



Science.
Applied to Life.™

Contingent Workforce Solution (CWS) Programme

United Kingdom

November 2018

Introduction

3M recognises the flexibility that can be gained through the engagement of temporary workers and how important they are in maintaining the competitiveness and efficiency of our organisation. Officially known as our 'contingent workforce', they cover key roles such as catering and security, (service workers) and independent contractors and agency staff (standard contingent).

This document will detail all the supporting information and documents Suppliers require to perform their requirements of the CWS programme.

A Contingent Worker is the employee of another organisation or company, such as a temporary employment agency, who is on assignment at 3M. The Supplier is the employer of the Contingent Worker. The 3M Contact is the 3M employee responsible for the Contingent Worker while that Contingent Worker is on assignment at 3M.

Contents

This document will detail all the supporting information and templates Suppliers require to perform their requirements of the CWS programme.

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3M Pre-Assignment Requirements

3M Pre-Assignment Requirements

Introduction

In order to promote a productive and safe work environment and to comply with various laws and regulations both globally and locally, 3M has established pre-Assignment requirements for all Contingent Workers assigned to work at 3M requiring unescorted access to 3M facilities or access to 3M corporate systems. References to Supplier and Seller and Employment Business have the same meaning.

These requirements are applied where the contingent worker will be physically located. Contingent workers must meet all defined Pre-Assignment Requirements prior to the first day of Assignment except for the [Exhibit 1: Data Privacy Notice & Consent](#) which will be required prior to transmitting any sensitive personal information to 3M. Unless otherwise noted, the Supplier is responsible for ensuring that Contingent Workers meet these requirements and retain support documentation. 3M will periodically request copies of documentation for audit purposes, but unless otherwise noted, Suppliers should not send copies of the documentation to the 3M Requesters (Hiring Managers) or locations.

Please note that these may be **additional checks** to those already stipulated in an existing Agreement or Contract of Services.

Seller will maintain all records arising out of or relating to Contingent Workers assigned to 3M as follows:

- Seven years after the 3M Assignment ends for the Seller Personnel Agreement and the Exhibit 1: Data Privacy Notice & Consent
- Six years after the 3M Assignment ends for all other documentation



3M Pre-Assignment Requirements: Global

Global Compliance Requirements

Exhibit 1: Data Privacy Notice & Consent

Prior to transmitting any sensitive personal information to 3M, which must be no later than the start of an Assignment at 3M, Seller will have such Contingent (Temporary) Worker execute the Data Privacy Notice and Consent regarding sensitive personal information transfer and storage in the form attached [here](#), which Seller will scan and upload into the Non-3M Workforce System. Seller will also retain and make available to 3M upon request for the duration of such Contingent Worker's 3M Assignment plus seven (7) years. Sensitive personal information includes such information as middle name, birth date, birth month.

Seller must be able to positively answer the following Pre-Assignment Requirement checklist question: **'Has the individual's signed and dated Data Privacy Notice and Consent been uploaded onto the system?'**

Seller will retain the original document and make available to 3M upon request.

Global Compliance Requirements

Seller Personnel Agreement

Contingent workers are required to protect 3M's confidential and proprietary information and must be subject to an agreement containing confidentiality provisions. The [Seller Personnel Agreement](#) is preferred for most contingent workers who are assigned through a Supplier. Seller must be able to positively answer the following Pre-Assignment Requirement checklist question: **‘Do you hold the individual's original signed and dated Seller Personnel Agreement?’**

Seller will retain the original document and make available to 3M upon request.

Given the diversity of agreements that already exist between suppliers, contingent workers, and 3M, it may be possible that the worker's confidentiality agreement obligation is addressed through another agreement already in place with 3M that includes confidentiality obligations. These agreements may include: a supplier agreement, a confidential disclosure agreement, or equivalent. Suppliers assigning contingent workers, and independent workers, are responsible to ensure that an appropriate agreement is in place.

Contact [3M Sourcing Operations](#) for more information.



