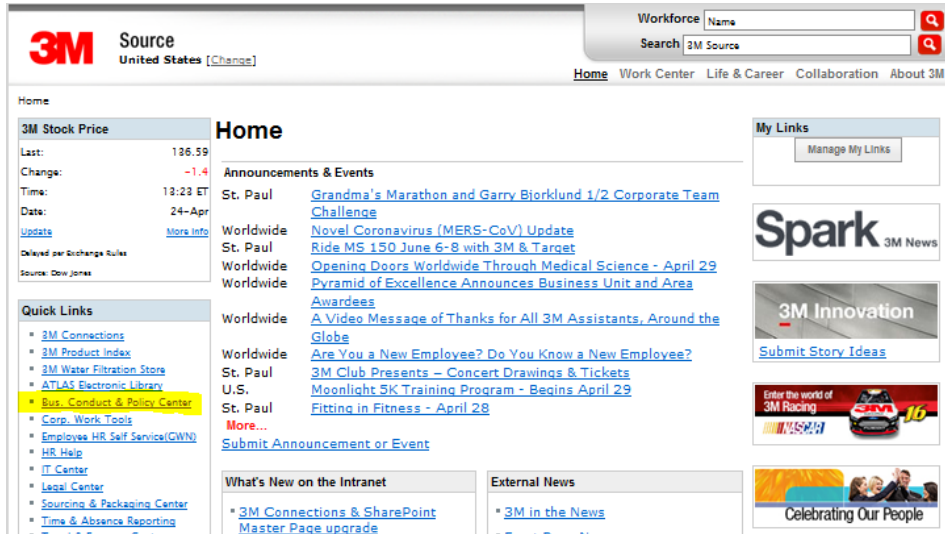
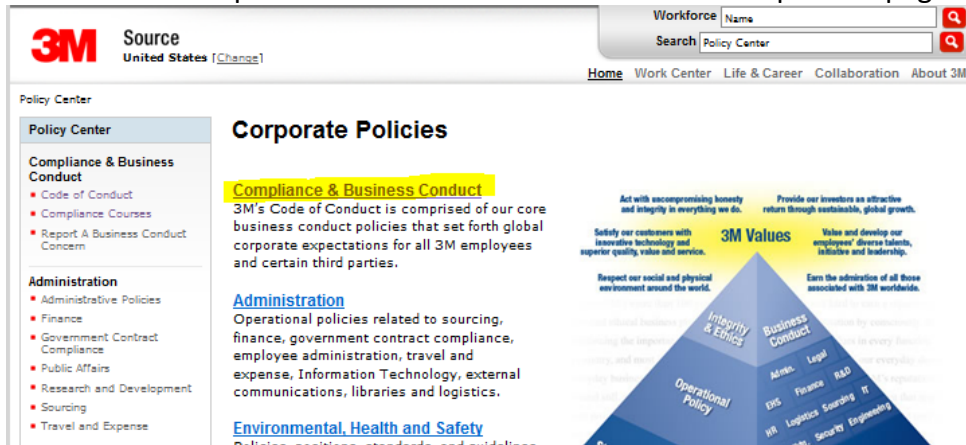


## 3M On-Line Compliance Course Instructions For Employees Accessing Courses Through the 3M Secured Gateway

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 “Bus. Conduct & Policy Center” link in the left-hand navigation column, under the Quick Links.



