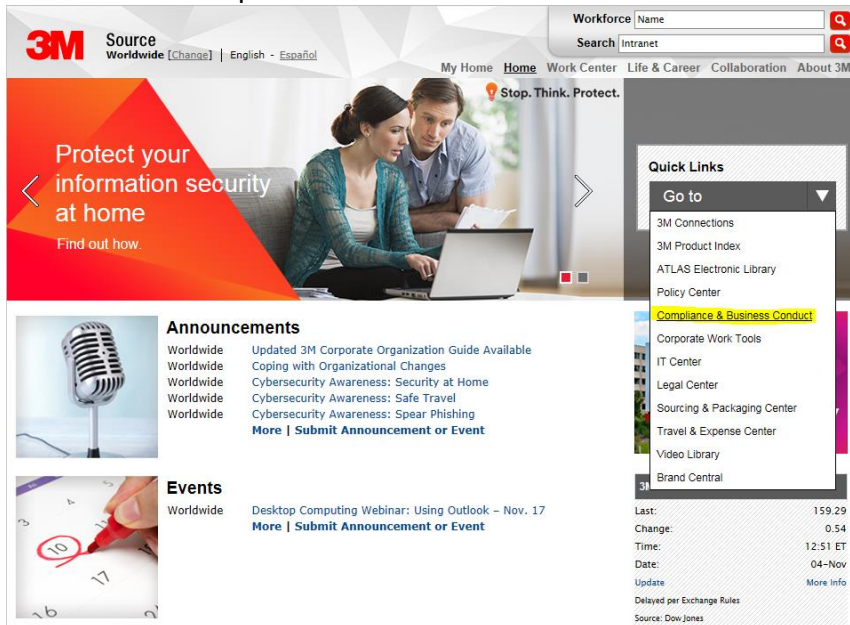
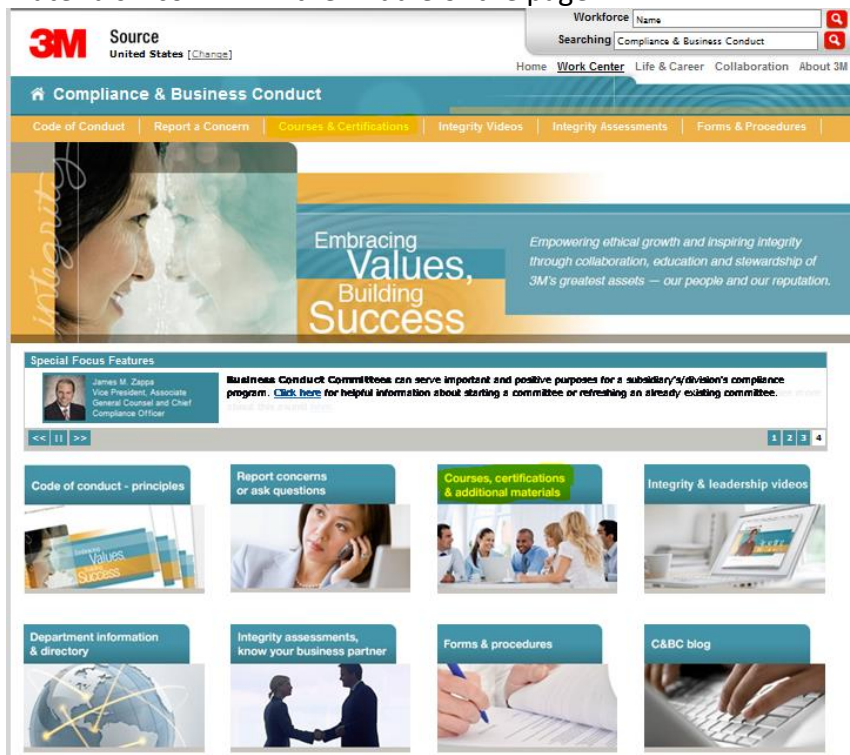


3M On-Line Compliance Course Instructions For Employees Accessing Courses Through the 3M Secured Gateway

1. Navigate to the Compliance & Business Conduct site from 3M Source. Log onto 3M Source through the [3M Secured Gateway](#) (login with your 3M Employee PIN Number and Password).
2. Click on the “Compliance & Business Conduct” link in the Quick Links dropdown menu.

