



Dear Valued 3M Distributor,

As we have communicated, the situation around the pandemic remains very dynamic, and 3M is committed to doing all that we can to assist in the fight against COVID-19. We are working with the Federal Emergency Management Agency (FEMA), and other relevant parties to assess the appropriate supply plans to help satisfy the respiratory needs of both the healthcare and industrial workforces. We intend to provide further details on our respirator supply plans to our industrial channel partners during the week of May 25, 2020.

We would like to notify you of change to our cancellation policy, and remind you of our expectations regarding access to and sales of 3M respiratory protection products during this pandemic:

- Revised cancellation policy. Effective immediately, we are temporarily revising our cancellation policy for respiratory protection products. 3M Authorized Distributors will be allowed to cancel any current or future orders (in accordance with standard 3M Terms & Conditions) of 3M Filtering Facepiece Respirators, Reusable Respirators, and Powered & Supplied Air Respirators. This change will be effective until further notice.
- Price gouging and fraud. 3M Authorized Distributors absolutely must not engage in price gouging. 3M has not changed the prices we charge for 3M respirators as a result of the COVID-19 outbreak. And 3M does not – and will not – tolerate price gouging, fraud, deception, or other activities that unlawfully exploit the demand for critical 3M products during the pandemic. We continue to act on reports of price gouging related to 3M respirators. This activity is unethical, illegal, and inconsistent with 3M values.
- Access to respiratory products. Even with 3M's accelerated production combined with capacity from other manufacturers, the reality is that demand for N95 and other respirators is much higher than the industries' ability to deliver. In this resource-constrained environment, we are working to serve the most urgent needs as efficiently as possible. For this reason, we are not in a position to open or manage new distribution channels. Accordingly, we are making N95 and other respirators available only through existing 3M Authorized Distributors who distributed these products prior to the pandemic. For non-healthcare distributors who have not previously had a respiratory focus, we are limiting purchases of N95 and other respirators to historical levels, at a maximum, subject to product availability and verification of use in critical industrial infrastructure.
- Communicating product availability. Relatedly, because product availability and lead times will vary, we require that 3M Authorized Distributors not make promises about future respirator availability or access, unless referring to product that you currently have in your stock today.

- Avoiding brokers and other third parties. We expect 3M Authorized Distributors to engage directly with customers and not to work through brokers, agents, or other third parties.
- Buying from 3M. We are committed to doing all we can to help combat counterfeiting of respiratory products falsely claimed to be from 3M. As part of that commitment, we require that 3M Authorized Distributors purchase and resell only legitimate 3M products. This means that we expect you to acquire 3M products only from 3M or 3M Authorized Wholesalers here in the U.S., not from any other reseller or in any other country.
- Representing the 3M brand. As always, we expect and require that 3M Authorized Distributors be good stewards of the 3M brand and, accordingly, comply with all applicable legal requirements and not engage in any activity that reflects poorly on their own brand or that of 3M.

Finally, a reminder that 3M is in daily contact with our customers; we remain committed to open and honest communication during this rapidly changing situation. Please work with your 3M Key Account Management Team or local sales representative for assistance. Thank you for your support and partnership as we work our way together through this challenging time.

Regards,

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3M Safety & Industrial Business Group

Larry Lynott | Director, Industrial Channel
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