

Anonymous Hotline Implementation Letter - Personalized

[Company Name] Anonymous Hotline

To: All Employees

As CEO of [Company Name], I strongly believe that our core values are not simply words written in an employee manual or on a website page. They are something that we all must live by each and every day while striving to make them a cornerstone of our corporate culture.

By ensuring that we make every effort to incorporate values such as honesty, integrity, respect and cooperation into our culture, we also ensure that [Company Name] lives up to the high ethical standards that make each of us proud to be associated with our organization and recognized as a beacon of ethical behavior throughout our industry.

I also believe that nothing is more important to the long-term success of our organization than the well-being of our employees. With your efforts, [Company Name] can achieve the goals that will lead to a bright and prosperous future for all of us. As CEO, I realize that I bear the responsibility to provide a work environment where employees feel safe and can report unethical or improper behavior in complete confidence.

With this in mind, I am pleased to announce that, effective [Date Service Starts], we have engaged Lighthouse Services, Inc. to provide all [Company Name] employees with access to an anonymous ethics and compliance hotline for reporting possible ethics violations. The purpose of this service is to ensure that any employee wishing to submit a report can do so anonymously and without fear of retribution

Since 2003, Lighthouse Services has specialized in providing independent third-party ethics hotline services to organizations of all types and sizes, with a roster consisting of more than 2,000 clients.

For your convenience, Lighthouse Services provides a toll-free number along with several other reporting methods, all of which are available 24 hours a day, seven days a week for use by employees and staff.

- **Website:** [www.lighthouse-services.com/\[companywebname\]](http://www.lighthouse-services.com/[companywebname])
- **Anonymous Reporting App:** Keyword: [same as companywebname above]
 - Detailed instructions [here](#)
- **Telephone:**
 - English speaking USA and Canada: xxx-xx-xxxx (not available from Mexico)
 - Spanish speaking North America: (800) xxx-xxxx (from Mexico user must dial 001-800-xxx-xxxx)
- **E-mail:** reports@lighthouse-services.com (must include company name with report)
- **Fax:** (215) xxx-xxxx (must include company name with report)

Once again, I want to thank each of you for your efforts and I look forward to continuing our work together in building a company culture based on strong core values and the highest ethical principles.

Regards,