3. Click on the “Compliance & Business Conduct” link at the top of the page.

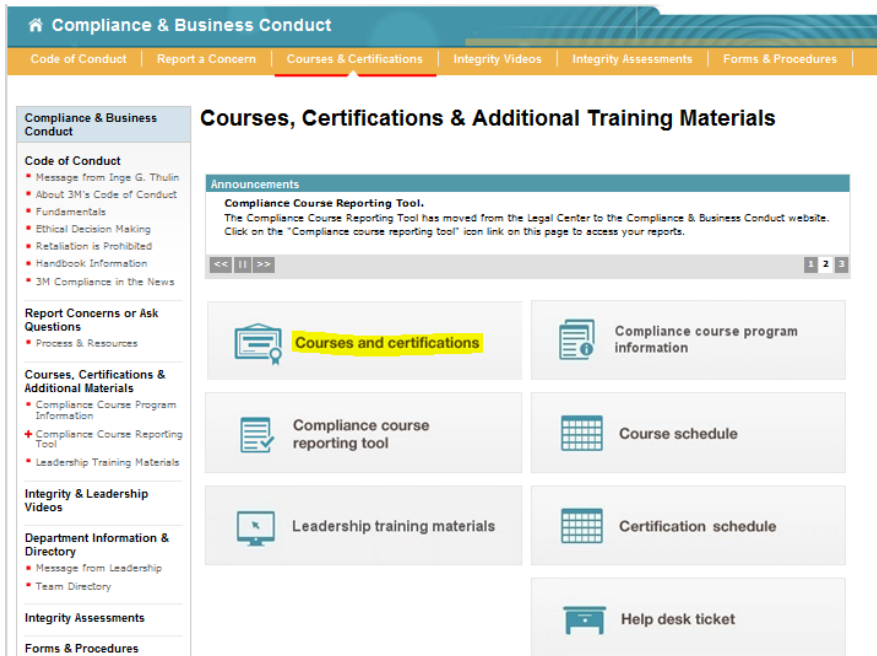


## 3M On-Line Compliance Course Instructions For Employees Accessing Courses Through the 3M Secured Gateway

- 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.

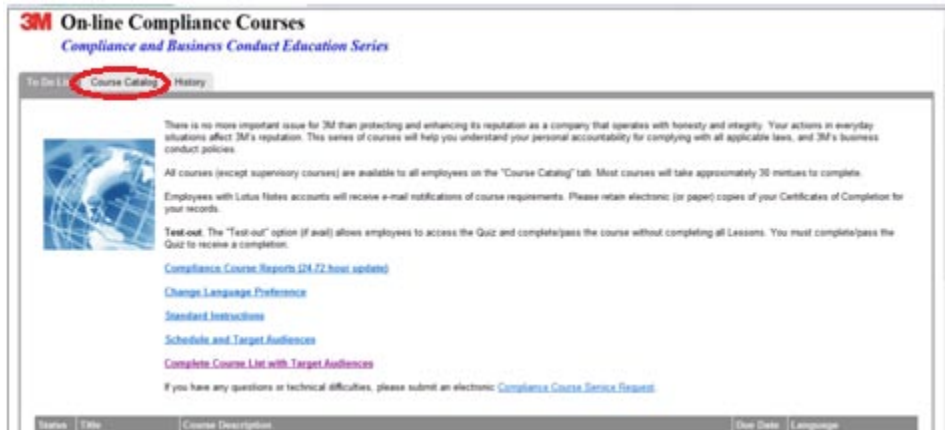


- Click on the “Courses and certifications” icon link to access the compliance course site.



