

To: All Richmond Municipal Officer,

All Municipal Officers must review the Code of Ethics and sign this form acknowledging that they have received and understand the Code of Ethics within 30 days of beginning their service and annually between June 1 - August 31. This form must be returned to the Town Manager's Office. The Town Manger's Office must retain this documentation in the Personnel files.

Acknowledgement

The undersigned certified that they have read and understand all of the Code Of Ethics Policy.

Signature

Date Signed

Printed Name