

Canada Non-Employee 3M Worksite Pre-Assignment Requirements

3M utilizes various Non-Employee classifications (hourly/daily, contingent deliverable, outsource service and independent contractors) as one part of its overall workforce strategy (for simplicity, this document refers to all nonemployee classifications as “Non-Employee.”). A Non-Employee is a worker employed or engaged by another organization or company, such as a temporary employment agency, or who is on temporary assignment at 3M.

The third-party organization or company is the employer of the Non-Employee (hereinafter “Supplier” or “Seller”).

In order to promote a productive, safe, and secure work environment at 3M locations, and to comply with various laws, regulations, and 3M policies, 3M has established certain pre-assignment requirements (“Requirements”) for Non-Employees and Suppliers.

[3M Non-Employee Code of Conduct Certification Policy](#)

[Seller Personnel Agreement](#)

[3M Non-Employee Physical Access Control Policy](#)

[3M System Access Control Standard](#)

Non-Employee Policies: These include 3M Violence Prevention Standard, 3M Ethical Business Conduct Principle, 3M Drug & Alcohol Policy, 3M Electronic Resource & Acceptable Use Policy, Use of Cell Phone and Other Portable Electronic Devices When Driving Standard, 3M Communications Policy, 3M Government Contract Compliance, 3M Social Media Policy, 3M Badge Standard, 3M Photography and Audio Recording Policy, 3M Tobacco-Free and Smoke-Free Standard

Unique ID: Suppliers are required to provide the Non-Employee's month and date of birth as well as the worker's middle initial. Suppliers assigning Non-Employees to 3M should enter this information when entering their employees in the Contingent Workforce System. NOTE: All Non-Employees should be submitted with their full legal name. Year of birth is NOT required and should NOT be provided.

Age Verification: Suppliers must verify that their Non-Employee assigned to 3M is 18 years of age or older; 3M is not asking for the Non-Employee's specific age as part of this verification.

Background Screening: 3M is committed to taking reasonable steps to ensure that it appropriately protects its people, property, and information. As the employers of Non-Employees, Suppliers are solely responsible for performing background screening (7 years historical) in accordance with 3M's general security and access-related requirements, and will do so, prior to any Non-Employee receiving unescorted access to 3M facilities and/or 3M systems during their assignment at 3M. 3M reserves the right to decline assignment of any Non-Employee worker based on the Supplier's pre-assignment background screening results, in accordance with applicable law.

Verification of Work Authorization: Suppliers of Non-Employees will verify that Non-Employees have valid Canadian work authorization. 3M requires all Suppliers to comply with applicable laws concerning work authorization.

Former 3M Employees and/or Former Non-Employees: The Supplier is responsible for verifying with the Non-Employee if they have worked at 3M previously as an employee or Non-Employee; Suppliers should indicate this status in the resource's profile in the Contingent Workforce System, and service worker suppliers should provide this information to the 3M Requester. The Contingent Workforce Solutions program team will verify eligibility for assignment.

Conflict of Interest: Non-Employees, Suppliers, and any other third parties to whom this Principle applies, must be free from conflicts of interest that could adversely influence their judgement, objectivity, or loyalty when providing services to 3M during assignments. Suppliers, Non-Employees, and other third parties as applicable must avoid situations where their personal interests could inappropriately influence, or appear to influence, their business judgement.

Controlled Goods Clearance: At some 3M Canada locations, Controlled Goods Clearance is required prior to starting an assignment. Suppliers are responsible for completing this Clearance on potential Non-Employees, and as such, must have someone on their team to be a Designated Official as required by Canadian law.

Medical Surveillance: At some 3M Canada locations, medical surveillance may be required based on the role and/or area upon which the work is being conducted. Medical surveillance exams are a condition of job placement and must be completed prior to starting an assignment, along with a completed Medical Surveillance Certificate. This

could include some or all of the following: Hearing, PIV (Hearing and Vision), Formaldehyde, Isocyanates, MDA, Respirator, and Silica.

Please note this document is for informational purposes only. Approved suppliers will receive detailed information from our Managed Service Provider.