Anti-Harassment Training

QUICK START GUIDE for Frontline Leaders

Use this guide when Frontline team members need to complete Anti-Harassment training on ABM.com:

- Annual Anti-Harassment Training
- New Hire



Preventing Discrimination & Harassment Summary - Frontline Training Requirement ABM

All Frontline team members are required to complete Anti-Harassment training ANNUALLY.

All **<u>NEW</u>** Frontline team members are required to complete Anti-Harassment training during onboarding.

Information



Training : Anti-Harassment

- New Hire : Due Within 30 days of start Annual : April 11 – October 31, 2024
- Audience: ABM and Legacy Able Frontline team members



Duration: 3 – 120 min (varies by state)



Languages: English, Spanish (additional languages vary by state)

Training Format: Videos



How to Access

Click to access Frontline Training Videos by State

Select your state

California – for all ABM Team Members located in California Connecticut – for all ABM Team Members in Connecticut Delaware – for all ABM Team Members in Delaware Illinois– for all ABM Team Members located in Illinois Maine – for all ABM Team Members located in Maine Massachusetts – for all ABM Team Members in Massachusetts New Jersey – for all ABM Team Members in New Jersey New York – for all ABM Team Members in New Jersey New York – for all ABM Team Members in New York Oregon– for all ABM Team Members located in Oregon Washington – for all ABM Team Members located in Washington All Other States – for ABM Team Members located in All Other States.

Frontline Leader Actions

- Review this Quick Start Guide
- Include training in "Day 1" new hire activities
- Schedule time for new hires to complete training within 30 days of start
- Schedule time for group training
- Obtain company devices for team members to complete training individually
- Ensure team members complete training and completion status is updated in ABMU by due date
- To view team member completion status, access Training Completion Report links on the Compliance Training Information <u>SharePoint</u>.

Play Video(s)

- 1. Access videos on abm.com: https://www.abm.com/frontline-training-videos/
- 2. Select the work state name; If not listed, select "All Other States"
- 3. Select Anti-Harassment



For Illinois & Chicago: Select appropriate option: Anti-Harassment – New Hire & Annual Training – for Illinois (non-Chicago) Frontline Team Members Anti-Harassment – New Hire & Annual Training – for Chicago Frontline Team Members

- 4. Click each video to watch; all steps must be completed
 - •Other languages may be available; Number of steps and videos vary by state
 - Assist team members who watch videos on a company device while clocked in



Please listen to the AEM Policy Against Herassment in the Workplace (English) Video in Other Languages: Spanish | Tagalog | Ukrainian

Step 2: Watch the Acceptable Behavior video (3 min)



Review the Acceptable Behavior Training in the following languages Albanian, Polish, Serbian, Somali, and Spanish

Step 3: Select 1 of the following links to receive credit: I AM SUBMITTING FOR MYSELF | I AM SUBMITTING FOR MY TEAM

2 Receive Completion Credit



1. Scroll down to last step on page and select option:

I AM SUBMITTING FOR MY TEAM

- Follow instructions on <u>Receive Credit I AM SUBMITTING FOR MY</u>
 <u>TEAM</u> slide
- You will need the completed training roster with:
 - Course name
 - Employee IDs
 - First name, last name
 - Date of training

I AM SUBMITTING FOR MYSELF

- Use when training is completed in non-group setting (individual)
- Review instructions on <u>Receive Credit I AM SUBMITTING FOR</u> MYSELF, MYSELF-Illinois & Chicago slides
- Assist team members in completing form

Resources

 Click this <u>link to access the Quick Complete Tool</u> in ABMU or use this path in ABMU:

 $ABMU \rightarrow Menu (top left) \rightarrow Admin \rightarrow Quick Complete Tool$

- If you need access to Quick Complete Tool <u>request access</u>
- Quick Complete Tool Instructions available in ABMU or <u>here</u>

Play Video(s)

Video Controls

To Launch In Full Screen

1. Click YouTube link at bottom of video



To Navigate To A Video Timestamp

- 1. Hover your mouse over Progress Bar
- 2. Click at time stamp needed to start video at that point



Navigation

1. Use the video controls at the bottom of the video screen to navigate





• Play Video(s): Suggested Playlist – <u>Chicago</u> Frontline Anti-Harassment Training - Multiple Sessions

