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# 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

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

All NEW 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
-  **System Info:** MS Edge browser; Disable pop up blockers

## How to Access

[Click to access Frontline Training Videos by State](#)

Select your state

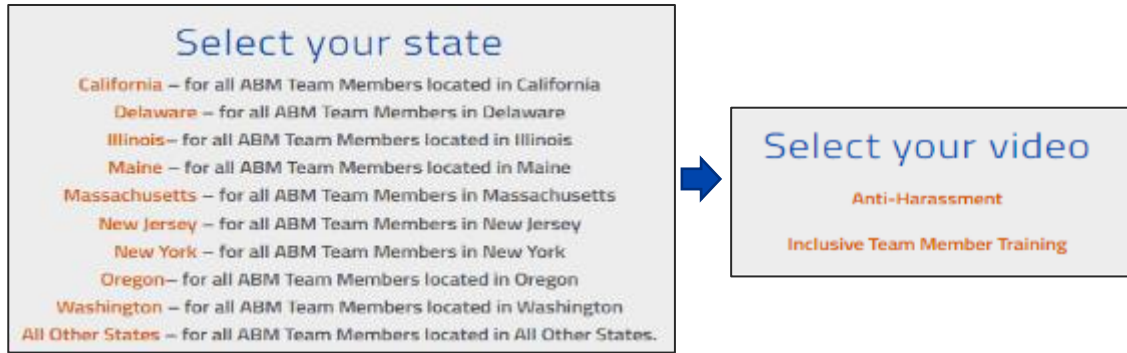
- California** – for all ABM Team Members located in California
- Connecticut** – for all ABM Team Members in Connecticut
- Delaware** – for all ABM Team Members in Delaware
- Illinois** – for all ABM Team Members located in Illinois
- Maine** – for all ABM Team Members located in Maine
- Massachusetts** – 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 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 [SharePoint](#).

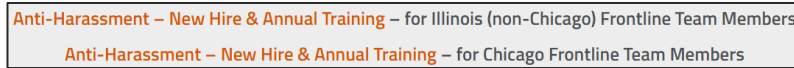
# 1 Play Video(s)

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:



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

**Step 1: Please watch the Anti-Harassment video (14 min)**

Additional Resources:  
Please read the ABM Policy Against Harassment in the Workplace (English)  
Please listen to the ABM Policy Against Harassment 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 Receive Credit - I AM SUBMITTING FOR MY TEAM 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 Receive Credit - I AM SUBMITTING FOR MYSELF, MYSELF-Illinois & Chicago slides
- Assist team members in completing form

## Resources

- Click this [link to access the Quick Complete Tool](#) in ABMU or use this path in ABMU:  
ABMU → Menu (top left) → Admin → Quick Complete Tool
- If you need access to Quick Complete Tool – [request access](#)
- Quick Complete Tool Instructions – available in ABMU or [here](#)

