



## CALIFORNIA EMPLOYEE PRIVACY NOTICE

This California Employee Privacy Notice explains how ABM Industries handles and uses personal information collected about you when you are employed by ABM, engaged to provide services to ABM or apply for a job with ABM.

### 1. Scope

This California Employee Privacy Notice only applies to employees, contractors, and job applicants who are residents of the State of California.

### 2. Definitions

**“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 employee/staff, job applicants, consultants, individual contractors, and third parties whose information is provided to us in connection with employment or other working relationship. This Notice also applies to information provided to us about employees’ relatives or others that is used for emergency contact or benefits administration purposes. (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 information and to being transparent about what information we hold. **We do not sell or share your personal information.** Your personal information 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.

### 3.



information to us about other people, you should inform them of the information which you intend to provide to us. If you disclose their personal information to us, they may wish to read this notice.

Some of the information we collect above is defined as "**sensitive personal information**" by the state of California. This means information such as:

- Race or ethnicity, which we are required to collect for government reporting
- Citizenship and immigration status
- Medical information, which we may use to manage your health and welfare benefits
- Biometric information, such as fingerprints (used in connection with timeclocks) or other biometric information to identify you, as may be required for work in secure areas like airports, or visual and audio information we may obtain if you use video interviewing as part of the application process, or photographs of you for identification badges
- Physical or mental health, which we may use to manage your health and welfare benefits
- Trade union membership, which we are required to collect for government reporting

When we collect sensitive personal information, 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.

## **6. WHO DO WE DISCLOSE YOUR INFORMATION TO?**

Your information will be disclosed





ABM will contact you within 10 days of your request to verify your identity and confirm your request. ABM has 45 days to fulfill your request and can extend to 90 days. ABM will alert you if we need an extension.

ABM will verify your identity using your name and employee number, if available. We may require other identifiers such as your phone number and email address. ABM privacy representatives will work with you to fulfill your request. If we are unable to verify your identity, we may deny the request.

You may also use an authorized agent to submit a request on your behalf. ABM requires proof the agent has signed permission to act on your behalf. ABM may request to verify your identity and confirm you provided the authorized agent permission to submit the request. This requirement is waived if you have provided the authorized agent with power of attorney.

## **11. HOW DO WE SECURE YOUR Personal Information?**

We use technical and organizational security measures to protect the security of your personal information both online and offline including the implementation of access controls, implementation of firewalls, network intrusion detection and use of anti-vir79 671.5 Tm0 g0 G(e )8(r)-3(eq)3(ue)14(st)-4(.)6( )-4(Th)4(i)53 0 595.44 841requesa Cm