

The Microsoft Supplier Code of Conduct has been updated

Action Required

Microsoft is committed to promoting a positive work environment. We expect our suppliers and their employees, agents, and subcontractors to adhere to the same standards of conduct and behavior that we expect from our own employees while they are on Microsoft property or doing business with or on behalf of Microsoft. These standards are outlined in the [Supplier Code of Conduct](#).

As of July 8, 2020, the Microsoft Supplier Code of Conduct (SCoC) has been updated to reflect current company standards and supplier requirements.

As a reminder, the terms of Microsoft's standard master supplier agreements and Purchase Order (PO) Terms and Conditions require suppliers to comply with the most current Supplier Code of Conduct (SCoC). The formal acknowledgement of these updates is assumed as part of your supplier agreement and/or Purchase Order.

What you need to do

1. Download and review the updated [Microsoft Supplier Code of Conduct](#).
2. Suppliers must comply with the changes within 30 days of this notice. Suppliers are expected to self-monitor their compliance with the SCoC; no action or reply to Microsoft is required for acknowledgement of the SCoC.

Note: Microsoft will contact suppliers with additional information on the following changes to the SCoC. These items do not require compliance within 30 days of this notice:

- Further details on the new Environmental Protection and Compliance requirement regarding greenhouse gas (GHG) emissions will be shared with suppliers by December of 2020. Suppliers may also continue to reference the [SCoC FAQs](#). If, prior to July 2020, you were contractually required by Microsoft to submit your carbon emissions, then you will need to continue to meet any deadlines relevant to your contract.
- Beginning in August of 2020, suppliers will receive notification regarding the new SCoC training requirement for use of Microsoft's third-party training platform. Upon notification, suppliers will have 30 days to complete registration in the new platform.

What has changed

SCoC Section	Updates include....
Legal and Regulatory Compliance Practices	The definition of Government Official under the anti-corruption section was included for additional clarity.
Business Practice and Ethics	A new sub-section titled <i>Engaging Subcontractors</i> was added to reinforce the requirement to obtain consent from Microsoft prior to engaging a subcontractor to fulfill Supplier's obligations to Microsoft.
Human Rights and Fair Labor Practices	A condition was added for this section that Suppliers must take effective measures to remedy any adverse human rights impacts.

The forced labor prohibition was extended to include recruiters and recruitment agencies.

Health and Safety

The topic of a pandemic was added for Suppliers' business continuity planning.

Environmental Protection and Compliance

In alignment with Microsoft's commitment to becoming carbon negative by 2030, a Supplier greenhouse gas (GHG) emission disclosure requirement has been added.

Supplier Code of Conduct Training

In response to Supplier feedback, we are making it easier to meet the SCoC training requirements. Beginning in August of 2020, Suppliers must use Microsoft's third-party training platform to attest and meet their existing obligation to train their employees annually on the SCoC. This platform is provided at no cost to suppliers.

The SCoC training itself has been enhanced with additional content and aligns with the same standards of conduct and behavior that we expect from our own employees.

Questions? Review the [SCoC frequently asked questions](#) (FAQs). If you require further assistance, send an email to scofc@microsoft.com.

Thank you for your attention to this important update.

Regards,

Supplier Code of Conduct Office

Microsoft Procurement



<https://aka.ms/scoc>

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