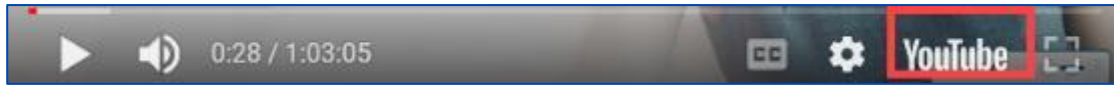


# 1 Play Video(s)

## Video Controls

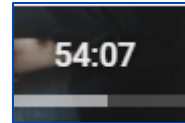
### To Launch In Full Screen

1. Click **YouTube** link at bottom of video



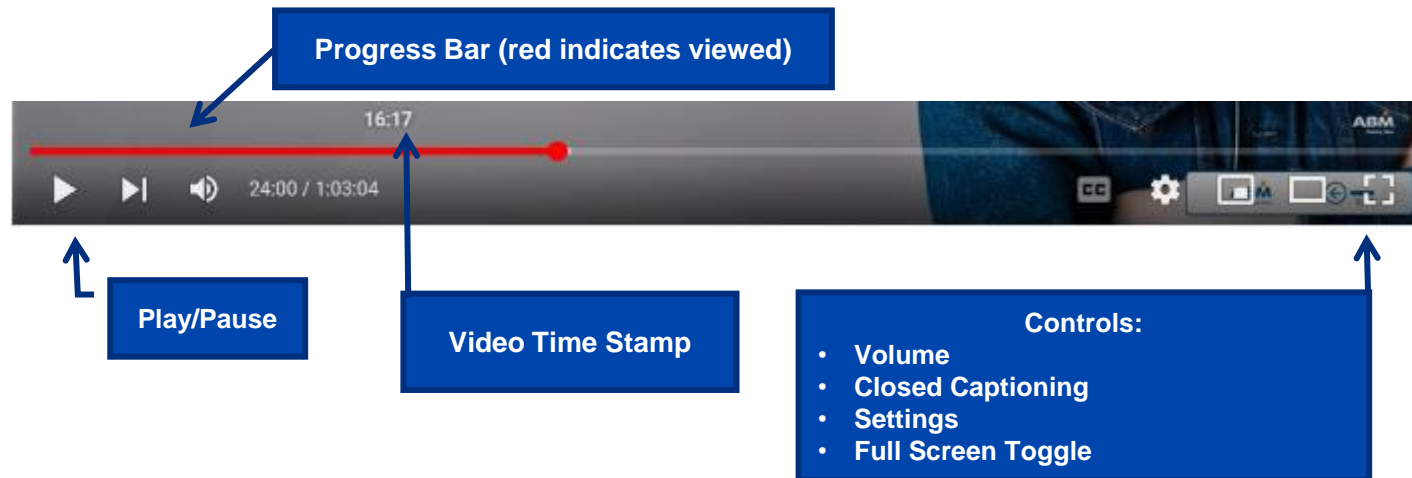
### To Navigate To A Video Timestamp

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



# 1 Play Video(s): Suggested Playlist – Chicago Frontline Anti-Harassment Training - Multiple Sessions



Video Time Stamp Start	Topic	Session	Total Session Time	Recommended Completion Date
00:00	<b>Chicago Anti-Harassment Training Introduction</b>	<b>Session 1</b>	<b>20 min</b>	<b>Complete Sessions 1- 3 by Aug</b>
1:20	Objectives   Training Requirements and Agenda			
2:50	What is Sexual Harassment? (15 min)			
17:50	Gender Identity			
18:30	Who is protected?			
19:00	Who can be a victim?			
20:00	Perpetrators of Sexual Harassment (9 min)	<b>Session 2</b>	<b>27 min</b>	
29:00	Examples of Inappropriate Conduct			
38:00	Sexual Harassment in Online Environments			
47:15	Speaking Up and Retaliation	<b>Session 3</b>	<b>36 min</b>	
48:25	Employer Responsibilities			
49:09	Reporting Sexual Harassment			
1:00:00	End of Video			
00:00	<b>Chicago Bystander Training Introduction</b>	<b>Session 4</b>	<b>21 min</b>	<b>Complete Sessions 4-6 by early October</b>
00:40	What is sexual harassment? (7 min)			
07:40	What is bystander intervention in sexual harassment (5 min)			
12:26	What is a bystander? (10 min)	<b>Session 5</b>	<b>32 min</b>	
21:20	Actively Assisting - 4 techniques to intervene and scenarios (32 min)			
53:00	Reporting	<b>Session 6</b>	<b>13 min</b>	
53:11	Summary and Review			
1:00:09	End of video (7 min)			
0:00	<b>Acceptable Behavior Video – 3 min</b>			

Time stamps are similar in Spanish and Polish videos.

## 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.

[Direct Link to Quick Complete Tool](#)

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

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 ILLINOIS
- 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

Preventing Discrimination and Harassment - Frontline - All Other States HR

#	Select	Emp ID*	First Name*	Last Name*	BU / Project / Top Task*	Comments	Date*
1	<input type="checkbox"/>	12345667	Amc	Jest			2023-07-20
2	<input type="checkbox"/>	AS333333	John	Amigo			2023-07-20
3	<input type="checkbox"/>						YYYY-MM-DD
4	<input type="checkbox"/>						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

Quick Complete Tool Issues or need access? Open a [Ticket](#) (Include your name, EE ID and reason for access)

## 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**

## 2 Receive Credit - I AM SUBMITTING FOR MYSELF Illinois & Chicago

Illinois 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**

Enter your team member information to receive credit for watching the Anti-Harassment video

\* Required

To receive credit for completing the course, follow the prompts below:

1. Select your State \*

Illinois Select State : Illinois

2. Illinois Team Member: Select the applicable language \*

English Select language

Language choices based on state

3. Illinois Team Member: Select the applicable region \*

Chicago (Chicago Team Members Only) Selection region

Illinois (Non-Chicago Only)  
Chicago (Chicago Team Members Only)

4. Chicago Team Member: Select the applicable course \*

Chicago Only: Select course for either annual or new hire training

Next

Page 1 of 36 IGNORE page count

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

6. Enter the ABM/Able employee ID number / team member's person number. For example: 12345678

Enter your answer

7. Do you have any additional questions or concerns we should be aware of? \*

Enter your answer

I have carefully read and reviewed the content of, and completed, the 2022 Illinois Anti-Harassment Training pursuant to the Illinois Human Rights Act, 775 ILCS 5/2 provided to me by ABM. I understand that ABM maintains a strict policy prohibiting sexual harassment as well as harassment or discrimination based on any other legally-recognized status.

I also understand that ABM prohibits retaliation for reporting prohibited harassment or discrimination. I understand that any ABM applicant or team member who believes he/she/they has been subjected to prohibited harassment, discrimination, or retaliation by a co-worker, supervisor, manager, client, visitor, vendor, customer, or temporary or seasonal worker of ABM, or who believes another individual has been subjected to such conduct, should report it immediately to:

1. The ABM Compliance Hotline at 1-877-253-7804 or [abmhotline.ethicspoint.com](mailto:abmhotline.ethicspoint.com);  
2. Your local Human Resources Representative or regional HR Director.

I confirm that if I am an hourly team member, I completed this Illinois Anti-Harassment Training while I was clocked in on ABM's timekeeping system during my regular shift during non-break time. If I used my personal phone/device to complete this training, I can submit a request for reimbursement for my data usage at [reimbursement.abm.com](http://reimbursement.abm.com).

I AGREE

Back Submit



## 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.

### Sample Filters

Location Name	All
Department	All
Manager	All
Name	All

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

A few things to consider:

- 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 [abm\\_learning@abm.com](mailto:abm_learning@abm.com) 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.



Thank You