



Associate Handbook



Manpower®

Your employment with Manpower is “at-will.” That means your assignment and/or your employment can be terminated for any reason, with or without cause and with or without notice. At the termination of your employment, Manpower is not liable for wages or salary except those you earned prior to the date of termination.

This handbook is not intended to be a contract of employment or a guarantee of employment benefits or rights. Manpower reserves the right to modify, suspend, revoke, terminate or change in whole or in part, any of its policies, procedures, practices or benefits at any time, with or without notice.

2	Welcome
3	Assignments
3	Manpower Is Your Employer
3	If Injured on the Job
4	Getting Paid
4	Time Reporting
5	About Your Pay
5	Direct Deposit Convenience
6	Other Pay Options
6	Our Clients' Costs
7	Satisfaction & Recognition
8	Benefits
9	Paid Holidays
9	Vacation Pay
9	Referral Bonus
9	Employment & Income Verifications
10	Career Development
11	Policies
11	Equal Employment Opportunity
11	Safety
12	Family & Medical Leave Act
13	Substance Abuse
13	Violence-Free Workplace
13	Solicitation/Distribution
14	Use of Information Technology Resources
14	Confidentiality
14	Intellectual Property
15	At-Will Employment
15	Assignment Availability
15	Unemployment Compensation
15	Manpower Privacy Notice for U.S. Residents
16	Anti-Harassment/Anti-Discrimination
17	Acknowledgment & Acceptance of Manpower's Harassment-Free Workplace Policy
19	Tips for Success

Welcome

You now work for the staffing industry leader – Manpower. Every day, all around the world, millions of jobs are filled by Manpower employees just like you. Plus, we serve over 400,000 clients from our more than 4,300 offices worldwide. Working for a staffing leader provides you with opportunities and options you won't find elsewhere.

This handbook is designed to help make your employment with us as beneficial for you as possible. After you review it, keep it as a handy resource. And, remember: your Manpower Representative is always available to answer your questions personally.

Our Commitment/Our Brand. When you become an associate of Manpower, you not only join a team that is committed to excellence but you also become a member of a company that:

- Rewards excellence and innovation
- Recognizes individual contributions
- Provides competitive pay and benefits
- Encourages professional growth and development that is consistent with interest and abilities
- Supports open communication

Values.

- **People.** We care about people and the role of work in their lives. We respect people as individuals, trusting them, supporting them, enabling them to achieve their aims in work and in life. We help people develop their careers through planning work, coaching and training. We recognize everyone's contribution to our success – our staff, our clients and our candidates. We encourage and reward achievement.
- **Knowledge.** We share our knowledge, our expertise and our resources, so that everyone understands what is important now and what is happening next in the world of work – and knows how best to respond. We actively listen and act upon this information to improve our relationships, solutions and services. Based on our understanding of the world of work, we actively pursue the development and adoption of the best practices worldwide.
- **Innovation.** We lead in the world of work. We dare to innovate, to pioneer and to evolve. We never accept the status quo. We constantly challenge the norm to find new and better ways to doing things. We thrive on our entrepreneurial spirit and speed of response; taking risks, knowing that we will not always succeed, but never exposing our associates or clients to risk.

Variety and Flexibility. Working on assignments for Manpower enables you to work for one employer, but in many different environments. You may prefer the flexibility that different assignments provide, as well as the ability to explore different work environments. Or, you may prefer to be hired by one of Manpower's clients. There may be opportunities for both at Manpower.

Assignments

When you accept an assignment with Manpower, we'll provide you with:

- The company's name and location
- Directions to the worksite
- Start date, time and projected length of assignment
- Work hours, lunch and break times
- Check-in procedures, if required
- Supervisor's name
- Description of what you'll do on the job
- Dress code, including any required safety equipment
- Pay rate
- An assignment order number to use for payroll purposes
- An Identification Number

This is your main source of information about your assignment, so feel free to ask as many questions as you wish. We won't pressure you to accept an assignment – the decision is always up to you. When you accept an assignment, remember that we're counting on you to do your best.

Manpower Is Your Employer. Whether you're on a short- or long-term assignment with our client, you are still a Manpower employee.