R	

Video Time Stamp Start	Торіс	Session	Total Session Time	Recommended Completion Date	
00:00	Chicago Anti-Harassment Training Introduction				Time stamps
1:20	Objectives Training Requirements and Agenda				Spanish and
2:50	What is Sexual Harassment? (15 min)	Section 1	20 min		Polish videos.
17:50	Gender Identity	365510111	20 11111		
18:30	Who is protected?				
19:00	Who can be a victim?				
20:00	Perpetrators of Sexual Harassment (9 min)			Complete Sessions 1- 3 by Aug	
29:00	Examples of Inappropriate Conduct	Session 2			
38:00	Sexual Harassment in Online Environments		27 min		
47:15	Speaking Up and Retaliation				
48:25	Employer Responsibilities	Secolor 2	26 min		
49:09	Reporting Sexual Harassment	Session 5	30 11111		
1:00:00	End of Video				
00:00	Chicago Bystander Training Introduction				
00:40	What is sexual harassment? (7 min)	Section 4	21 min		
07:40	What is bystander intervention in sexual harassment (5 min)	Session 4	21 11111		
12:26	What is a bystander? (10 min)				
21:20	Actively Assisting - 4 techniques to intervene and scenarios (32 min)	Session 5	32 min	Complete Sessions 4-6 by early October	
53:00	Reporting				
53:11	Summary and Review	Consister C	1 2 min		
1:00:09	End of video (7 min)	Session 6			_
0:00	Acceptable Behavior Video – 3 min	1			5

2 Receive Completion Credit - I AM SUBMITTING FOR MY TEAM

- Click link in last step on Training page: I AM SUBMITTING FOR MY TEAM
- Clicking ACKNOWLEDGEMENT link at bottom of page. ABMU Login required.

CLICK THE LINK BELOW TO LAUNCH THE QUICK COMPLETE TOOL I HEREBY ACKNOWLEDGE THAT I'VE REVIEWED THE COURSES AND ACKNOWLEDGEMENT WITH MY TEAM MEMBERS

- Follow instructions here or on screen
- 1. Click **Potential Courses**, then type **key word** from course title (e.g., PDH, Chicago) in **Search** field
 - Course titles included on Anti-Harassment Frontline video pages on abm.com
- 2. Choose training course for your state, otherwise choose All Other States
- 3. Enter Employee ID #; other information will appear automatically. DO NOT enter BU #
 - For Able team members: add "**AS**" in front of EE ID (e.g., AS1234500)
- 4. Enter Date training was completed

Pr	eventing Disc	rimination and Harassment - Frontline -	All Other States HR				Ÿ
×Re	move Selec	cted					🕄 Save
8	Select	Emp ID *	First Name *	Last Name *	BU / Project / Top Task *	Comments	Date *
1	•	12345667	Ame	Jest		م	2023-07-20
2		A5333333	John	Amigo		a	2023-07-20
з						Q	YYYY-MM-DD
4						۹	YYYY-MM-DD

- 4. Submit up to 25 team members on same form; click Save
 - NOTE: To remove team member(s) before saving, use Remove Selected button

Team Members will receive credit for ALL REQUIRED VIDEOS when submitting for the Preventing Discrimination and Harassment course



Direct Link to Quick Complete Tool

- 18 Potential Courses
- PDH0424 Preventing Discrimination and Harassment -Frontline CHICAGO PDH0424 - Preventing Discrimination and Harassment - Frontline WASHINGTON
- PDH0424 Preventing Discrimination and Harassment Frontline OREGON
 PDH0424 Preventing Discrimination and Harassment Frontline NEW YORK
 PDH0424 Preventing Discrimination and Harassment Frontline NEW JERSEY
- PDH0424 Preventing Discrimination and Harassment Frontline MASSACHUSETTS
 PDH0424 Preventing Discrimination and Harassment Frontline MAINE
- PDH0424 Preventing Discrimination and Harassment Frontline ILLINIOS
 PDH0424 Preventing Discrimination and Harassment Frontline DELAWARE
- PDH0424 Preventing Discrimination and Harassment Frontline CONNECTICUT
 PDH0424 Preventing Discrimination and Harassment Frontline CALIFORNIA
- PDH0424 Preventing Discrimination and Harassment Frontline ALL OTHER STATES

2 Receive Completion Credit - I AM SUBMITTING FOR MYSELF



Frontline Leader: You may need to assist the team member in completing the form.

