



Respectful Work Environment Principle

Principle Statement

Acting respectfully is part of our performance culture. 3M maintains a respectful work environment free of unlawful discrimination, harassment, bullying, or other inappropriate conduct. 3M also strictly prohibits retaliation against anyone who, in good faith, reports a concern about a suspected violation of this Principle.

Purpose:

This Principle outlines 3M's expectations concerning respect in the workplace. It also reinforces 3M's compliance with laws prohibiting discrimination, harassment, and retaliation.

This Principle applies globally to all employees and may apply to those acting on behalf of 3M. See the Compliance Principle for information related to when Code of Conduct Principles might apply to a third party. This Principle applies to all locations and situations where 3M conducts business and to any other setting where conduct may impact the 3M workplace, such as work events or social gatherings. This Principle applies to both in-person and virtual interactions (such as virtual meetings, phone calls, email, chat, text, and social media communications).

Additional Guidance:

Discrimination

3M prohibits discrimination based on race, color, sex, national origin, age, disability, religion, veteran status, or any other factor prohibited by applicable law.

Harassment

3M prohibits harassment, defined as unwelcome conduct toward an individual that creates an intimidating, hostile, or offensive work environment and that:

- Is due to race, color, sex, national origin, age, disability, religion, veteran status, or any other factor protected by applicable law; and
- Causes work performance to suffer or negatively affects job opportunities.

Harassment is against the law in many locations. Examples of harassment that may violate the law and/or this Principle include but are not limited to:

- Oral or written communications that contain offensive name-calling, jokes, slurs, negative stereotyping, or threats.
- Nonverbal conduct, such as stalking, leering, and giving inappropriate gifts.
- Physical conduct, such as assault or unwanted touching.
- Visual images, such as offensive pictures, cartoons, drawings, or gestures.
- Requests or demands for sexual favors by someone in authority, where the demand is tied to hiring, promotion, termination, or any other condition of employment.



Bullying and Other Inappropriate Conduct

3M prohibits bullying, defined as any repeated aggressive, malicious, or abusive behavior that a reasonable person would find threatening, intimidating, degrading, humiliating, or harmful to their reputation, safety, and/or health. A single act is generally not considered bullying unless it is especially severe and egregious. Examples of bullying or other inappropriate conduct that may violate this Principle, depending on the circumstances, include but are not limited to:

- Engaging in behaviors such as yelling, using profanity, making threats, ridiculing, or using slurs or derogatory language toward others, whether privately or publicly.
- Intentionally withholding relevant information or distorting or depriving information someone needs to perform their role successfully with the intent of impeding their professional success.
- Knowingly publishing or repeating false information about another individual in a manner that can be reasonably understood as causing harm.
- Intentionally sharing confidential information about another individual (such as their performance ratings or private disability status) without an objective business need and with the intent of impeding their professional success.

Permissible Conduct

At 3M, we value our performance culture and continually strive for excellence. When conducted respectfully and lawfully, behaviors that are **NOT** violations of this Principle include but are not limited to:

- Voicing differences of opinion, including disagreements about business topics, organizational direction, or the roles and responsibilities of others.
- Engaging in direct and assertive discipline, coaching, or performance-based discussions intended to highlight concerns, expedite decision-making, or clarify go-forward expectations.
- Assigning challenging stretch goals, performance targets, or work to drive accountability and/or business results.

Reporting a Suspected Violation

3M fosters an environment where people feel free to report workplace concerns without fear. To report a suspected violation of this Principle, employees can contact their supervisor or manager, their assigned Human Resources professional, or a Human Resources leader. Employees can also use 3MEthics.com or any of the additional reporting channels outlined on 3M's Ethics & Compliance SharePoint (see Speak Up and/or Report Concerns & Ask Questions).

3M Management Responsibility

Every 3M supervisor and manager is responsible for maintaining 3M's respectful work environment. As part of their leadership responsibilities, supervisors and managers should proactively support employees in resolving conflict, and addressing any concerns under this Principle, in partnership with Human Resources. Supervisors and managers must additionally ensure concerns or complaints of potential discrimination, harassment, and/or retaliation are



promptly reported to 3M for appropriate review and response. See the Employee Obligations and Reporting Principle for additional information on reporting suspected violations of the law or 3M's Code of Conduct.

Penalties:

Violations of 3M's Code of Conduct or this Principle may result in discipline, up to and including termination of employment.