

Abstract follows title page.

Top and bottom margins are equal.

Report conclusions and recommendations are summarized.

Lowercase Roman numerals used on front matter pages.

## ABSTRACT

This report examines the nature and disposition of 3,458 ethics cases handled companywide by CGF Aircraft Corporation's ethics officers and managers during 20--. The purpose of this annual report is to provide the Ethics and Business Conduct Committee with the information necessary for assessing the effectiveness of the Ethics Program's first year of operation. Records maintained by ethics officers and managers of all contacts were compiled and categorized into two main types: (1) major ethics cases, or cases involving serious violations of company policies or illegal conduct, and (2) minor ethics cases, or cases not involving serious policy violations or illegal conduct. This report provides examples of the types of cases handled in each category and analyzes the disposition of 30 substantiated major ethics cases. Recommendations for planning for the second year of the Ethics Program are (1) continuing the channels of communication now available in the Ethics Program, (2) increasing financial and technical support for the Ethics Hotline, (3) disseminating the annual ethics report in some form to employees to ensure employees' awareness of the company's commitment to uphold its Ethics Policies and Procedures, and (4) implementing some measure of recognition for ethical behavior to promote and reward ethical conduct.