3M Pre-Assignment Requirements: Local

Local Pre-Assignment Requirements

Verifying Identity

Seller must be able to positively answer the following Pre-Assignment Requirement checklist question: **‘Have you verified the identity of the individual by sight of an original passport or an official EU National Identity Card?’**

Seller will retain a copy of the original document and make available to 3M upon request.

Right to Work

Seller is required to verify the eligibility of the Contingent Worker to work in the UK. Seller must be able to positively answer the following Pre-Assignment Requirement checklist question: **‘Have you verified the individual’s Right to Work as stipulated by the UK Border Agency?’**

Seller will retain a copy of the original document and make available to 3M upon request.

Verifying Residency

Seller is required to verify the residential address of the Contingent Worker. Seller must be able to positively answer the following Pre-Assignment Requirement checklist question: **‘Have you verified the residency of the individual by sight of an original utility bill or bank statement?’**

Seller will retain a copy of the original document and make available to 3M upon request.

Local Pre-Assignment Requirements

Unspent Criminal Records

This refers to a Contingent Worker's criminal record that has not yet expired. 3M may still offer the vacancy to the Contingent Worker, unless their unspent criminal record has a specific impact on the position they have applied for. Seller must be able to positively answer the following Pre-Assignment Requirement checklist question: **'Have you asked the individual in writing if they have an unspent criminal record?'**

Seller will retain the original document and make available to 3M upon request.

Verification of Driver's License

Subject only to positions where the successful Contingent Worker must provide evidence of a valid driving license. Seller must be able to positively answer the following Pre-Assignment Requirement checklist question: **'Have you had sight of the individual's original driver's licence and is it valid for use in the UK?'**

Seller will retain a copy of the original document and make available to 3M upon request.

Home Office Checks

A specific Pre-Assignment Requirement for only one of 3M UK sites. Seller must be able to positively answer the following Pre-Assignment Requirement checklist question: **'Has the individual completed the Baseline Standard Verification Record (BSVR) and have the original supporting documents been collated and submitted back to 3M?'**

Seller will retain a copy of the [original documents](#) and make available to 3M upon request.

Local Pre-Assignment Requirements

Agency Worker Regulation: Contingent Worker Type

Supplier is responsible for identifying if a Contingent Worker is classified as an Agency Worker. If yes, then the Contingent Worker is entitled to AWR parity after qualifying period. Seller must be able to positively answer the following Pre-Assignment Requirement checklist question: **'Have you notified 3M of the Individual's Worker Type (ie Swedish Derogation, Agency Worker, Limited Company or Umbrella Company)?'**

Integrity Assessment

Following the introduction of new Anti-bribery legislation in the UK, 3M have an obligation to show that as an organisation we are satisfied that all new suppliers, sales channels, agents, representatives, consultants and other relevant business partners ("Representatives") will achieve and maintain equivalent standards of legal compliance and integrity and themselves take adequate measures to prevent bribery and corruption whenever and wherever they operate on 3M's behalf.

Seller should be aware that for Contingent Workers in considered for a vacancy equivalent to Job Grade 13+, 3M shall perform an Integrity Assessment

Medical Reference

Seller must be able to positively answer the following Pre-Assignment Requirement checklist question: **'Have you asked the individual in writing the following question: 'In relation to disability or ill health, are there any reasonable adjustments you would like us to consider regarding your assignment at 3M?' and have you advised 3M of the individual's response in writing?'**

Seller will retain the original document and make available to 3M upon request.

