**MEMO**

**From:** Human Resource Manager

**To:** All Employees & Administrators

**Date; Time; Location:** December 5, 2019; 17:00hrs,

**Subject:** Trending and Possible Ethical Issues & Concerns

**Re:** Mandatory Meeting on Ethical Concerns and Issues

The pharmaceutical industry faces many potential and existing ethical issues that affect the overall operations as well as the processes and performance of a business entity. As discussed earlier in the company for a need to understand trending and potential ethical concerns is essential for all employees and administrators in the organization. Ethical challenges like making an inaccurate description of the effectiveness of a drug as well as the medical conditions that a regimen treats are going to impact the success of this organization. Compliance with the industry's ethical conduct and policies, as well as measures, is essential in ineffective management and operations of the business. As such, the HR department intends to train all employees and administrators on these emerging trends in ethics in the pharmaceutical industry.

Unethical marketing, trafficking of drugs, and matters related to social as well as the moral responsibility of the organization and individual employees are some of the issues that will be discussed and scheduled for training for all people in the organization. These issues will lead to the development of strategies and policies by the organization to ensure that none of our employees or representative is affected in one way or the other. Imperatively, all employees and administrators are mandated to attend this meeting and subsequent training that shall be conducted at a later date to familiarize themselves with the legal aspects of these issues and the moral need to protect the image and reputation of the organization.

Those who will not attend must provide their reasons in writing and explain why they should be excused. Emergencies shall only be allowed ten minutes before the meeting. All are mandated to attend without fail. Thank you.

Regards,

**Jevgenij Prudivus,**

**HR Manager.**