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

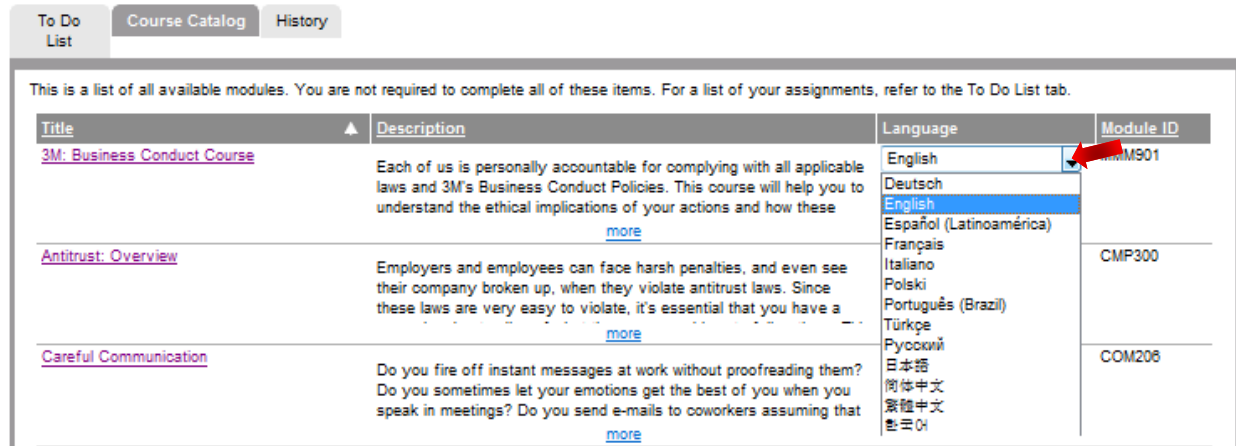
- On the compliance course site, click on the “Course Catalog” tab at the top of the page.



- The Course Catalog contains a list of all available compliance courses (excluding supervisor courses). Then scroll down, click on the drop down list to select the language, and click on the course title link to launch the course.

### 3M On-line Compliance Courses

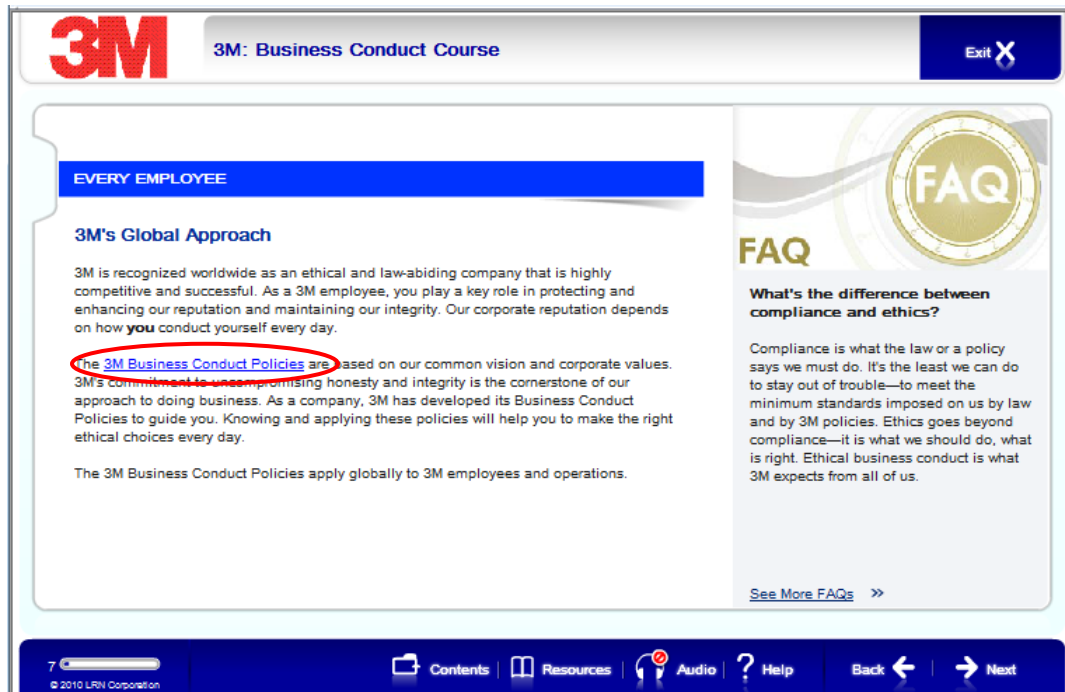
*Compliance and Business Conduct Education Series*



- 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.

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

10. **Principle and Document Links.** When accessing the courses through the Secured Gateway, the principle and document links in the course may not work.



11. 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.



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

12. 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

**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](#)