Local Pre-Assignment Requirements

Contingent Workforce Policies

- Suppliers are responsible to review the following Contingent Workforce Policies with the contingent worker:
- 3M in the United Kingdom: Anti-Bribery Policy
- 3M Policies on Computer Usage and Passwords
- Business Conduct at 3M
- Social Media Guidance, 3M UK and Ireland
- Health Surveillance and Medical Records Management policy
- Mobile Phone Policy

Seller must be able to positively answer the following Pre-Assignment Requirement checklist questions:

- 'Do you hold the individual's original signed and dated [Business Conduct at 3M Policy](#)?'
- 'Do you hold the individual's original signed and dated 3M Policies on [Computer Usage and Passwords](#)?'
- 'Do you hold the individual's original signed and dated 3M in the United Kingdom: [Anti-Bribery Policy](#)?'
- 'Do you hold the individual's original signed and dated: [Social Media Guidance, 3M UK and Ireland](#)?'
- 'Do you hold the individual's original signed and dated: [Health Surveillance and Medical Records Management policy, 3M UK and Ireland](#)?'
- 'Do you hold the individual's original signed and dated: [Mobile Phone policy, 3M UK and Ireland](#)?'
- Do you hold the individual's original signed and dated: [Conflict of interest, 3M UK and Ireland](#)

Seller will retain the original document and make available to 3M upon request.



**3M UK Local Pre-Assignment
Requirements:
Authorised Economic Operator (AEO)**

Local Pre-Assignment Requirements

Authorised Economic Operator (AEO)

The AEO is part of an EU wide initiative to tackle terrorism and counterfeiting. 3M has gained full AEO accreditation from the HMRC who have approved the following Pre-Assignment Requirements for 3M's Contingent Workers. There are four levels of AEO Pre-Assignment Requirements depending on the job category:

- Basic
- Medium
- Medium Plus
- High Level

Authorised Economic Operator (AEO)

Basic Pre-Assignment Requirements

These Pre-Assignment Requirements are applicable to Contingent Workers in the following job categories: Production, Manufacturing, Warehousing, Administration and Service Only.

The Checks	Description
Verify Identity	As described above
Verify Residency	As described above
Confirm Right to Work in the UK	As described above
Self declaration of unspent criminal records	As described above
Previous Employment History	Defined as ensuring the Supplier has a written employment record for the required period detailing where and when the Contingent Worker was employed. <ul style="list-style-type: none">• Minimum 3 years for AEO.• Minimum 5 years for Known Consignor Sites: Aycliffe, Clitheroe, Northallerton and Atherstone.• 4 weeks gap allowance. If the gap is more than 4 weeks, then the individual must provide a signed and dated self declaration of their activities with applicable time period.
One satisfactory Previous Employment Reference from the last 3 years	Defined as ensuring the agency has a verbal* or written reference on file from one previous employer from the required period detailing employment dates, position held and reasons for leaving as a minimum. <ul style="list-style-type: none">• Carried out by the agency following authorisation from the applicant.• Output of the verbal reference documented , dated and signed by the agency.

Seller must be able to positively answer the following Pre-Assignment Requirement checklist question: ‘Have you performed all the AEO: Basic Pre-Assignment Requirements as stipulated in the 3M Supplier Portal?’

Seller will retain a copy of the original documents and make available to 3M upon request.

Authorised Economic Operator (AEO)

Medium Pre-Assignment Requirements

These Pre-Assignment Requirements are applicable to Contingent Workers in the following job categories: Sales, Marketing, Human Resources, Scientific, R&D.

The Checks	Description
All the AEO: Basic Pre-Assignment Requirements in addition to:	
Previous Employment History	<ul style="list-style-type: none"> • Defined as ensuring the Supplier has a verbal* or written references on file from all previous employers for the required period detailing employment dates, position held and reasons for leaving as a minimum. • Minimum 3 years for AEO • Minimum 5 years for Known Consignor Sites : Aycliffe, Clitheroe, Northallerton and Atherstone • 4 weeks gap allowance. If the gap is more than 4weeks, then the individual must provide a signed and dated self declaration of their activities with applicable time period. • *Output of the verbal reference documented , dated and signed by the agency

Seller must be able to positively answer the following Pre-Assignment Requirement checklist question: **‘Have you performed all the AEO: Medium Pre-Assignment Requirements as stipulated in the 3M Supplier Portal?’**

Seller will retain a copy of the original documents and make available to 3M upon request.

