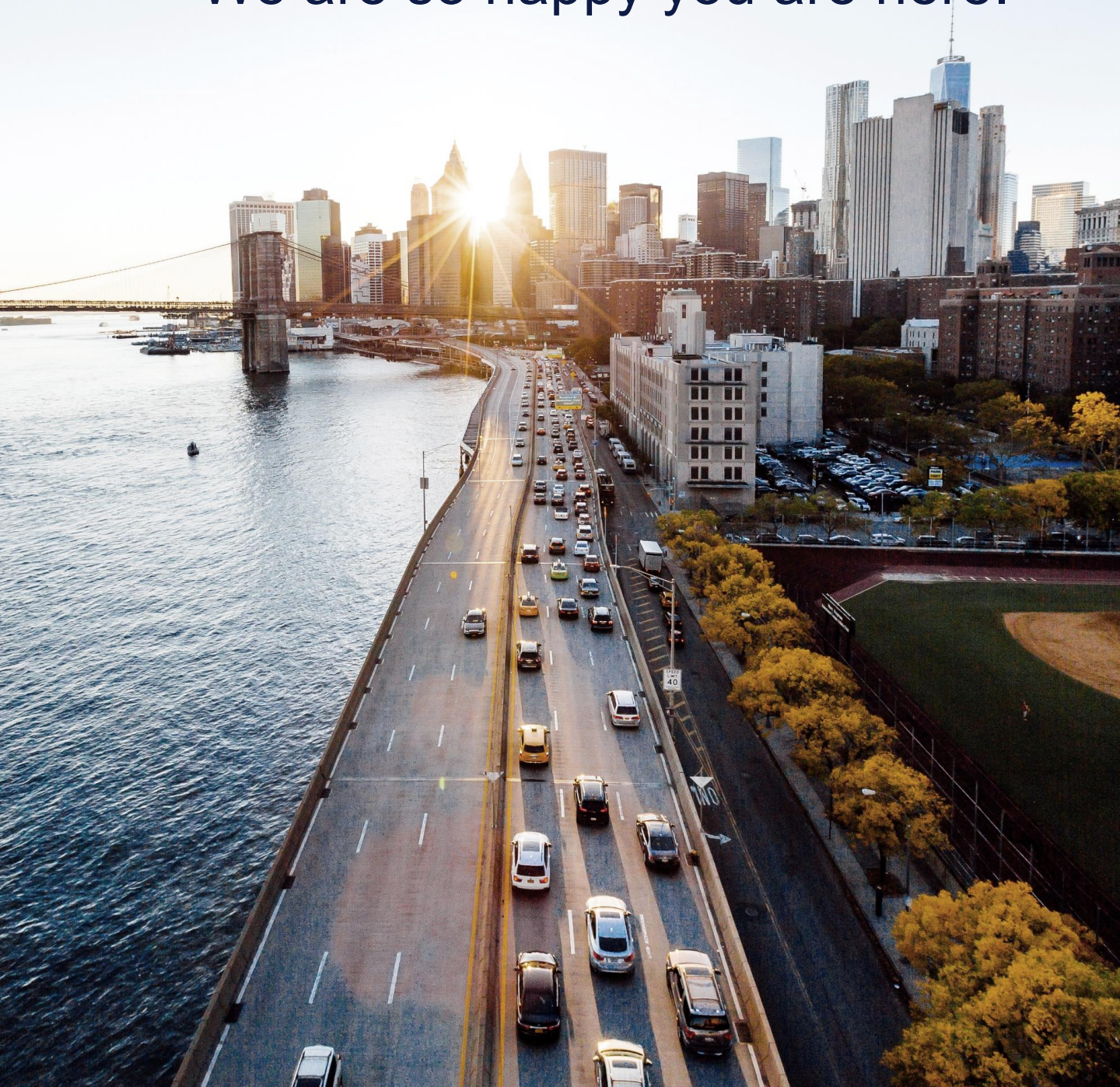


Welcome

We are so happy you are here.



The Talent Philosophy

The AbbVie Talent Philosophy sets the expectations for how we lead and develop our employees and is central to our culture.



Performance

We push ourselves and each other to reach high levels of performance to best serve our patients.

Behaviors

We model our Ways We Work to drive AbbVie's performance and expect the same from our teams.

Differentiation

We hold ourselves and each other to the highest standard and ensure that those employees who make the greatest contributions receive the greatest rewards.

Accountability

We are each accountable for how we perform. Our leaders are also accountable for developing our people in ways that drive performance and support our culture.

Transparency

We are honest and provide feedback to employees about their performance and future within the organization – what it takes to succeed and win at AbbVie.



Ways We Work Culture Overview

Our actions ripple outward and lead to collective impact. The Ways We Work are a core set of behaviors that provide clear expectations for all employees, reflect our culture and reinforce that how we work together to deliver breakthroughs matters. Learn more about each behavior and how to bring them to life every day and in every interaction.

**All For
One AbbVie**

We succeed together
when we put AbbVie first.

**Decide
Smart
& Sure**

We make intelligent and
timely decisions.

