

Dear Staff,

As part of the *Laureate International Universities* network, we are proud of our worldwide reputation for integrity and ethical conduct. We have earned the trust of our students and their families, our business partners, and our communities. Being worthy of that trust is one of our greatest assets.

Next week, we will all receive an updated copy of the Laureate Code of Conduct and Ethics. This Code is an addition to our employee handbook, and I trust that it will be adopted across the organization. The Code establishes standards of conduct for all of our staff to help ensure we maintain the stellar reputation of the entire network.

The Code offers general guidance on appropriate conduct and addresses specific concerns, such as accurate record-keeping, asset and information use, conflicts of interest, and bribery and corruption.

Following next week's distribution of the Code, we will each be required to participate in an online training session. This training will be interactive, engaging, and based on real-world situations. Further details about the online training will be communicated soon.

The strength of our organization lies in the trust we earn from others. This revised Code will help us build on the reputation we have today to ensure an even stronger tomorrow.

Sincerely,