

[organization name]

## Corporate Responsibility Policy

In order to ensure sustainable development, top management have documented and established this Corporate Responsibility Policy. [Company name] top management consider the ethics of all

business and their activities, regarding responsibility to be the top priority.

### Maintain a strict Code of Conduct

All employees must adhere to [organization name] values as part of their duty to contribute to the

achievement of the organization's mission, vision, and strategic objectives.

### Zero tolerance of any bribery attempt

[Organization name] does not tolerate any attempt to offer or receive financial or other advantage to

obtain or influence business transactions, or to influence the outcome of any business transaction.

### Maintain ethical labor practices

Organization must adhere to employment laws and standards when conducting its different operations and activities that may be applicable.

### Zero tolerance for harassment or indecent behavior

[Organization name] does not tolerate, in any circumstances, harassment or other improper behavior

in the workplace, including but not limited to sexual harassment.

To ensure that this policy brings about the expected outcomes, all employees are strongly

encouraged to report any concerns or issues that may arise that violate this policy to the public or reporting line, or their direct superior and superior in the same manner. The information must be

communicated to [job title] through [define communication channels], who will handle the situation

according to the procedure and the report structure to ensure the complaint is handled in a confidential manner.

[Job title] is responsible for communicating the Corporate Responsibility Policy to all persons working

for or on behalf of the organization and making it available to the public.

[job title]

[first and last name]

[signature]

**Commented [16A1]:** All fields in this document marked by square brackets [ ] must be filled in.

**Commented [16A2]:** Quote here your organization's mission, if established.

**Commented [16A3]:** If the organization has no mission statement, change this text to "results."

**Commented [16A4]:** Adapt to your organization's practices

**Commented [16A5]:** Adapt to your organization's practices (e.g., include here, or make reference to the organization's Anti Bribery Policy).

**Commented [16A6]:** Adapt to your organization's practices.

**Commented [16A7]:** Only necessary if document is in paper form.