

Element 6: Notification

OBJECTIVE: To provide clear guidance to company employees should questionable or suspected incidents of noncompliance arise.

PROCEDURE:

It is important to establish clear company policies and compliance procedures to ensure that such transactions are evaluated by responsible, designated personnel or legal counsel within the company.

When company personnel suspect that questionable, unauthorized, or illegal activities may have taken place, or that the customer is asking them to participate in such activities, they should contact BIS's local [Export Enforcement field offices or call its headquarters in Washington, D.C.](#)