

## EMPLOYEE PRIVACY NOTICE

This Employee Privacy Notice explains how ABM Industries handles and uses personal data collected about you.

“**We**” or “**our**” or “**us**” means ABM Industries, as listed above, your prospective, current, or former employer.

“**You**” or “**your**” means our current and former staff, job applicants, consultants, individual contractors, and third parties whose information is provided to us in connection with employment or other working relationship (e.g., we may be provided with emergency contact information and/or information about spouses, dependents, or beneficiaries).

We are committed to protecting your personal data and to being transparent about what information we hold. **We do not sell your personal data.** Your personal data will be treated in a secure and confidential manner and only as explained below or otherwise explained to you in writing. Our procedures are governed by regulatory requirements and leading data processing standards.

This notice informs you about how we handle and collect your personal data. Please read carefully.

### WHAT INFORMATION DO WE COLLECT ABOUT YOU?

We collect and keep information that can be used to identify you or is related to your identity. This information includes:

- **Personal details**, such as your name, gender, nationality and marital status
- **Recruitment information**, such as skills, experience, qualifications and references
- **Payroll and benefits information**, such as amount of pay, overtime, bonus details and bank account details, names and birthdates and social security numbers of spouses, dependents or beneficiaries
- **Time and attendance records**, such as clock in / clock out information, and leave / absence records
- **Performance information**, such as manager feedback and performance reviews
- **Health and safety information**, such as audits, screening requests, incident reports and risk assessments
- **Human resources information**, such as employee number and job title
- **Training information**, such as records concerning training needs or whether you have completed training
- **Disciplinary records**, such as complaints and records of investigations
- **Computer use**, if allowed by law, we may monitor how our computers are used by you, including websites you visit
- **Identification checks**, such as results of criminal checks and I9 verifications
- **Health and welfare**, such as occupational health information, disabilities or details about special requirements
- **Financial information**, such as benefits data, pay deductions owed to third parties and bank account information
- **Photographs**, as needed to identify you
- **Location Data**, such as company vehicle location, time clock check-in location, and corporate phone usage locations
- We may also collect other information which you choose to provide us during the course of employment

You may also provide us with information about other people, like your spouse, dependents, beneficiaries and family members, so that we can provide benefits or contact someone in an emergency. Before you provide information to us about other people, you should inform them of the information which you intend to provide to us. If you share their personal data with us, they may wish to read this notice, as well.

If allowed by law or with your consent, we may also collect certain information called “**sensitive personal data**”. This means information such as:

- Race or ethnicity
- Medical information
- Fingerprints (used in connection with timeclocks) or other biometric information as may be required for work in secure areas
- Religious or philosophical beliefs

- Physical or mental health
- Trade union membership
- Sexual orientation
- Criminal records and information regarding criminal offenses

## HOW DO WE COLLECT YOUR INFORMATION?

We may collect your personal data from more than one place, but mainly directly from you. You will usually provide this information directly to your managers or local HR contact. We also collect your personal data from your managers, HR, or co-workers (for example, manager feedback).

We may collect personal data from a previous employer, doctors, tax authorities, benefit providers or where we employ another party to carry out a pre-employment background check (where required and/or allowed by law). This information includes:

- **Personal details**, such as name, gender, nationality and marital status
- **Recruitment information**, such as skills, experience and qualifications
- **Identification checks**, such as results of criminal checks and I9 verifications
- **Health and welfare**, such as occupational health information, disabilities or details about special requirements
- **Financial information**, such as benefits data, pay deductions owed to third parties and bank account information

## WHY DO WE COLLECT YOUR INFORMATION?

Whenever we collect your personal data, we do so because there is a legal reason or other need. Most of the time, we collect your information because:

- We need to manage our business by hiring qualified individuals; or
- We need to fulfil our obligations to employees like paying wages; or
- You signed an employment agreement which requires us to collect your information or give your information to another party;
- We need to meet our legal obligations like reporting hiring statistics to government authorities; or
- Collection is for a legitimate business interest.

