

## [Insert Company Name and/or Logo]

<b>Quick Reference Guide</b>	
<b>Title:</b>	Compliance New Hire Checklist
<b>Purpose:</b>	Use this checklist to ensure your new hires understand all compliance requirements
<b>Effective Date:</b>	[Enter date]

1. Stress your personal commitment to ethical business practices with the new employee.
2. State your expectation that employees work with integrity and in compliance with all applicable laws, codes and policies.
3. Give your new employee the following:
  - A copy of the relevant industry code for your country
  - A copy of the COMPANY NAME Code of Conduct – if they will be doing business on our behalf)
  - A copy of your business’s code of conduct – if you have one
  - A copy of any internal compliance policies or resources you have
4. Train your employee on the COMPANY NAME Code of Conduct.
5. Explain the reporting options available for the employee if he or she has any concerns of actual or potential non-compliance.
  - Share information about resources available to support compliance.
6. Follow-up with your new employee after he or she has had time to review the materials and take the training. Answer any questions and state again your commitment to ethical business practices.