



Welcome to ABM. We've created a strong culture for over 110 years because of our core values:



These values guide us every day. As an ABM team member, you represent our company. Our clients and team members trust us to act responsibly and do the right thing, even when no one is looking.

## Our Commitment

Everyone must follow our Code of Business Conduct to:



### Follow the Law:

We must obey all laws and rules at all times.



### Stay Ethical:

We work with respect for each other, our values, the environment and human rights.



### Report Problems:

We are required to report unsafe or unethical actions.

Please review these key highlights from our Code of Business Conduct. The complete Code is available to all team members at [abm.com/COBC](https://abm.com/COBC).

## Personal Integrity

1

### Follow the Law:

Always follow laws and rules—no fraud, theft, dishonesty, or falsification.

2

### Avoid Conflicts:

Don't let personal financial or family interests conflict with ABM's interests.

Examples:

- Don't offer side services to an ABM client.
- Don't hire or supervise family members.
- If unsure, ask HR.

3

### No Bribes:

Don't accept or give gifts that could seem like bribes. Check our Gift and Entertainment Policy first.

4

### Be Fair:

Be honest. Don't take unfair advantage of others. Don't record others without their consent if it is unlawful in your state to do so.

## Workplace Environment



**No Harassment:** We do not tolerate harassment, discrimination, bullying, or violence. Report any incidents to ABM Compliance immediately. Reporting options are on page three.



**Stay Safe:** Keep the workplace safe. Report unsafe conditions right away.



**Follow Employment Laws:** We follow wage laws for pay, hours, breaks and overtime. We do not tolerate forced labor practices (slavery, child labor, human trafficking).



**No Retaliation:** There will be no retaliation against those who report problems.



**No Substance Use:** Don't use alcohol, marijuana, or illegal drugs at work.



**Protect the Environment:** Reduce waste, use approved supplies and follow local guidelines.

## Protecting Yourself, Information and Equipment



### Protect Data and Confidentiality:

Maintain confidentiality about ABM, our customers and fellow team members. Follow all information security rules.



### Use ABM Equipment Properly:

Use company equipment only for work, not for personal use at home.



### Social Media:

Only designated team members post for ABM. Be careful with your posts. Avoid threats and hurtful language.



## What Happens If You Violate the Code:

Breaking the rules can lead to serious actions, including losing your job. Some violations may also result in legal charges.



## Reporting Violations:

If you see any activity that breaks the Code or the law, please report it. There will be no retaliation against anyone who reports a problem.

**We Want to Hear from You** | Report Anonymously or Ask Questions:






**Email** [compliance@abm.com](mailto:compliance@abm.com)



**Learn More**






### Phone

 1-877-ALERT-04  
(1-877-253-7804)  
 0800-069-8801  
 1-800-903-224



### Online

 [abmhotline.ethicspoint.com](http://abmhotline.ethicspoint.com)  
  [abmhotlineeurope.ethicspoint.com](http://abmhotlineeurope.ethicspoint.com)



### Mail

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Nothing in ABM's Code of Business Conduct should be read to restrict ABM team members in the exercise of their Section 7 rights to organize and/or advocate on behalf of themselves or other ABM team members with regard to working conditions.