Where we collect data for our legitimate business interest, it is because we have an interest in attracting and hiring qualified employees, preventing fraud and managing our business. This is important so that we meet our customers' expectations and other business needs. Sometimes, we will collect and provide your personal data to another party like a customer because we have been asked to do so (for example, to meet the security requirements of our customers).

In some cases, you may ask us to provide your information to another party for a special reason, and we will follow your instructions on your behalf (for example, if you ask us to provide pay information to a bank for a mortgage application made by you).

When we collect sensitive personal data, it is for the reasons above and because:

- We need to meet our obligations and to exercise your rights or our rights under employment and social security law; or
- We need to determine whether you can work, or to provide health or social care or treatment or the management of health or social care and services; or
- We need to protect your vital interests or the interests of another person where you are physically or legally not able to give consent (for example, in a medical emergency); or
- We want to ensure equality of opportunity or treatment between people of different racial or ethnic origins, people with different religious or philosophical beliefs, people with different states of physical or mental health or people of different sexual orientation.

We may also collect information about criminal convictions and offenses if allowed by law. For example:

- A criminal record check during recruitment or transfer or where ongoing screening is required because you have applied to work in a role where a check is allowed by law;
- An allegation of a criminal offense or conviction arising during your relationship with us will be processed (e.g., in a disciplinary process) so that we can make decisions about your relationship with us.

### **DO WE NEED YOUR CONSENT?**

We only collect your data and information for the purposes of fulfilling our legal requirements in connection with your employment, other legal requirements, vital interests, public tasks and other legitimate interests. If additional data is voluntarily collected for other purposes, we may sometimes ask for your consent to collect and use certain kinds of information, such as your hobbies and interests to be used in a company newsletter, or your personal vehicle information for parking at an ABM location. The reason for collecting additional data will be provided to you at the time we ask for your consent. It is not a condition or requirement of your employment to agree to any request for consent from us.

### **HOW LONG DO WE KEEP YOUR INFORMATION?**

We will keep your information for as long as is required by law. This will usually be for the time you are employed by us plus some additional time after the end of your employment, for purposes such as maintaining tax and reporting records as required by the government or by other laws. The amount of time we retain your information will vary based on the category of information.

### **WHO DO WE SHARE YOUR INFORMATION WITH?**

Your information will be shared with members of our Human Resources team and management responsible for making decisions about your relationship with us, in addition to other departments which need your information to meet certain requirements.

We may also provide your personal data to another party like a customer because we have been asked to do so (for example, to meet the security requirements of our customers). Some of your information will also be shared with organizations or other companies that provide services to us, such as our payroll provider who issues your pay check. These companies or organizations will change from time to time. Examples include tax and social security authorities, regulatory authorities, our insurers, bankers, IT administrators, lawyers, auditors, investors, health and safety consultants, recruitment agents, occupational health providers and other professional advisors, HR system providers, payroll providers, benefit providers and administrators, third party staff vetting providers and medical advisors where we seek a report.

Your information may be shared with ABM group companies (including ABM Industries Incorporated and its subsidiaries) so that they can provide us with services or if they have a legitimate need for your information.

Your information will only be shared if needed to provide the required services. **We do not sell your personal data.**

### **WILL THIS NOTICE CHANGE IN THE FUTURE?**

We may change or update this Employee Privacy Notice at any time.

Should we change certain policies that relate to the collection and use of your information, we will update this Employee Privacy Notice and provide notification to you via normal employee communication channels.

This Employee Privacy Notice was last updated and reviewed on December 20, 2019.

### **CONTACT FOR MORE INFORMATION:**

ABM is located at One Liberty Plaza, New York, NY 10006. You may contact us about this notice by emailing our privacy representatives at [privacyquestions@abm.com](mailto:privacyquestions@abm.com).

You can use your Internet browser's print function to print this page and notice.