Authorised Economic Operator (AEO)

Medium Plus Pre-Assignment Requirements

These Pre-Assignment Requirements are applicable to Contingent Workers in the following job categories: Sourcing, Legal, IT.

The Checks	Description
All the AEO: Basic and Medium Pre-Assignment Requirements in addition to:	
Academic Qualifications Check	If it is applicable to the role, the Supplier must see sight of the individual's Original Academic Certificates before positively answering the relevant Pre-Assignment Requirement checklist question.
Professional Qualifications Check	If it is applicable to the role, the Supplier must see sight of the individual's Original Professional Certificates before positively answering the relevant Pre-Assignment Requirement checklist question.

Seller must be able to positively answer the following Pre-Assignment Requirement checklist question: **'Have you performed all the AEO: Medium Plus Pre-Assignment Requirements as stipulated in the 3M Supplier Portal?'**

Seller will retain a copy of the original documents and make available to 3M upon request.

Authorised Economic Operator (AEO)

High Level Pre-Assignment Requirements

These Pre-Assignment Requirements are applicable to Contingent Workers in the following job category: Finance.

The Checks	Description
All the AEO: Basic, Medium and Medium Plus Pre-Assignment Requirements in addition to:	
Financial Checks	The Supplier must perform the following financial checks before positively answering the relevant Pre-Assignment Requirement checklist question. <ul style="list-style-type: none">• County Court Judgements• Individual Voluntary Arrangement• Bankruptcy

Seller must be able to positively answer the following Pre-Assignment Requirement checklist question: **‘Have you performed all the AEO: High Level Pre-Assignment Requirements as stipulated in the 3M Supplier Portal?’**

Seller will retain a copy of the original documents and make available to 3M upon request.



3M Pre-Assignment Requirements: Summary

3M's Pre-Assignment Requirements

Summary

A summary of all the Pre-Assignment Requirements can be found [here](#). Within this document the following details can also be found:

- Which Contingent Workers the Pre-Assignment Requirements apply to
- When the Pre-Assignment Requirements must be performed
- Whether the Pre-Assignment Requirement is required for those existing Contingent Workers who are transitioning into the CWS Programme.
- If the Pre-Assignment Requirement also an On-Going Requirement
- Consequences for failure of submitting supporting documents for the Pre-Assignment Requirements following the auditing process
- Who should retain all the supporting documents for the Pre-Assignment Requirements
- All the Pre-Assignment Requirement checklist questions

Occupational Health

The background of the slide is an abstract composition of overlapping, semi-transparent triangles. The color palette is warm, ranging from deep reds to bright oranges. The triangles vary in size and orientation, creating a dynamic and layered visual effect. The text 'Occupational Health' is positioned in the upper left quadrant, rendered in a clean, white, sans-serif font.

Occupational Health

3M have introduced a process designed to provide candidates with a broader understanding of the Occupational Health requirements of the role they are applying for. This process will also ensure that 3M are compliant with current legislation and that the Health & Safety responsibilities are met.

There will be a requirement, by each 3M Hiring Manager, to complete a Work Factors form whenever a new contingent position is requested/raised. This form details the OH requirements of the position and will be attached to Beeline with the job description - see the example below.

[Link to Work Factors form](#)

The detail regarding the requirements of the position should be shared with any potential candidates in case there is anything within the day to day duties of the role that they, the candidate, may find difficulty with. For example - below is an example of a form that may highlight issues, in role responsibilities, for a potential candidate who has re-occurring back problems;

Work Postures	No	Occasional	Often	Always
Manual Handling				
Sitting				
Standing				
Walking				
Pushing/Pulling			x	
Crouching/Kneeling				
Reaching/Climbing				
Lifting/carrying up to 4.5kgs			x	
Lifting and carrying above 4.5kgs			x	
Working at heights				
Working outdoors				

Occupational Health cont.

The process, for you as a Supplier, will start at offer stage for your candidate. When you have been informed by the CWS Team that your candidate has been successful and an offer is made, you will, in the first instance be required to:

Step 1: Provide the successful candidate with the Capability Questionnaire (click link below to view example) for them to complete. If all answers are 'NO' move to the next step. If any answers are 'YES' please see **Step 1A**.