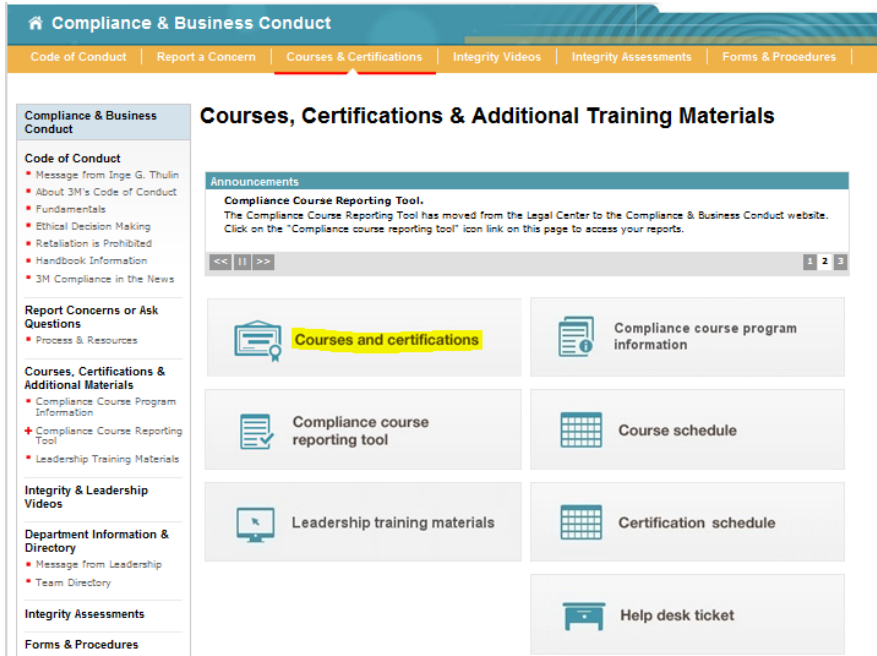


3. This will take you to the Compliance & Business Conduct website. Click on the “Courses & Certifications” link at the top of the page or the “Courses, certifications & additional materials” icon link in the middle of the page.



3M On-Line Compliance Course Instructions For Employees Accessing Courses Through the 3M Secured Gateway

- Click on the “Courses and certifications” icon link to access the compliance course site.



- This will take you to the compliance course site where you can access and complete your online compliance courses. The To Do List page (default page) lists all of the courses currently assigned to you. Just click on the course title link to launch and complete the course. Please note that courses are assigned throughout the year, so please make sure to check this site monthly (at least) for any additional course assignments.

3M On-line Compliance Courses *Compliance and Business Conduct Education Series*

To Do List Course Catalog History

There is no more important issue for 3M than protecting and enhancing its reputation as a company that operates with honesty and integrity. Your actions in everyday situations affect 3M's reputation. This series of courses will help you understand your personal accountability for complying with all applicable laws, and 3M's business conduct policies.

All courses (except supervisory courses) are available to all employees on the "Course Catalog" tab. Most courses will take approximately 30 minutes to complete.

Employees with Lotus Notes accounts will receive e-mail notifications of course requirements. Please retain electronic (or paper) copies of your Certificates of Completion for your records.

Test-out. The "Test-out" option (if available) allows employees to access the Quiz and complete/pass the course without completing all Lessons. You must complete/pass the Quiz to receive a completion.

[Compliance Course Reports \(24-72 hour update\)](#)

[Change Language Preference](#)

[Standard Instructions](#)

[Schedule and Target Audiences](#)

[Complete Course List with Target Audiences](#)

If you have any questions or technical difficulties, please submit an electronic [Compliance Course Service Request](#).

Status	Title	Course Description	Due Date	Language
	3M Business Conduct Course	Each of us is personally accountable for complying with all applicable laws and 3M's Business Conduct Policies. This course will help you to understand the ethical implications of your actions and how these policies apply to everyday situations. It will introduce you to the 3M Business Conduct Policies and other resources.	May 30, 2014	English
	Careful Communication	Poorly communicated thoughts and ideas can have serious consequences for both you and 3M. Review techniques for communicating professionally and reducing the risk of misinterpreted or unintended results.	May 30, 2014	English
	Global Bribery and Corruption Awareness	In an effort to eliminate bribery and corruption and promote international trade, many international organizations have created anti-bribery conventions, which require member countries to enact anti-bribery laws containing specific provisions. After this course, you will understand: basic principles of anti-bribery laws and conventions; the elements of bribery; and how to recognise and avoid bribery.	May 30, 2014	English (United Kingdom)
	Information Security	Every employee is responsible for enabling 3M businesses to grow in a secure environment. Learn about 3M's information security process for implementing and supporting this Business Conduct expectation.	May 30, 2014	English
	Preventing Workplace Harassment	It is vital that all employees know and understand 3M's Respectful Workplace Principle. This course covers main issues surrounding workplace harassment and you will learn how to protect yourself, your coworkers, and 3M.	May 30, 2014	English

- Course format.** When opening a course, if you have the option to select a video version or text version, select the text version as the videos may not work through the 3M Secured Gateway access.

3M On-Line Compliance Course Instructions For Employees Accessing Courses Through the 3M Secured Gateway

7. Complete the entire course content and the 10-question Quiz. You will need 80% to pass. Upon completion, please save a copy of the Certificate of Completion for your records.
8. **Principle and Document Links.** When accessing the courses through the Secured Gateway, the principle and document links in the course may not work.