**Agile &
Accountable**

We plan, adapt and own
our results.

**Clear &
Courageous**

We model open, honest
and candid dialogue.

**Make
Possibilities
Real**

We turn vision into reality.





Ways We Work Culture Overview

Leadership Attributes

For all employees, we measure these specific behaviors:

People Leader Attributes

For people leaders, we also measure these specific behaviors:

All For One AbbVie

- **Operates** with an enterprise perspective, putting overall AbbVie before individual or functional interests.
- **Inspires** and motivates others toward a shared purpose.
- **Influences** colleagues to achieve cross-functional alignment.
- **Behaves inclusively and equitably** so that everyone can participate, contribute and reach their full potential.

- **Selects** and builds diverse, high-performing teams.
- **Creates** an inclusive environment where all direct reports are accepted for who they are and can reach their full potential.

Decide Smart & Sure

- **Deals** comfortably with risk and ambiguity, changing course when needed.
- **Knows** the business and the cross-functional contributions needed to deliver results.
- **Makes** timely, high-quality decisions with less than perfect information, seeking out and considering diversity of input.
- **Lives** AbbVie Principles. Acts consistently with our ethics, obligations and the law.

- **Recognizes** and rewards direct reports for the results produced.
- **Deals** with behavior and performance issues that do not meet AbbVie expectations in an appropriate and timely way.

Agile & Accountable

- **Sets** clear strategies and robust implementation plans.
- **Gives** full accountability when delegating; accepts full accountability when delegated to by others.
- **Delivers** business results while also positioning AbbVie for long-term success.
- **Simplifies** how work gets done; removes needless bureaucracy.
- **Seeks** diverse ideas, viewpoints and backgrounds to enhance outcomes.

- **Sets** clear goals that challenge direct reports to raise the bar on performance.
- **Values** diverse ideas, viewpoints and backgrounds to enhance outcomes.
- **Enables** direct reports to adapt and move fast.
- **Adjusts** course/plans based on newly introduced perspectives and encourages others to do so.
- **Creates** a flexible work environment in which all employees are empowered to deliver their best performance.

Clear & Courageous

- **Acts** respectfully yet courageously; says what needs to be said.
- **Manages** conflict and difficult conversations in a constructive, transparent way.
- **Uses** mistakes, failure and reflection as vehicles for learning and improvement.
- **Communicates** openly and honestly with all colleagues.

- **Respectfully** provides and is open to transparent, accurate and timely feedback to help direct report improve performance.
- **Generates** confidence and momentum through times of change.
- **Fosters** a willingness and ability to have inclusive conversations by creating a trusting environment and demonstrating a commitment to listening and considering all points of view.

Make Possibilities Real

- **Looks** outside AbbVie for new ideas to stimulate innovation.
- **Connects** unrelated concepts, generates original or unique ideas by seeking out and incorporating new and different perspectives.
- **Creates** an environment where everyone feels comfortable bringing their authentic self and in which people appropriately experiment and challenge the status quo.
- **Persistent** and resilient-finds the way to move good ideas forward.

- **Develops** direct reports and capable successors through coaching, stretch assignments and learning opportunities.
- **Considers** individual needs, removes obstacles, tailors support and provides flexible ways of working that enables direct reports to achieve results and reach their full potential.
- **Champions** ideas from across direct reports that challenge the status quo and drive higher performance.



Equity, Equality, Diversity and Inclusion at AbbVie



As you begin your journey with us, know that we are committed to equity, equality, diversity and inclusion (EEDI), which is foundational to who we are at AbbVie.

At AbbVie, everything we all do is grounded in our Principles, including *embracing diversity & inclusion*. Globally, our employees embrace diverse backgrounds and perspectives and treat everyone equally, with dignity and respect, allowing us all to achieve our best.

Inclusion shapes the way we lead. It connects us to possibilities we wouldn't otherwise see - and unlocks a level of performance and growth we couldn't otherwise achieve.

We are proud to offer an environment that allows our colleagues around the world to achieve their full potential. We strive for collaborative, high-performing teams that embrace diversity of thought for more innovation and better outcomes.

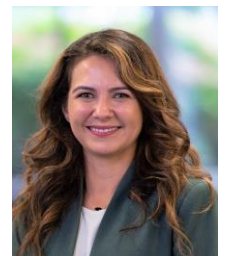
Our EEDI vision is that all employees can say:

"I belong. I am inspired. I am not the only one. And together, we make a difference for our patients around the world."

Ways you can amplify EEDI:

- Explore EEDI resources and learn more about inclusive team norms at [go/EEDI](#)
- Join Employee Resource Groups at [go/ERG](#). **Open to all employees**, our seven ERGs are: Ability at AbbVie, AHORA Hispanic/Latino, Asian Leadership Network, Black Business Network, PRIDE, Veterans and Women Leaders in Action
- Learn about significant holidays and cultural observances and add them to your Outlook calendar at [go/CulturalCalendar](#)
- Stay informed on EEDI activities by following the "Belonging@AbbVie" topic on My AbbVie

"Inclusion is at the heart of how we lead at AbbVie. It shapes how our colleagues engage every day, fueling a collective dedication that unlocks the power of all. Together, our commitment to inclusion drives extraordinary outcomes and leaves a lasting impact on patients' lives."



