

# Onboarding Program Objectives



- New Team Members experience a consistent, robust and welcoming Orientation and Onboarding process.
- New Team Members have clear direction and access to the tools and resources needed for success from day one.
- New Team Members are grounded with an understanding and personal connection to ABM's culture and values.

## Scope:

- Target audience is all UK Staff and Management.
- New Team Member: Project focuses on the first 90 days after start.
- Content is foundational in nature .
- Curriculums in ABMU will ensure compliance-related training is completed as part of the Onboarding process.

# Onboarding Programs – Staff & Management

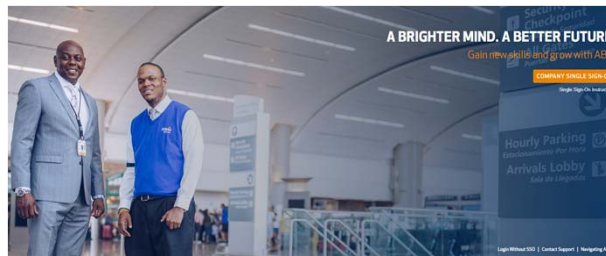
A Superior Onboarding Experience For New Team Members That is Effective, Consistent and Welcoming

## New Team Member Playbook



- Guides new Team Members on a journey of success through their first 90 days.
- Auto-assigned to new hires via ABMU.
- Links to Compliance Training Curriculum.
- Is the foundation for more Playbooks being created.

## Access via ABMU



- Team member will receive an email from ABMU outlining how to access the Playbook, webinars and compliance curriculum

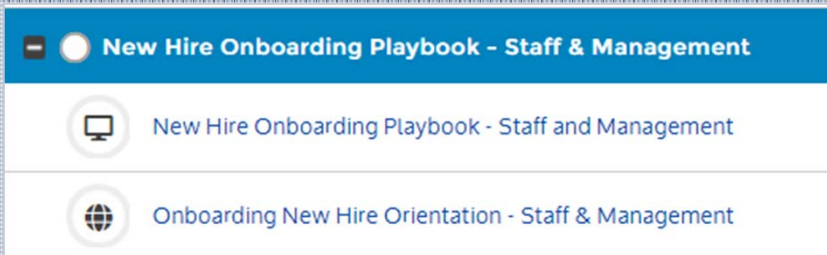
## New Team Member Orientation Webinar



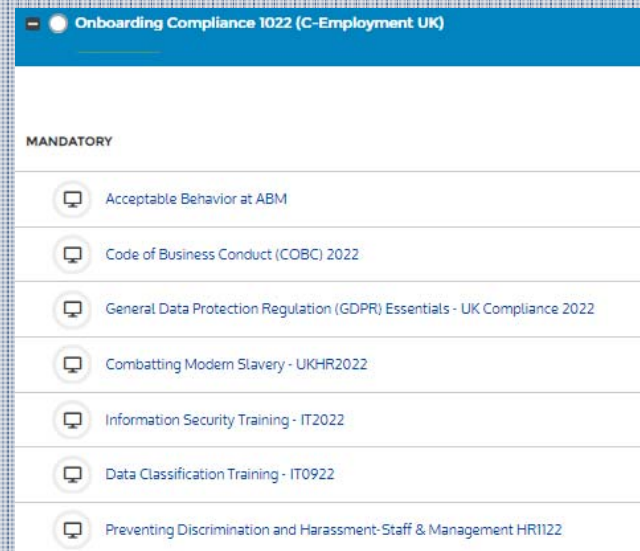
- Provides networking opportunities.
- A chance to ask questions.
- Once a month: 3<sup>rd</sup> Tuesday
- Sign up via ABMU:
  - [Click Here](#) to sign up in ABMU
  - Send your request to [Training.Bookings@abm.com](mailto:Training.Bookings@abm.com)

# For the New Hire

- Playbook assigned via ABMU to new Team Member once information is in TMG.
- Compliance training assigned via ABMU to the new Team Member once information is in TMG.
- ABMU sends emails to new team member for Playbook & Orientation webinar, and Compliance training.
- 30-60-90 Day feedback surveys available on ABMU.



The screenshot shows a blue header with a hamburger menu icon and the text "New Hire Onboarding Playbook - Staff & Management". Below the header are two white cards. The first card has a computer monitor icon and the text "New Hire Onboarding Playbook - Staff and Management". The second card has a globe icon and the text "Onboarding New Hire Orientation - Staff & Management".



The screenshot shows a blue header with a hamburger menu icon and the text "Onboarding Compliance 1022 (C-Employment UK)". Below the header is a white section titled "MANDATORY". Under this section is a list of seven items, each with a computer monitor icon and text: "Acceptable Behavior at ABM", "Code of Business Conduct (COBC) 2022", "General Data Protection Regulation (GDPR) Essentials - UK Compliance 2022", "Combatting Modern Slavery - UKHR2022", "Information Security Training - IT2022", "Data Classification Training - IT0922", and "Preventing Discrimination and Harassment-Staff & Management HR1122".