- 1. Click link in last step on page: I AM SUBMITTING FOR MYSELF
- 2. Complete page 1 of form; click **Next**



CHICAGO Frontline Leaders: See next page for additional details

3. Enter required information on page 2 of form; click Submit

Enter your answer 6. Enter the ABM/Able employee ID number / team member's person number. For example: 123/5573 9. Enter your answer 9. Ther your answer 9. On you have any additional questions or concerns we should be aware off * 9. Do you have any additional questions or concerns we should be aware off * 9. Do you have any additional questions or concerns we should be aware off * 9. Do you have any additional questions or concerns we should be aware off * 9. Do you have any additional questions or concerns we should be aware off * 9. Do you have any additional questions ar concerns we should be aware off * 9. Do you have any additional questions ar trict policy prohibiting sexual harassment as well as harassment or discrimination based on any other legally-recognized atatus. 1. Inderstand that ABM prohibits retailation for reporting prohibiting areastment or discrimination. I understand that any ABM applicant or team member who belows how the has been subjected to prohibite anassment or discrimination. The ABM completions artist policy prohibiting prohibiting accurvation. 9. De ABM Compliance Hotline at 1-877-253-7804 or abmodulus should report at meedately to: 9. Lea ABM Compliance Hotline at 1-877-253-7804 or abmodulus should report at meedately to: 9. Lea ABM Compliance Hotline at 1-877-253-7804 or abmodulus athic point. 1. De ABM Compliance Hotline at 1-877-253-7804 or abmodulus should report at meedately to: 9. Leader II. In an an hourly team member. I completed this linious Anti-Barassment for infinite line we docked in on ABM is timekeeping system during my regular shift during non-break time. 1. Date: 1. Dat	5.8	Enter the name of a team member (first and last name). For example: Ellen Dee *
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Back Submit		LAGREE
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2 Receive Credit - I AM SUBMITTING FOR MYSELF Illinois & Chicago



- 1. Click link in last step on page: I AM SUBMITTING FOR MYSELF
- 2. Complete page 1 of form; click **Next**

Enter your team member information to receive	credit for watching the Anti-Harassment video
* Required	
To receive credit for completing the	e course, follow the prompts below:
1. Select your State *	
Illinois	Select State : Illinois
2. Illinois Team Member: Select the applicat	ole language *
English	Select language
	Language choices based on state
3. Illinois Team Member: Select the applicat	ole region *
	Selection region
Chicago (Chicago Team Members Only)	Illinois (Non Chicago Only)
	Chicago (Chicago Team Members Only)
4. Chicago Team Member: Select the applic	Chicago Only: Select course for
L	either annual or new hire training

3. Enter required information on page 2 of form; click **Submit**

5. Enter the name of a team member (first and last name). For example: Ellen Dee *	
Enter your answer	
 Enter the ABM/Able employee ID number / team member's person number. For example 12345678 	8
Enter your answer	
 Do you have any additional questions or concerns we should be aware of? * 	
Enter your answer	
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I see the term "Anti-Harassment" and "Preventing Discrimination & Harassment" used for trainings. Do these terms refer to the same thing?



The terms refer to the same topics.

How do I confirm that a team member has been marked complete for the training?

Use this link to access the Training Completion Report (ATIC). Search for and select Curriculum Names such as

- Onboarding Curriculum Frontline Hourly 2024
- PDH0724 Preventing Discrimination & Harassment Frontline

Use available filters (left-side panel) to show team members by name, manager name, work state, location, etc. Data on the Training Completion Report (ATIC) is updated 4 times a day with data from ABMU.

I don't see my team member's completion reflected on the completion report - what should I do?

A few things to consider:

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- Report is updated four times a day (Action: if more than 1 day, follow next steps below)
- Team Member-submitted forms are entered into ABMU weekly (Action: if more that 1 week, follow next steps below)
- Was the correct course selected in the Quick Complete Tool? (Action: if not, re-enter the information with the correct course) Next steps:
- Email <u>abm_learning@abm.com</u> with team member's ID, date of completion, course name, and issue
- Contact your Field HR Partner for assistance

What is the difference between a curriculum and a course in ABMU?

A curriculum is a group of courses and other content that is assigned to team members. It is used to track completions for a particular training launch. A course is a training resource which contains content for a specific topic in formats such as eLearning, videos, job aides or webinar.

Where does the Form data go once the Team Member clicks Submit?

The forms are reviewed on a weekly basis by a member of the L&TD team. The data is uploaded into ABMU at the course level. ABMU then grants credit at the curriculum level where the course is included. There will be a delay in this data appearing on training completion reports generated by ATIC.

Gampio i	
Location Name	
All	~
Department	
All	~
Manager	
All	~
Name	
All	\sim

Sample Filters

ABM

Thank You