[Capability Questionnaire](#)

Step 1A: Candidate has answered 'YES' to one or more of the questions on the Capability Questionnaire - Please inform the CWS Team who will inform the 3M Hiring Manager and provide your, the Supplier, contact details. 3M will then work with you to resolve the issue - for example - change of duties within the current role, alterations to any equipment to enable the worker to successfully commence their assignment.

During this period there may be a requirement for 3M Occupational Health to speak directly with your candidate.

Once alterations have been agreed you can then move to **Step 2** to enable the CWS Team to 'on-board' the candidate.

****Please note that the Capability Questionnaire does not need to be shared with the CWS Team****

Occupational Health cont.

Step 2: 'Tick/check' the highlighted question below - Has the Contingent Worker answered 'No' to all the questions on the Capability Questionnaire or have reasonable adjustments been made?' - Process ends.

Access/Pre-Assignment Requirements		★
Name	Validation Event	
3M Policies on Computer Usage and Passwords - Do you hold the individual's original signed and dated 3M Policies on Computer Usage and Passwords?	Onboarding	
Medical Reference - Have you asked in writing the following question: 'In relation to disability or ill health, are there any reasonable adjustments you would like us to consider regarding your assignment at 3M? Have you advised 3M in writing?'	Onboarding	
Verifying Residency - Have you verified the residency of the individual by sight of an original utility bill or bank statement?	Candidate Submission	
Right to Work - Have you verified the individual's Right to Work as stipulated by the UK Border Agency?	Candidate Submission	
Has the Contingent Worker answered 'No' to all of the questions on the Capability Questionnaire or have reasonable adjustments been made?	Onboarding	
Authorized Economic Operator (AEO): Basic - Have you performed all the AEO: Basic Pre-Assignment Requirements as stipulated in the 3M Supplier Portal?	Onboarding	
Global Seller Personnel Agreement - Do you hold the individual's original signed and dated Seller Personnel Agreement?	Onboarding	
Verifying Identity - Have you verified the identity of the individual by sight of an original passport or an official EU National Identity Card?	Candidate Submission	
Unspent Criminal Records - Have you asked the individual in writing if they have an unspent criminal record?	Candidate Submission	
Social Media Policy - Do you hold the individual's signed and dated Social Media Policy?	Onboarding	
Data Privacy Notice and Consent Form - Has the individual's signed and dated Data Privacy Notice and Consent been uploaded onto the system?	Candidate Submission	
Business Conduct at 3M Policy - Do you hold the individual's original signed and dated Business Conduct at 3M Policy?	Onboarding	
Do you hold the individual's original signed and dated Health Surveillance and Medical Records Management policy?	Onboarding	

