best regards,

Option 2

Our personal integrity, our shared values and our ethical business conduct form the basis of company xxx’s reputation amongst our staff and our other stakeholders. When combined with the quality and performance of our services, those elements create an incredibly powerful platform for business success for the organization and professional growth for all of us.

We all have an ongoing responsibility to share and live our corporate values: (replace with your own corporate values)

Respect and value others.;

Build trust;

Be honest;

Engage and embrace diversity;

Be accountable;

Work hard and have fun;

Strive to learn.

Our everyday behavior and decision making must be grounded in these values, and our adherence to company xxx’s Code of Ethics is essential to our success. With that said, company xxx is implementing a new ethics hotline and case management system that will allow individuals to come forward and report issues anonymously and confidentially. This is not to replace methods already in place for reporting, but rather to augment these methods if someone feels uncomfortable coming forward. We encourage everyone to speak up if something is amiss and rely on you to ensure that the integrity of company xxx comes first.

I thank all of you for always applying the high standards embodied in company xxx’s Code of Ethics.

By living our values, I know that we can move closer to realizing our vision.