



The Microsoft Supplier Code of Conduct has been updated

Microsoft's Supplier Code of Conduct (SCoC) outlines the standards of behavior we expect from our suppliers and their employees, agents, and subcontractors while on Microsoft property, or doing business with or on behalf of Microsoft. Our greatest impact happens when we work together with shared values and goals.

As of July 10, 2023, the Microsoft SCoC has been updated to reflect current company standards and supplier requirements. The SCoC is a contractual requirement*; suppliers must **comply** with the changes within 30 days of this notice. Additionally, suppliers are expected to self-monitor their compliance.

What you need to do

1. Review the updated [Microsoft Supplier Code of Conduct](#).
2. **Add or update** your organization's SCoC compliance contact information in [SupplierWeb](#).
 - This person(s) will receive information regarding the SCoC from Microsoft.

Note: You will receive additional communication later in Microsoft's 2024 fiscal year regarding the new SCoC annual attestation requirement (section 8 of the SCoC), which will be launched to suppliers in a phased approach. No action is required until you receive the aforementioned communication.

**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).*

What has changed

Globally, countries and unified political states are implementing human rights laws commonly referred to as Supply Chain Transparency Acts. These transparency laws require companies operating within the country or union borders to adhere to strict requirements to ensure goods and services imported into these areas are free of forced labor and other human rights or environmental violations. Ensuring Microsoft's products and goods meet these stringent standards presents an opportunity for us to be a leader in this arena. As a result, there are significant updates to our SCoC this year with changes to 22 sections and the addition of 17 new sections. We have updated our SCoC to align with the following:

1. The Responsible Business Alliance (RBA)
2. Regulatory compliance with:
 - The Norwegian Transparency Act
 - The German Supply Chain Due Diligence Act
 - The EU Corporate Sustainability Reporting and Due Diligence Directives
 - The US Uyghur Forced Labor Prevention Act (UFLPA)
 - The US Customs Trade Partnership Against Terrorism (CTPAT)
 - New human rights due diligence obligations added to the Federal Acquisition Regulation (FAR) and the Defense Federal Acquisition Regulation (DFAR)

We ask that all suppliers read the full [Microsoft Supplier Code of Conduct](#), however the table below provides a summary of notable updates.

SCoC section	Notable updates
Introduction & Compliance with the SCoC	<ul style="list-style-type: none">• Included references to internationally recognized Human Rights standards by which our SCoC is aligned, as well as reference to Microsoft's Global Human Rights Statement.• Added information regarding audits and monitoring improvement programs.

Business practices and ethics

- **Business information reporting:** expanded to cover record retention timeframe, falsification of records, and requirements for providing documentation.
- **Press and Publicity:** clarified suppliers must obtain written consent from Microsoft's Corporate Communications team prior to making any public statement about their relationship with Microsoft.
- **Four new sections added:** Responsible sourcing of raw materials; Traceability; Establish a management system; and No solicitation.
- Removed Communications section.

Human rights and fair labor practices

- **Not discriminate and not harass:** additions to the list of equal opportunity provisions and protected categories.
- **Prohibit the use of child labor:** added requirements for worker age verification, proper management, support and training, and wage rates.
- **Forced labor:** clarification on types of forced labor and prohibiting any form of support of forced labor. Prohibiting forced recruitment fees moved to this section. Added language regarding freedom of movement, freedom from arbitrary arrest and detention, and worker's right to terminate their employment.
- **Ensure workers have access to identity-related and personal documents:** added limitation for holding worker's identity-related documents.
- **Provide return transportation for foreign migrant workers:** clarified requirement for return transportation.
- **Provide fair compensation:** added requirement for living wages and/or applicable wage laws.
- **Provide effective grievance procedures:** added requirements for grievance channels and procedures.
- **Three new sections added:** Use of security forces; Community engagement and indigenous people; and Retaliating against human rights defenders.

Health and safety

- **Ensure compliance with all applicable occupational health and safety laws:** added requirements for use of
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the Hierarchy of Controls, provisions when hazards cannot be adequately controlled, and provisions for pregnant or nursing women.

- **Provide safe housing when the supplier intends to provide accommodation:** (moved here from Human Rights section) added details for safe housing requirements.
- **Six new sections added:** Industrial hygiene; Physically demanding work; Machine safeguarding; Health and safety communication; Emergency preparedness; and Occupational injury and illness.

Environmental protection and compliance

- **Compliance with all applicable environmental laws:** added noise pollution and land degradation requirements.
- **Materials Restrictions:** Inclusion of labeling for recycling and disposal.
- **Environmental Permits and Reporting:** added that permits are to be kept current and operational and reporting requirements are to be followed.
- **Waste:** addition of solid waste requirement.
- **Identify threats:** removed ozone language as it's covered in the provisions of section 6.1.
- **Four new sections added:** Pollution prevention and resource reduction; Water management; Air emissions; and Hazardous substances.

Protecting information

- **Intellectual Property and Security** sections: condensed and simplified content; moved some requirements to other more applicable sections of the SCoC and/or referenced other contractual documents for specific requirements.
- Removed Business Continuity section as it is covered in other contractual documents.

Supplier Code of Conduct training

- Removed requirement to use the Microsoft third-party training platform to administer the required annual training.
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- Added requirement for a supplier's authorized representative to annually (1) attest to the SCoC in [SupplierWeb](#) and (2) complete the [SCoC training course](#).
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Requirements related to Microsoft network or building access

- Moved "Supplier Benefit Requirements for Applicable US-based Workers" to this section.
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Questions?

Answers to frequently asked SCoC questions can be found on the [FAQ page](#).

Thank you to our Microsoft suppliers for your continued collaboration and hard work, helping ensure Microsoft runs on trust.

[Privacy Statement](#)

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