To: New Salesforce CRM Users

From: **Robyn Miller, Chief Counsel, North America**

Re: **Salesforce Database Access Agreement – Action Required**

As a licensed user of the AECOM Salesforce Database (“Database”), you will have access to information related to specific procurements, information on clients, prospective clients, competitors, teaming partners and similar organizations and account contacts.

With this privilege of access to the Database, you are also assuming an increased duty to AECOM to protect the information contained in this Database.  This information includes highly sensitive proprietary and confidential business information belonging to AECOM.  Proper use of such information as needed to conduct your normal day-to-day duties is authorized.  However, **unauthorized disclosure or use of the information contained in this Database is strictly prohibited.**  Violation of the restrictions on use and disclosure will subject you to disciplinary action up to and including dismissal.  Violation may also subject you to potential criminal and civil liability.

AECOM is a publicly-held corporation subject to the requirements of the U.S. Securities and Exchange Commission (SEC).  Since this Database contains highly sensitive proprietary and confidential business information not generally known or available to the public, you will need to be familiar with the restrictions contained in the[**AECOM Insider Trading Policy**](http://my.aecomnet.com/deployedfiles/Intranet/AECOM%20Corporate/About%20AECOM/Documents/18907-AECOM_Legal_trading_r2.pdf)in order to determine whether you are subject to those additional restrictions.  Failure to comply with this policy may subject you to AECOM-imposed sanctions, including dismissal for cause, whether or not your failure to comply with this policy results in violation of law.

**By accessing the Database, you are agreeing to maintain the confidentiality of the information contained in the Database and to use such information solely for the benefit of AECOM and solely as needed for the proper performance of your responsibilities as an employee of AECOM.  This is a continuing duty that will survive deactivation of your privilege to access the Database.**

**Please confirm that you have read, understand and will comply with this Agreement by returning this email to** [**Salesforce\_Help@aecom.com**](mailto:Salesforce_Help@aecom.com) **with the comment: “I have read, understand, and will comply with this Agreement.”** **Your Salesforce CRM login information will be forwarded to you once your agreement to the terms has been received.**

A copy of this Agreement will be included in your personnel file with Human Resources.

If you have any questions related to your responsibilities relating to the Database, you may obtain additional guidance from Philip D. Kessack, Vice President and Senior Legal Counsel, North American Business Lines (864) 329-7736.  If your question is related to the trading of AECOM securities, please contact Preston Hopson (213) 593-7754 or David Gan (213) 593-8038 or contact [tradingcompliance@aecom.com](mailto:tradingcompliance@aecom.com).