AUGUST 2025

Holding Statements



for Misconduct in Public



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Sample Holding Statements for Public Misconduct

1. Internal Holding Statement (for all employees)

Subject: Update from Leadership on Recent Developments

Dear Colleagues,

You may have come across certain content circulating on social media involving members of our leadership team. While this is understandably causing concern, please be assured that the company is treating this matter with utmost seriousness.

We have initiated an internal review in line with our ethical standards and governance protocols according to our **Advisory-cum-Policy on Misconduct in Public** available at <url>
 To ensure fairness and objectivity, the individuals involved have been placed on temporary leave while the matter is assessed.

We recognize that such incidents can be unsettling. Our priority is to uphold trust, integrity, and a professional environment for all. We ask for your patience and discretion as we navigate this situation responsibly.

The company remains committed to transparency and will share further updates as appropriate.

Please do engage in speculation or spread unverified information.

Only the Official Spokesperson <xxx> is authorized to interact with media and public.

In the meantime, please direct any questions or concerns to <HR/ Ethics Officer >.

Thank you for your continued professionalism.

- [CEO or CHRO Name]

[Designation]

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2. External Holding Statement (for media/public)

Statement from <Company Name>

<Company Name> is aware of a <video/ news item/ report> and related commentary involving members of our senior leadership team that has gained attention online and in the print media.

We have launched an internal review to assess the facts and context surrounding the situation. As a precautionary measure, the individuals concerned have been placed on administrative leave.

While we do not comment on individual personnel matters, <Company Name> holds all employees — particularly those in leadership — to the highest standards of integrity and professionalism. We remain committed to maintaining the trust of our customers, partners, and stakeholders.

No further comment will be made at this stage, and we request that the privacy of all parties be respected.

- < Spokesperson Name / Communications Office>

<Contact Details>



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For inquiries, contact me.







