

External Vendor Communication Policy Consent

This policy outlines the procedures and expectations for communicating with external vendors on behalf of the company.

Summary of Policy

- Only authorized personnel may initiate or respond to communications with external vendors.
- All communications must adhere to company confidentiality, privacy, and security guidelines.
- Written records of all vendor communications must be maintained when applicable.
- Disclosure of internal information to vendors is restricted as outlined in the company's policies.

Please review the full External Vendor Communication Policy for detailed guidance.

☐ I have read and understood the External Vendor Communication Policy, and I agree to comply with its provisions.

Employee Name: _____

Signature: _____

Date: _____