



# Respectful Work Environment Principle

## Principle Statement:

Everyone is entitled to respectful treatment in the 3M work environment. A respectful work environment is free from unlawful discrimination and harassment, but it involves more than compliance with the law. It is a work environment that is free of inappropriate or unprofessional behavior-- including bullying, intimidation and other inappropriate communications--and consistent with 3M's ethics, values, and culture of inclusion. In a respectful work environment, people feel free to report workplace concerns without fear of retaliation or reprisal.

## Purpose:

This Principle helps to ensure that people are treated with dignity and respect when working for 3M. It also reinforces 3M's commitment to compliance with laws prohibiting discrimination, harassment, and reprisal.

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

## Additional Guidance:

### Respectful Work Environment

3M's goal is to have a work environment that reflects and values the best in everyone, where people treat each other respectfully and professionally, and where individual differences are valued. Behaviors that interfere with that goal—including harassment, discrimination, bullying, or other inappropriate communication or behavior—will not be tolerated.

### Discrimination

3M prohibits discrimination based on race, color, age, gender, gender identity, sex, national origin, citizenship status, disability, religion, creed, sexual orientation, marital status, veteran status, pregnancy, or genetic information. 3M also complies with anti-discrimination law everywhere we do business.

### Harassment

Harassment is prohibited by this Principle. Harassment is unwelcome conduct toward an individual that creates an intimidating, hostile, or offensive work environment and that:

- Is due to personal traits such as race, color, age, gender, gender identity, sex, national origin, citizenship status, disability, religion, creed, sexual orientation, marital status,



veteran status, pregnancy, or genetic information, as well as other protected classifications; and

- Causes work performance to suffer or negatively affects job opportunities.

Harassment is against the law in many countries. Examples of harassment that may violate the law and will violate 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 staring, 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

Bullying is not tolerated in the 3M work environment. Bullying is any aggressive, malicious, insulting, unprofessional, or abusive behavior through means resulting in humiliation, denigration, or intimidation of another that a reasonable person would find unprofessional, disturbing or harmful to their psychological health. A single act is generally not considered bullying unless it is especially severe and egregious. Examples of bullying that may violate this Principle include but are not limited to:

- Shouting at someone, name-calling, ridiculing or making belittling or demeaning comments about someone, whether in private or in front of others
- Using one's authority to threaten someone else
- Undermining someone by excessively monitoring or criticizing someone's work without justification
- Intentionally undermining someone's work by adding or removing responsibilities, withholding relevant information, or excluding them from relevant communications or meetings

### Inappropriate Communication & Other Inappropriate Behavior

Inappropriate Communication is defined as verbal or non-verbal communication that is not suitable for a professional setting and causes a negative impact on one or more individuals or disrupts the work environment. Examples of inappropriate communication that may violate this Principle include but are not limited to:

- Oral or written communications that contain offensive name-calling, slurs, jokes or comments that may otherwise hurt the reputation of an employee
- Using profanity or other offensive language that would cause a reasonable person to be uncomfortable or angry
- Spreading malicious rumors, slander or gossip about employees

### Behaviors that are NOT violations of this Principle include but are not limited to:

- Differences of opinion that are approached with maturity and a desire for resolution



- Disciplinary or performance discussions that are intended to help an employee improve upon gaps in performance and/or behavior and communicated in a professional manner
- Leadership styles that are direct and assertive
- Feedback from a manager or peer that is delivered objectively and fairly
- Reasonable work direction provided by a manager

While conflict in the work environment can be uncomfortable, it is often inevitable when employees of various backgrounds, priorities and communication styles are working together. Conflict should be addressed and resolved, first and foremost by the employees directly involved. In some cases, a person may make a comment or do something that was not intended to offend, but it has that effect. Treating each other with respect means being honest and open enough to let a colleague know if you have been hurt or offended. Respect also means that if a colleague tells you that you have done something to offend, you should respond in a respectful fashion and treat that colleague respectfully in the future. That type of respectful dialogue may address many situations, but if you need help dealing with inappropriate workplace behavior, you should contact [3M Human Resources](#) for assistance.

### **How to Report a Violation**

To report suspected violations of this Principle, employees can contact their supervisor or manager, or assigned [Human Resources leader](#), or go to someone higher in the Human Resources organization. Employees can also use 3MEthics.com or any of the additional reporting options listed in the "[Report Concerns or Ask Questions](#)" section of the Ethics & Compliance website.

### **3M Management Responsibility**

Every 3M supervisor and manager is responsible for ensuring that 3M provides a respectful work environment. This includes ensuring that supervisors and managers are proactively assisting employees in resolving concerns or conflict. 3M supervisors and managers are also responsible for ensuring complaints of discrimination, harassment, bullying, or inappropriate behavior are handled properly and effectively, in partnership with Human Resources. See the [Employee Obligation and Reporting Principle](#) for information on resources for making such reports.

### **Retaliation is Prohibited**

This Principle strictly prohibits any retaliation against anyone who in good faith reports a concern about discrimination, harassment, or other violation of this Principle.

### **Penalties:**

Violations of the law and 3M's Code of Conduct will result in discipline, up to and including termination from employment.