OVERVIEW

The movement of US-developed products, equipment and technology is governed by regulations issued by several U.S. government agencies. The U.S. Government requires 3M and other companies to apply for export control licenses prior to the export to certain countries of products, equipment, technology, R&D, spare parts and samples that are specifically designed for military use or may be considered by the U.S. Government to have both a commercial and potential military use.

In addition, the U.S. Government maintains comprehensive embargoes and country sanctions that broadly restrict 3M activities with certain countries.

U.S. export control laws govern not only the physical export of something by any means to a location outside of the U.S., but also to the transfer of export-controlled technology within U.S. borders to someone who is not a U.S. citizen, permanent resident, or someone granted asylum or refugee status by the U.S.

In order to comply with these requirements, 3M has developed these policies for visitors to 3M premises. Failure to comply with U.S. laws can lead to individual and corporate criminal and civil penalties, including imprisonment, fines and the loss of export privileges.

EXPECTATIONS OF A 3M EMPLOYEE HOST

As a 3M host for any visitors, you are responsible to ensure your visitors’ compliance with all 3M policies while they are on 3M premises. This includes physically escorting visitors at all times. In the case of visitors who are not U.S. citizens or permanent residents, you must also do the following:

KNOW which 3M products, technologies and processes are export controlled – It is your responsibility as a 3M host to know this information. Consult the Division Technical Director or Division Technical Compliance Manager (DTCM) to identify export-controlled technology, equipment and processes. Export controlled information cannot be shared in any respect with a foreign person without first ascertaining through 3M’s Export Import Regulations Department whether a U.S. export control license is required prior to your visitor’s exposure to controlled 3M product technologies and processes.

REstrict access by visitors to certain export controlled technologies.

If access to 3M export controlled technologies and equipment is prohibited to the country of your visitor’s citizenship, you may not permit your visitor access to said technologies and equipment in any way (visually, electronically, orally, access to premise, etc.) unless otherwise expressly authorized by a U.S. export license granted to 3M specifically for your visitor. Contact 3M’s Export Regulations Department (651-733-4459/6598) for questions pertaining to whether the country of your visitor’s citizenship is addressed under U.S. export control laws, or to inquire about licensing (the licensing application process can take many weeks and is not guaranteed).

ENSURE your visitors have been briefed on appropriate security procedures – All visitors must know and understand their responsibilities to abide by 3M’s export control requirements, including the requirement to remain with their 3M hosts at all times.

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3M requires that you take the following steps in order to assure that you and 3M fully comply with U.S. Government export control regulations.

- You must register your entrance and exit with facility security on visitor logs.
- You must indicate your citizenship clearly on 3M’s visitor log.
- You must wear a 3M Visitor badge at all times.
- You must remain under escort of your 3M host at all times.

You must comply with facility security and safety requirements.

IT IS YOUR RESPONSIBILITY AS A 3M HOST OR VISITOR TO ABIDE BY EXPORT CONTROL REQUIREMENTS AS OUTLINED IN THIS DOCUMENT.

Compliance with U.S. export control regulations is not optional.

The following resources are available for your assistance.

3M Export Import Regulations
651-733-6598
651-733-4459

3M Office of General Counsel
651-733-0560

3M Corporate Security
651-733-6100

3M’S EXPORT CONTROL REQUIREMENTS FOR VISITORS WHO ARE NOT U.S. CITIZENS/PERMANENT RESIDENTS

Visitor and 3M Host Responsibilities in Assuring 3M Compliance With U.S. Export Control Laws

3M Corporate Security