



INTEGER WEALTH GLOBAL

POLICY DOCUMENT

Formal Client Conduct Warning & Termination Notice – Content

Issue: 26 March 2024

[Client's Name]
[Client's Company Name]
[Client's Address]
[Client's Email Address]

Date:

Dear [Client's Name]

Subject: Formal Notice of Breach of Conduct and Enforcement of Zero Tolerance Abuse Policy

We are writing to formally address a serious incident concerning your recent communication with [staff member's name/our team], which took place on [date] via [communication channel: email/telephone/video/in-person].

It has been reported and verified that your conduct during this interaction was in direct violation of Integer Wealth Global Group of Companies and Subsidiaries' Zero Tolerance Abuse Policy and Client Code of Conduct. Specifically, the following unacceptable behaviours were identified:

- [Detail specific behaviour, e.g., use of offensive language, threats, intimidation, harassment, etc.]

We remind you that the Group upholds a strict zero tolerance approach to any form of abuse, disrespectful behaviour, or unprofessional communication. All clients engaging with us are bound by these policies, which form an integral part of our Client Engagement Agreement.

2 Action Required / Consequences

[Choose applicable option:]

Option 1: First Warning Notice

This letter serves as a Formal Warning Notice. You are hereby instructed to cease all such behaviour immediately. Any further incidents of this nature will result in the termination of all business relations with you and/or your organization, without further notice.



We value professionalism and mutual respect, and we remain open to continued collaboration should this standard be upheld moving forward.

Option 2: Termination of Engagement

Given the severity and/or repeated nature of this breach, we regret to inform you that we are terminating all current and future business engagements with immediate effect.

All communications and services are hereby suspended, and we will no longer participate in any further dealings with you or your organization.

This action is taken in strict adherence to our internal policies and with the full authority of Integer Wealth Global Group's executive management. No further correspondence on this matter will be entertained, unless it pertains to legal or formal account closure matters.

3 Next Steps

3.1 [If warning:]

We urge you to acknowledge receipt of this notice and provide a written assurance of future compliance within [X days].

3.2 [If termination:]

Our legal team will process any outstanding administrative matters, and you will be informed accordingly. Should you require documentation or a final account statement, kindly contact [contact person/email].

In sincere regret

[Your Name]

[Your Position]

Integer Wealth Global - Group of Companies and Subsidiaries