

To: All Microsoft Suppliers, US & Canada  
Subject: New External Staff Engagement Process: **Effective Monday, July 11, 2016**  
Date: June 9, 2016

You should be aware that there are **important changes coming to the engagement process for External Staff who require access to Microsoft's Corporate Network and/or Buildings**. Microsoft expects its Suppliers to act ethically and with integrity. This expectation is expressed through Microsoft's Supplier Code of Conduct (the Code.) Through the Code, Suppliers are required to embrace ethical business practices and conduct business in compliance with all regulations, laws, applicable supplier contracts, and policies. Suppliers demonstrate this commitment by complying with, and training their employees on the Code.

***What's changing?***

Microsoft will begin requiring all new External Staff physically located in the US and Canada to complete the External Staff training (MS Supplier Code of Conduct) **before** being granted access to Microsoft's Corporate Network and/or buildings. External Staff includes Vendors (Contractors), Business Guests and Outsourced Staff.

***What will the new process look like?***

New External Staff will be required to take a 30-minute Supplier Code of Conduct training prior to being granted Microsoft access. External Staff workers will receive an email notification containing a link to the training site, requesting they complete the training. If the training request is not received in a timely manner the External Staff worker should verify that the email did not go to a junk mail folder. **Once the External Staff completes the training, the process for granting access to Microsoft's Corporate Network and/or buildings will proceed.**

Suppliers should alert External Staff who are going through the set-up process that they can expect to receive an email with the online training information (30 min course), which will need to be completed in order to receive their Microsoft access credentials. If you have questions, please feel free to send an email to [scoc@microsoft.com](mailto:scoc@microsoft.com).

Thank you for your attention to this important change commencing **July 11, 2016**.

Regards  
Microsoft Procurement  
Supplier Code of Conduct Program