**APPENDIX 1 - COMPLIANCE PLAN/CODE OF CONDUCT RECEIPT**

Employee/Service Member/Contractor Acknowledgement

I acknowledge that:

1. I have received and read the UBO Compliance Plan, including the Code of Conduct.

2. I will comply fully with the standards contained in this UBO Compliance Plan and any compliance policies/procedures applicable with my responsibilities.

3. I will report any conduct that I believe to be illegal or in violation of any compliance policies/procedures to my supervisor, the UBO Compliance Officer, Compliance Suggestion/Complaint Box, or Compliance Hotline.

4. I will seek advice from my supervisor or the UBO Compliance Officer regarding any actions required to comply with the UBO Compliance Plan policies or procedures.

5. I understand that my failure or refusal to comply with the compliance policies/procedures will result in disciplinary action in accordance with [Insert Service/MTF specific regulation].

6. The UBO Compliance Officer or Committee reserves the right to occasionally amend, modify or update this compliance plan.

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 Printed Name

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Department

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 Position/Title

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 Signature

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 Date