

## STANDARDS OF CONDUCT

This is a Standards of Conduct letter for your review and signature. The letter sets forth the Department's expectations of its contract employees with regard to meeting their financial obligations in a timely fashion.

By your signature you understand and agree that as a condition of employment and while employed as a contractor with the Department of Justice, it is expected that you will comply with all of your financial obligations and the terms of any repayment agreements. You understand that failure to comply in full with any requests for financial, other documentation or the standards of conduct will render you unsuitable for employment. Furthermore you are aware that any delinquencies are a matter of serious concern for the Department of Justice and it is your responsibility to alert your District Office Security Manager and your contract company Facility Security Officer, regarding any issues that arise during your employment.

Printed Name

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Signature

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Date

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Social Security Number

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Current Organization Assigned