**ABC Company Ltd.**

**Code of Conduct Acknowledgment Form**

Employee Information:

**Employee Name:** EmpName

**Employee ID:** EmpId

**Department/Division:** Dept

**Position/Title:** Pos

**Date of Hire:** DtJoin

**Acknowledgment:**

I, EmpName , have received, read, and understand the ABC Company Ltd’s Code of Conduct. I acknowledge that it is my responsibility to comply with the principles, guidelines, and standards outlined in the Code of Conduct during the course of my employment with ABC Company Ltd’s.

**Key Points of Acknowledgment:**

1. I understand that the Code of Conduct sets forth the ethical standards, values, and behavioral expectations expected of all employees.

2. I will conduct myself with honesty, integrity, and professionalism in all interactions related to my employment with [Your Company Name].

3. I will adhere to the company's policies regarding conflicts of interest, confidentiality, and fair business practices.

4. I am aware that any violation of the Code of Conduct may result in disciplinary action, up to and including termination of employment.

5. I am committed to reporting any suspected violations of the Code of Conduct to the appropriate channels within the organization.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Company Use Only:**

**Date Acknowledgment Received:**

**Processed by:** HR\_Name

For any questions or clarification regarding benefits enrollment, please contact the Human Resources Department at [**pranavsundar08@outlook.com**](mailto:pranavsundar08@outlook.com).

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Customize this template to align with the specific details and policies outlined in your company's Code of Conduct. Ensure that employees sign and return the acknowledgment form, and maintain a record of these acknowledgments in their personnel files. Regularly communicate updates to the Code of Conduct and provide additional training if necessary.