



**It's official - the Supplier Code of Conduct (SCoC) has been refreshed!**

## Compliance Required by September 1, 2019

Microsoft is committed to promoting a positive work environment, and 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 1, 2019, the Supplier Code of Conduct (SCoC) has been updated to reflect current company standards and supplier requirements - in one easy to access view.

### What's Changed?

#### Consolidation of existing requirements into the SCoC

- **Microsoft Supplier guidelines** which includes travel guidelines, background screenings and use of facilities & network.
- **Restated placement addendum terms**, [announced in May 2015](#). Applies to companies doing business with Microsoft in the U.S. and includes supplier provided paid time off, employee health benefits & limited use of independent contractors.
- **Supplier paid parental leave requirements**, [announced in August 2018](#). Applies to companies doing business with Microsoft in the U.S effective January 2020.

#### Revisions to Human Rights section

- Requirements regarding **involuntary labor and return transportation updated** to include the US Federal Acquisition Regulation (FAR), driven by new global human rights requirements.

#### New Requirement added to Data & Intellectual Property section

- If assigned an @Microsoft.com alias, you must use Office 365 Pro Plus suite. This ensures that software and information are managed and protected by Microsoft.

#### Additional Supplier accountability requirements for SCoC training

- In addition to the onboarding/pre-access training policy managed by Microsoft, **Suppliers are accountable to train all employees and agents** working on Microsoft matters on an **annual basis**.
- Suppliers are required to have a process and management system in place for administering and tracking annual training.
- A refreshed [Microsoft SCoC Training for Suppliers](#) has been released and is publicly accessible to meet this annual accountability.

**Note:** The process & management system for tracking should be in place by September 1, 2019. We are trusting suppliers to track using a method that makes sense for their business.

## Action Required

Download the [Refreshed Supplier Code of Conduct](#). Review and comply with the updates by **September 1, 2019** unless otherwise noted above.

The terms of Microsoft's standard 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.

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

Thank you for your attention to this important update.

Regards,  
Supplier Code of Conduct  
Microsoft Procurement