CWS Supplier Audit Policy



CWS Supplier Audit Policy

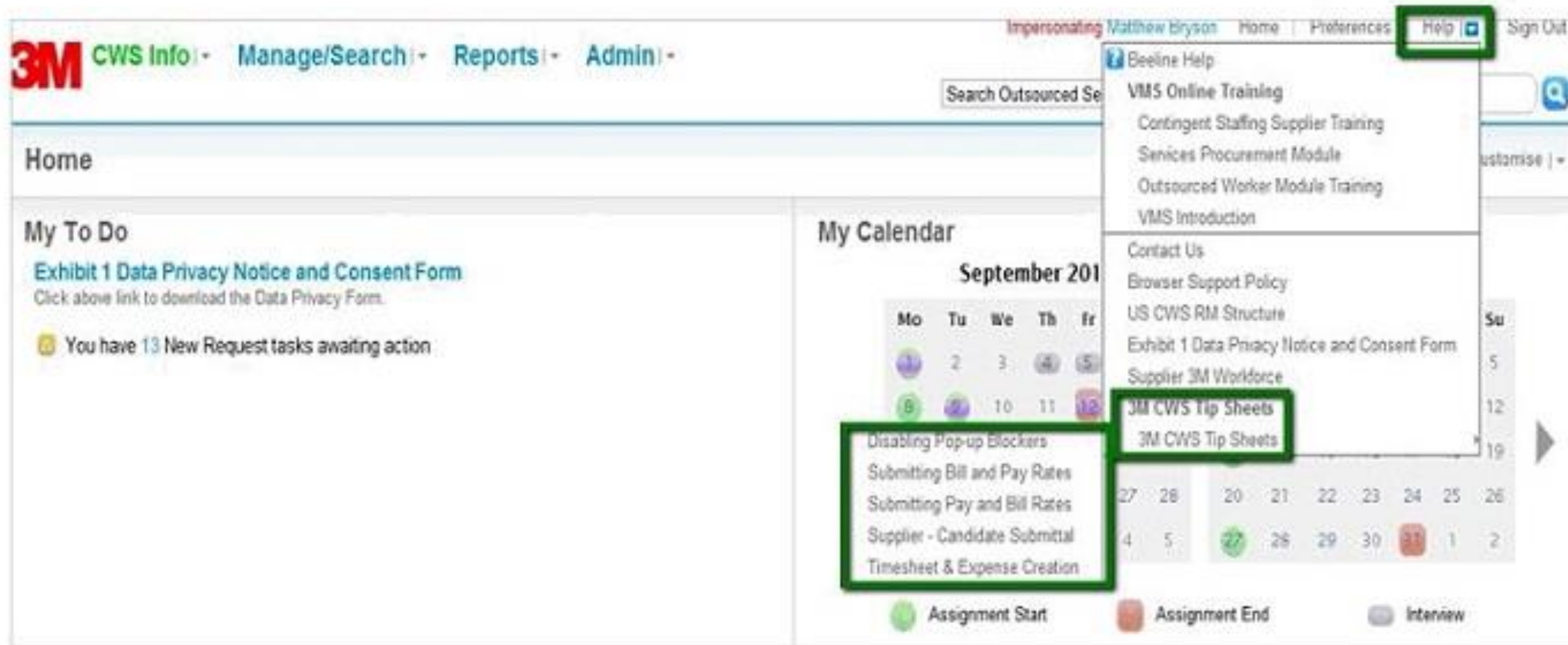
The CWS programme will conduct regular Supplier Audits to ensure Suppliers are compliant with the Pre-Assignment Requirements. A full copy of the CWS Supplier Audit Policy can be found [here](#).



Tip Sheets for Using the Non-3M Workforce System (Beeline)

Tip Sheets for Using Beeline

Helpful Tip Sheets can be found on the Beeline system in the following location:



Invoicing Arrangements

The background of the slide is an abstract composition of overlapping, semi-transparent triangles. The color palette is dominated by vibrant reds and deep purples, creating a dynamic and modern aesthetic. The triangles vary in size and orientation, some pointing towards the center and others towards the corners, creating a sense of movement and depth.

Invoicing Arrangements

Self Billing for all Standard Contingent Workers.

[Process flow for Standard Contingent Worker Invoicing](#)
[Invoicing schedule](#)

Please note that Suppliers will have a **maximum of 90 days** to query a time and/or expense form.



3M General Conditions of Purchase

3M General Conditions of Purchase

3M current General Conditions of Purchase can be found [here](#).

Who to Contact

The background of the slide is an abstract composition of overlapping, semi-transparent triangles. The color palette is dominated by vibrant reds and deep purples, creating a dynamic and modern aesthetic. The triangles vary in size and orientation, some pointing upwards and others downwards, creating a sense of movement and depth. The overall effect is a complex, layered geometric pattern.

Who to Contact

For questions relating to any information contained in this document contact our CWS Relationship Management Team:

Tracey Longworth

Email: tlongworth@mmm.com

Office: 01509 613886

Mobile: 07785 324886

3M CWS Support Team

Email: UK3MCWSSUPPORT@volt.com

Thank you