3M 3M: Business Conduct Course Exit X

EVERY EMPLOYEE

3M's Global Approach

3M is recognized worldwide as an ethical and law-abiding company that is highly competitive and successful. As a 3M employee, you play a key role in protecting and enhancing our reputation and maintaining our integrity. Our corporate reputation depends on how **you** conduct yourself every day.

The 3M Business Conduct Policies are based on our common vision and corporate values. 3M's commitment to uncompromising honesty and integrity is the cornerstone of our approach to doing business. As a company, 3M has developed its Business Conduct Policies to guide you. Knowing and applying these policies will help you to make the right ethical choices every day.

The 3M Business Conduct Policies apply globally to 3M employees and operations.

FAQ

What's the difference between compliance and ethics?

Compliance is what the law or a policy says we must do. It's the least we can do to stay out of trouble—to meet the minimum standards imposed on us by law and by 3M policies. Ethics goes beyond compliance—it is what we should do, what is right. Ethical business conduct is what 3M expects from all of us.

[See More FAQs >>](#)

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9. To view the principles (Code of Conduct), go to the Compliance & Business Conduct site home page and click on the “Code of conduct - principles” link to access the principles.

Compliance & Business Conduct

Code of Conduct | Report a Concern | Courses & Certifications | Integrity Videos | Integrity Assessments | Forms & Procedures

Embracing Values, Building Success

Empowering ethical growth and inspiring integrity through collaboration, education and stewardship of 3M's greatest assets — our people and our reputation.

Special Focus Features

Inge G. Thulin
Chairman, President and CEO
Our commitment to legal and ethical business conduct. View a [message](#) from our President and CEO Inge G. Thulin on doing business legally and ethically.

<< || >> 1 2 3 4

Code of conduct - principles | Report concerns or ask questions | Courses, certifications & additional materials | Integrity & leadership videos

Department information & directory | Integrity assessments, know your business partner | Forms & procedures | C&BC blog

3M On-Line Compliance Course Instructions For Employees Accessing Courses Through the 3M Secured Gateway

10. This will take you to the Code of Conduct – Principles page. If English is not your first language, you can select your preferred language by clicking on the drop down list next to the principle.

Compliance & Business Conduct

Code of Conduct | Report a Concern | Courses & Certifications | Integrity Videos | Integrity Assessments | Forms & Procedures

Compliance & Business Conduct

Code of Conduct - Principles

- Advertising and Product Representation
- Anti-Bribery
- Anti-Money Laundering
- Antitrust and Competition Law
- Compliance
- Conflict of Interest
- Data Privacy
- Doing Business With Government Agencies and Contractors
- Electronic Resources
- Employee Obligations and Reporting
- Environmental, Health, and Safety
- Ethical Business Conduct
- Export, Import, and Trade Compliance
- Gifts, Entertainment, and Travel
- Hiring Former and Current Government Employees and Consultants
- Information Security, Trade Secrets, and Confidential Information
- Internal Controls, Financial Reporting, Document Retention, and Auditing
- Lobbying
- Political Activities
- Respectful Workplace
- Securities Trading and Insider Information

3M Code of Conduct - Principles

BE GOOD: Obey the law and 3M's Code of Conduct

- [Compliance Principle](#) Translations
- [Ethical Business Conduct Principle](#) Translations
- [Employee Obligations and Reporting Principle](#) Translations

BE HONEST: Act with uncompromising honesty and integrity

- [Anti-Bribery Principle](#) Translations
- [Gifts, Entertainment, and Travel Principle](#) Translations
- [Antitrust and Competition Law Principle](#) Translations
- [Export, Import, and Trade Compliance Principle](#) Translations
- [Securities Trading and Insider Information Principle](#) Translations
- [Anti-Money Laundering Principle](#) Translations
- [Advertising and Product Representation Principle](#) Translations

BE FAIR AND IMPARTIAL: Play by the rules, whether working with government, customers, or suppliers

- [Political Activities Principle](#) Translations
- [Lobbying Principle](#) Translations
- [Doing Business With Government Agencies and Contractors Principle](#) Translations
- [Hiring Former and Current Government Employees Principle](#) Translations

Full Printable Versions

[Code of Conduct Global Handbook \(English\)](#)

Translations

[Troubleshooting steps for downloading handbook](#)

About 3M's Code of Conduct

- [What is the Code?](#)
- [Why does 3M have a Code?](#)
- [Who must follow the Code?](#)
- [What does the Code require me to do?](#)
- [What does the Code require from leaders?](#)

Resources

- [Ethical Decision Making](#)
- [Report Concerns or Ask Questions](#)
- [Retaliation is Prohibited](#)