

## **Non-3M Workforce Access Control Policy**

3M desires to provide a safe and secure work environment for all individuals who do business with 3M. 3M policy is to control physical access to all 3M facilities and to create and maintain records of individuals entering and exiting 3M facilities.

All individuals working at 3M are expected to help strengthen 3M's security by complying with this policy and its components as follows:

- Wearing the 3M badge on the upper front portion of the body while at 3M facilities;
- Presenting the electronic badge directly (not through a briefcase or purse) to entry readers at 3M facilities equipped with electronic access controls. If exit readers exist, always presenting the electronic badge as exiting;
- Presenting the badge to the security officer or receptionist whenever entering 3M facilities without electronic access controls and then manually signing in;
- Taking an active role in preventing unauthorized entry through electronically controlled entrances at 3M facilities. Once a door is open, it is possible for another individual to enter (or exit) without presenting a badge to the reader. Remind individuals attempting to enter and exit without presenting a badge to the reader that their badge must be read before entering and exiting;
- If authorized to escort visitors, escorting visitors the entire time they are at 3M facilities and ensuring they sign in and out.

All individuals issued a 3M badge are responsible for its use. 3M issued badges are the property of 3M and must be surrendered at the request of 3M.

### **Lost Badges**

Report lost badges to local facility security.

If a non-3M worker violates this policy, it may result in the end of the assignment at 3M.

This policy has been reviewed with me, and I will comply.

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(Signature) (Date)

Last update:

Last Update: March 1, 2009