



Principles and Policies for Guiding Microsoft's Participation in the Public Policy Process in the United States

Introduction

Corporate participation in the public policy process is an important and essential means of enhancing shareholder value and is fundamental to free and democratic societies. Microsoft engages with governments around the world on public policy issues that are core to our business. We believe our engagement serves our business interests and creates stronger, more informed public policies.

Our engagement in the public policy process is grounded in and guided by our unwavering commitment to strong corporate governance.

We respect and adhere to applicable national and local laws and regulations governing the public policy process globally and have established robust internal policies and practices to ensure adherence to the wide range of applicable requirements.

Microsoft works with governments, others in our industry, the broader business community, and civil society to advocate for public policies that support our business goals. Our engagement is guided by our annual Public Policy Agenda.

In the United States, we work to advance that agenda by: 1) supporting a government affairs program designed to educate and influence elected officials on key public policy issues directly related to our business; 2) political spending – both directly from corporate funds and bi-partisan engagement and through the Microsoft Political Action Committee funded by individual eligible employees or shareholders (MSVPAC); and 3) membership in industry and business trade associations and coalitions.

The following principles guide our policies, practices, activities, and reporting and are focused on ensuring compliance with applicable federal and state laws and designed to go beyond compliance to implement what we consider leading practices in corporate accountability, transparency, integrity, and responsibility.

Transparency in Public Policy Advocacy

1. Microsoft publishes annually a Public Policy Agenda that guides our participation in the political process and is focused on public policy issues that are core to our business.
2. Microsoft publicly discloses, as required by law, all expenditures of corporate funds used for lobbying at both the federal and state level.

Accountability in Political Spending

1. Political spending by Microsoft will reflect the company's interests and be used to further its annual public policy agenda and not the personal agenda of individual officers, directors, or employees.

2. No campaign contribution will be given in anticipation of, in recognition of, or in return for an official act.

3. We recognize that to make progress on the issues that matter to our customers and to our business, we must engage with candidates who hold a range of views. Given the breadth of our policy agenda, it's unlikely we'll agree with any candidate on every issue, but we've learned that engagement—even when individuals hold different positions—is an essential part of achieving progress.

Transparency in Political Spending

1. Microsoft and MSVPAC publicly disclose all contributions made in reports filed with the Federal Election Commission and the various state campaign finance commissions, as required by law.

2. Microsoft publishes a semi-annual list of election campaign expenditures, including financial and in-kind contributions by the company and MSVPAC to candidates, political parties, and political committees; and other politically active tax-exempt organizations, such as those organized under Internal Revenue Code section 501(c)(4), as defined by applicable laws.

Compliance in Political Spending

1. Since July 1, 2010, Microsoft has not paid for any independent expenditure or electioneering communication as those terms are defined by applicable law.

2. Since 2005, Microsoft has made no new corporate contributions to any non-candidate or non-party political organization under section 527 of the Internal Revenue Code with which Microsoft did not have a pre-existing relationship.

Empowering and Supporting Employees

1. Microsoft sponsors MSVPAC, which allows employees to voluntarily pool their resources to support candidates for public office. In compliance with applicable law, MSVPAC contributes money to candidates for federal and state office and political parties and committees.

2. Microsoft, as the sponsor of MSVPAC, is committed to providing members with a robust range of informational political forums to MSVPAC members.

3. Employees will not be reimbursed directly or through compensation increases for personal campaign contributions.

4. From time to time, MSVPAC solicits support from employees; at no time will Microsoft coerce employees to make any personal campaign contributions, nor will Microsoft take any retaliatory action against employees who choose not to contribute.

Oversight and Transparency of Trade Association Contributions

Like all major corporations, Microsoft is a member of trade associations (organized under section 501(c)(6) of the Internal Revenue Code) in the United States to help advance our public policy agenda and related business goals. We review these memberships annually to assess their business value and alignment with Microsoft's overall public policy agenda. We work with many of these groups on

narrowly-tailored technology policy issues relevant to specific business objectives and it is unrealistic to expect any group's agenda to align with ours in all policy areas. Therefore, our engagement with a particular group does not and should not imply our endorsement of all the policy positions of that particular group. However, we will not support groups that spend an abundance of their resources working against our direct business interests and public policy agenda. Further, we will not support hate groups (groups engaging in or promoting hate crimes) or those that advocate violence.

1. We publicly disclose and update annually on our corporate web site a list of those trade associations to which Microsoft's Corporate, External, and Legal Affairs Department pays dues and makes other expenditures.

2. Microsoft will inquire and make a reasonable effort to obtain annually (from those associations where dues and other expenditures through our Corporate, External and Legal Affairs Department total \$25,000 or more) what portion of the company's dues or payments were used for lobbying expenditures or political contributions that, if made directly by Microsoft, would not be deductible under section 162(e)(1) of the Internal Revenue Code. This information will be publicly disclosed and updated annually on Microsoft.com.

3. Since July 1, 2010, Microsoft informed trade associations to which it pays dues or makes other payments that no Microsoft funds may be used to pay for any independent expenditures or electioneering communications as those terms are defined by applicable law.

Responsibility in Governance and Reporting

1. A bipartisan committee of Microsoft employees including government affairs professionals and employees outside of US Government Affairs are responsible for day-to-day decisions related to political spending.

2. Outside legal counsel reviews political spending decisions and related activities.

3. Management of our participation in the political process in the United States is the responsibility of the Corporate Vice President for US Government Affairs. This position reports directly to Microsoft's President and Chief Legal Officer who reports to the company CEO.

4. The Environmental, Social, and Public Policy Committee of the Microsoft Board of Directors is responsible for overseeing the company's public policy work and related activities and receives formal reports semi-annually.

For more information, please visit the [Microsoft Public Policy Engagement page](#) Microsoft Public Policy Engagement page of our CSR site. To view or download reports referenced above, see our Corporate Social Responsibility Reports Hub [Corporate Social Responsibility Reports Hub](#) .

Amended and restated January 11, 2023.

Microsoft Corporation is an equal opportunity employer.