

Announcement: Supplier policy update

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External Staff (including Agency Temporaries, Vendors, Independent Contractors, and Business Guests) provide valuable services to Microsoft when and where it's needed. And while many work off-site or on a short-term basis, some work for longer periods of time, with access to Microsoft's corporate network and/or buildings.

As a part of ongoing compliance efforts, we evaluated our use of External Staff and determined that, while their services are important to Microsoft's business, network and building access may not be necessary to complete their work. As a result, we introduced a corporate policy that limits Microsoft network and building access for all Agency Temporaries (a-) and Vendors (v-) to 18 consecutive months, followed by a six-month break before access can be granted again (External Staff without network and/or building access, as well as formally approved Outsourced Staff and Business Guests, are exempt from the policy.) This policy has ensured:

- Stronger protection of Microsoft intellectual property and confidential information
- A simple, unified policy for granting access to our network and buildings
- Assurance that access is only provided to non-employees who legitimately require it to complete services for Microsoft

We are expanding the policy's global implementation in the United Kingdom, effective May 1, 2017.

New classification of External Staff

Effective May 1, 2017, we will reclassify External Staff as follows:

- **Contractors:** Agency Temporaries (a-) and Vendors (v-) will be reclassified as Contractors (v-). All Contractors with network and/or building access on May 1, 2017, will be subject to the new access policy.
- **Outsourced:** This is a new classification; Outsourced Staff formally approved by Microsoft Procurement are not subject to the 18-month access limit.
- **Business Guests:** No change in classification; Business Guests formally approved by Microsoft CELA are not subject to the 18-month access limit.

What's next

Microsoft Employees who sponsor External Staff will be evaluating their engagements over the next 18 months to determine whether network and/or building access is required. They'll notify your account management team of any necessary changes in access; you'll then need to update your employees on assignment at Microsoft accordingly.

If your staff does not have network and/or building access, the new policy will not apply to or affect them. However, if you employ Microsoft Contractors who require access, the policy applies as follows:

<p>Old policy</p>	<p>No restrictions on time period for corporate network or building access</p>
<p>New policy for Contractors who had corporate network and/or building access prior to May 1, 2017</p>	<ul style="list-style-type: none"> Contractors with network and/or building access as of May 1, 2017, may retain access for up to 18 months (until November 1, 2018), regardless of how long they had access before May 1 After 18 months, access will be revoked for six months before the person may be granted access again
<p>New policy for Contractors who are being granted corporate network and/or building access on May 1, 2017, or later</p>	<ul style="list-style-type: none"> Access may be granted for up to 18 months After 18 months, access will be revoked for six months before the person may be granted access again
<p>New policy for former Microsoft Employees who are being granted corporate network and/or building access as External Staff</p>	<p>Any Microsoft employee who separates from Microsoft on or after May 1, 2017, will be required to take a minimum six-month break from access before they may be granted access as a Contractor</p>

Supplier Code of Conduct (SCoC) training

Effective May 1, 2017, new External Staff workers will be required to take the SCoC training before access to Microsoft network and/or buildings will be granted. External Staff workers will receive an email notification (during the External Staff set-up process) containing a link to the training site, requesting that they complete the 30-minute online training. Once an External Staff worker completes the training, the process for granting access to Microsoft's Corporate Network and/or buildings will proceed. For more information, refer to the [Supplier Code of Conduct Training Program](#) or email scoc@microsoft.com.

Action required

Please share this communication promptly with your staff on assignment at Microsoft, as well as your company's Microsoft account manager(s). Microsoft Employees who sponsor External Staff will not be informing them of the new policy and will direct them to you if they have questions or want more information. For more details on the new policy please review the [Supplier policy FAQ](#) or contact mspinfo@microsoft.com.

Thank you for your valuable partnership, and for helping us ensure business continuity as we work to protect Microsoft's intellectual property and confidential information.

Microsoft External Staffing Policy Team