Mayra Cardenas
Vice President, EEDI

AbbVie Talent Link



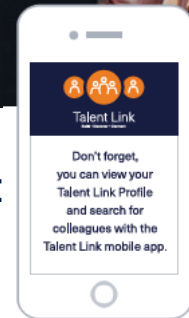
Talent Link is AbbVie's professional networking platform.

- **Build** your personal brand.
- **Discover** colleagues across the globe.
- **Connect** with colleagues in various communities.



Tips for creating a powerful Talent Link Profile:

- **Speak** to your target audience through your professional summary. Tell us who you are, what makes you different and what drives you.
- **Show** the outcomes of your work. List facts, figures or examples of your work results using active verbs. And remember, keep it short!
- **Share** things others may not know about you. Are you multilingual? Have you written a publication or received an award? Impress your colleagues by including it on your Talent Link Profile.
- **Highlight** your career path with your future career interests. Are there critical next roles you'd like to pursue? Describe who you are, where you are going, and how you'll get there.
- **Personalize** your profile with a professional photo to help colleagues recognize you.
- **Find** the perfect AbbVie community based on your interests. Whether it's an Employee Resource Group, Toastmasters Club, or an affiliation based on common interests, you can find the right community.
- **Ask** a colleague to review your Talent Link Profile. Get feedback on your brand!



Office of Ethics and Compliance



OEC
Office of Ethics
and Compliance

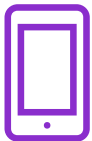
AbbVie's Office of Ethics and Compliance (OEC) serves a critical role in ensuring that all of us across the globe operate with the highest standards of integrity. OEC drives AbbVie's compliance program focusing on strong leadership, clear written standards, accountability, effective lines of communication, and relevant training. OEC partners with all stakeholders to deliver agile, actionable and solution-oriented results to achieve strategic objectives and priorities. The following are important resources for you:



OEC GLOBAL POLICY PORTAL NOVASTAR ([go/novastar](#)) helps you access all global and local compliance policies and procedures in one place. It also hosts helpful tools and resources applicable to your division and country.



LERN ([go/lern](#)) is where you find assigned training on AbbVie policies. You will have 120 days to complete all foundational LERN modules. After your first year, you will be assigned refresher LERN modules quarterly.



HELPLINE ([go/helpline](#)) Speaking up when you see, or suspect, inappropriate behavior helps AbbVie maintain our strong ethical foundation. Concerns can be raised confidentially on AbbVie's Ethics Helpline 24 hours a day, seven days a week.



OEC Site ([go/oec](#)) is your resource for learning more about the Office of Ethics and Compliance, including accessing the Code of Business Conduct and learning about Conflict of Interest.

“At AbbVie, our mission is to create medicines and solutions that make a remarkable impact on people’s lives. It’s not only what we do that matters, but also how we do it. Every day, we work to uphold our core principle, acting with integrity in everything we do. This unwavering commitment to ethics and compliance with each action and decision enables us to be trusted partners with healthcare providers, patients, and those in our broader communities.”



– Stephen Lawniczak, VP & Chief Ethics & Compliance Officer

EHS



Environmental Health & Safety



Together we're focused on driving our *Zero. Believe It. Achieve It.* culture; a culture where everyone believes ZERO is achievable so we can all make a remarkable impact on those who matter most: our patients, family and community.

It is the shared responsibility of each employee to uphold EHS commitments and ensure that concerns for human health, safety and the environment are integrated into AbbVie's business decisions worldwide.



EHS Intro Video



End of Day Video

Start Your EHS Engagement Journey With



Be aware of....

- How to contact your business EHS representative
- How to report injuries & illnesses
- Health hazards and safety risks in your area
- Location of safety data sheets
- How to submit EHS improvement ideas
- AbbVie's commitment to environmental sustainability

Emergency Response & Security



Know how to respond if....

- There is an emergency situation
- A site evacuation is required
- There is a medical emergency
- You need to use your location's emergency call number

Please adhere to the following...



No mobile phones while walking | driving



Obey posted speed limits



Use pedestrian walkways



Smoking or vaping only in designated areas



Use the handrails on staircases



Wear designated PPE



Dispose of waste appropriately



Report all worker injury | illnesses



Global EHS
GO/globalEHS

AbbVie Product Shop

The AbbVie Product Shop is an online company store where active U.S. and Puerto Rico employees can purchase SkinMedica®, REFRESH®, and Lastacraft® products at a significant employee discount.

To make purchases on the AbbVie Product Shop, create an account using the unique activation email sent to your AbbVie email address.



Products Available

SkinMedica®, an award-winning skin care line.

No matter what your eye dryness symptoms,

Refresh® has an artificial tear for you.

When it comes to relieving itchy allergy eyes, no matter the season, it's **Lastacraft®** season.



Get started!