

# Annual Microsoft Supplier Code of Conduct (SCoC) update

## What you need to do

Microsoft is committed to a positive work environment. We know our greatest impact comes when we work together with shared values and goals. Microsoft's Supplier Code of Conduct 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.

As of July 1, 2021, the Microsoft Supplier Code of Conduct (SCoC) has been updated to reflect current company standards and supplier requirements.

## What you need to do

1. **Review** the updated [Microsoft Supplier Code of Conduct](#) on our refreshed site.
2. SCoC is a contractual requirement\* and suppliers must **comply** with the changes within 30 days of this notice. Suppliers are expected to self-monitor their compliance with the SCoC.
3. **Add or update** your organization's **SCoC compliance contact information** in [SupplierWeb](#). This person(s) will be the Microsoft contact(s) to receive communications, updates, and information regarding the SCoC.

*\*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). Acknowledgement of these updates is assumed as part of your supplier agreement and/or Purchase Order.*

## What has changed

SCoC section	Notable updates
Legal and Regulatory Compliance Practices	<b>Additional clarity</b> around compliance in the area of Trade as well as <b>clarity</b> around our zero-tolerance policy on Anti-Corruption
Business Practices and Ethics	<b>Added:</b> policy reminder on Business Information Reporting <b>Added:</b> Publicity (press releases/publicity on supplier's relationship with Microsoft)
Human Rights and Fair Labor Practices	<b>Alignment with Responsible Business Alliance (RBA) Code of Conduct</b> Tweaks to ensure <b>consistency across Microsoft policies</b> Refinement of language to demonstrate <b>consistency with external benchmarking (CHRB)</b> <b>Clarify and reinforce</b> Microsoft's expectations as a government contractor
Health and Safety	<b>Clarity</b> around health and safety management practices
Environmental Protection and Compliance	<b>Added:</b> Ozone-depleting substances are to be effectively managed in accordance with the Montreal Protocol and applicable regulations
Protecting Information	<b>Clarified and moved to this section:</b> Business Continuity planning <b>Updated policy</b> on adherence to Microsoft Device Health Restrictions when assigned alias@microsoft.com <b>Added:</b> Security <b>Clarified:</b> Retention of Corporate Records and Internal Business Information

**Questions?** Review the [SCoC frequently asked questions](#) (FAQs).

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

Regards,

Supplier Code of Conduct Office  
Microsoft Procurement



<https://aka.ms/scoc>

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