

**ABM Industries Incorporated**  
**Personal Cell Phone and Expense Reimbursement Policy – CALIFORNIA and ILLINOIS**  
**January 1, 2019**

This Policy applies to all ABM team members who work in the States of California and Illinois.

**PERSONAL CELL PHONE USAGE**

ABM does not require any ABM team member to use their personal cell phone for any work-related purposes or to perform their duties at ABM. For example, ABM team members are **not required** to use a personal cell phone for the following activities: clocking in or out of ABM's timekeeping system; communicating with other ABM team members; communicating with ABM's clients; communicating with ABM managers, supervisors, or leads; reporting or documenting any work place incidents or accidents, such as by taking photographs; or reporting or documenting workplace injuries. ABM-provided cell phones, radios, biometric time clocks, in person communications, and/or landlines are available for completing timekeeping and/or other work-related duties. If any ABM team member believes that one of these options has not been made available to him/her, the ABM team member should contact his/her manager or supervisor so that one of these options can be made available. If that does not solve the problem, or if any ABM team member feels he/she is being instructed or required to use a personal cell phone for work purposes, the ABM team member should report the matter to the ABM Compliance Hotline at 1-877-ALERT-04 (1-877-253-7804) or at [abmhotline.ethicspoint.com](http://abmhotline.ethicspoint.com). If a personal cell phone is used for work purposes, such usage is eligible for reimbursement as set forth below.

**MANAGER, SUPERVISOR, LEAD AND CLIENT COMMUNICATIONS WITH ABM TEAM MEMBERS**

ABM managers, supervisors, and leads should not call, text message, or otherwise contact via any electronic means or application any ABM team members on their personal cell phones at any time, except to contact ABM team members who are not at work to discuss: (a) scheduling of their own shifts, or (b) their own absences, or (c) emergencies relating to physical security or safety. If ABM team members are clocked in and working during their shifts, ABM managers, supervisors, and leads should contact the ABM team members in person, or on those team members' ABM-provided or client-provided phones or radios, and not on the ABM team member's personal cell phone. Should an ABM manager, supervisor, or lead need to contact an ABM team member via cell phone during the team member's shift, an ABM-provided or client-provided cell phone, landline, or radio should be provided to that ABM team member in advance. If an ABM manager, supervisor or lead knows or believes that ABM clients or other ABM team members will need to contact an ABM team member for work-related reasons using a cell phone, the manager or supervisor should provide the ABM team member with an ABM-provided or client-provided cell phone, landline or radio.

**EXPENSE REIMBURSEMENT POLICY**

In the event that an ABM team member uses his/her personal cell phone for work-related purposes and is not otherwise reimbursed for all of their work-related usage through a client provided stipend or similar program, ABM will reimburse the ABM team member for the reasonable expense of such work-related usage. Absent unusual circumstances, ABM will not provide a reimbursement for personal cell phone expenses if an ABM team member was given the option to use an ABM-provided or client-provided phone or radio, but declined that option and voluntarily chose to use his/her personal cell phone for work-related purposes.

ABM team members should submit their reimbursement requests for approval within 60 days of incurring those expenses, absent extraordinary circumstances. Reimbursement requests can be submitted electronically at [reimbursement.abm.com](http://reimbursement.abm.com). The ABM Reimbursement Request form can also be obtained from [reimbursement.abm.com](http://reimbursement.abm.com) and submitted by email to [reimbursement@abm.com](mailto:reimbursement@abm.com), by fax to 800-371-5633, or by mail to Reimbursement Request, 14141 Southwest Freeway, Suite 400, Sugar Land, Texas 77478. Copies of the ABM Reimbursement Request form can also be obtained from and submitted to your local ABM office. ABM reserves the right to reject any submittals and to request appropriate supporting documentation for requests made under this policy.

ABM will reimburse ABM team members for mileage according to the IRS reimbursement rates if the ABM team member is required to travel using the ABM team member's personal vehicle to more than one worksite during the team member's shift and the team member does not have a car allowance. ABM will also reimburse other necessary and reasonable work-related expenses in accordance with applicable law. Reimbursement requests for these items should be submitted to the team member's local office.