Call your Manpower Representative to tell us if:

- You're going to be late or unable to report for work. **Not showing up for work without first telephoning us could be cause for termination.**
- The work you're asked to do is substantially different from the work described to you by your Manpower Representative.
- The work environment appears unsafe.
- You're sick or injured on the job, or feel you can't complete a job.
- You're unavailable for a period of time. Let us know in advance if you're planning a vacation or time off for any reason.
- You've changed your address, telephone number, email address or banking relationship that would impact direct deposit.
- You've learned new skills that may qualify you for more assignments or higher pay.
- Your assignment ends. **You must call us within 48 hours to let us know of your availability for your next assignment.**
- You feel Manpower's Anti-Harassment/Anti-Discrimination Policy is being violated

If Injured on the Job. It's our sincere hope that you're never injured on the job. However, if you are injured, we want you to receive the best, most appropriate care without delay. If you're injured at work, notify your supervisor immediately and call your Manpower Representative as soon as possible the same day.

Getting Paid

It is your responsibility to report your time to ensure that you're paid correctly and on time. Failure to do so will delay your pay. Making sure you are paid correctly and on time is one of our most important commitments to you, but we need your help.

It's your responsibility to report your time by:

- Accurately tracking the time you arrive and leave work, and how long you take for lunch.
- Reporting your time weekly (Manpower's standard work week is Monday through Sunday.)
- Submitting your time for approval by one of the methods included in this handbook.
- Completing your report accurately in a timely manner. **Reports submitted late or inaccurately will cause a delay in your pay.**

Time Reporting. Depending on the client and area where you work, you'll be asked to report your time using one of the three methods detailed here.

1. DirectSM Time

Manpower's Direct Time lets you enter your time in two ways: online or through the automated telephone system. Both submission methods ensure accuracy and speed the payroll process.

- **Always enter your time before Sunday at midnight.**
- To use the easiest and fastest way to enter your time, go online to the web entry site: **<https://time.manpowerdirect.com>**.
- Or, you can call **toll-free: 1-800-641-7510 (English) or 1-800-644-5834 (Spanish)**.
- Have your Identification Number (given to you at the beginning of your assignment) and PIN ready when actually reporting your time. (The Identification Number can be found on your pay statement, and your PIN is the last four numbers of your Identification Number.)
- Follow the online or phone instructions closely to ensure accuracy.
- Write down your confirmation number. **NOTE: If you do not receive the entire confirmation number, your hours have not been submitted. Contact your Manpower Representative.**
- Once completed, log out of the web entry site or hang up the phone. Or, you can enter time for another assignment.

We strongly recommend that you PRACTICE using Manpower Direct Time first.

- **Online Training:** Enter this web address to access the guided training:
http://us.manpower.com/mdt_support/mdt_employee/
You will be guided through tutorials on how to easily enter your time online.

2. Swipe Clock

You may be asked to use a badge to swipe a clock to record your “in” and “out” times while on assignment.

3. Paper Timeslips

Instructions for the completion and submission of paper timeslips are included on your timeslip. Be sure to legibly complete all information and include your Identification Number on each timeslip.

NOTE: If you are assigned to a client who uses Manpower Direct Time, a swipe clock or paper time slips are not to be used. You are required to enter all of your time using the Time Capture Method the client has chosen to receive your pay.

About Your Pay. You’ll be paid your wage determined by both your skills and our client’s work requirements. Your wage may vary from job to job. Your Manpower Representative will tell you how much the job will pay before you accept the assignment. Your weekly pay is based on your completed and submitted time. As your employer, Manpower will deduct the necessary FICA and Federal, State and local (where applicable) taxes.

Direct Deposit Convenience. Direct Deposit, Manpower’s standard method of payment, offers you convenient, reliable, safe and easy access to your paycheck. You don’t need to wait for your paycheck to arrive in the mail, wait in line to deposit it and wait again for it to clear. This payroll system automatically deposits your earnings into your checking or savings account at the bank or credit union of your choice. You’ll receive an Earnings Statement itemizing all deductions and telling you the exact amount that was deposited into your account. Earnings statements are available to be sent via e-mail. Plus, your financial institution will provide a record of the deposits made to your account.

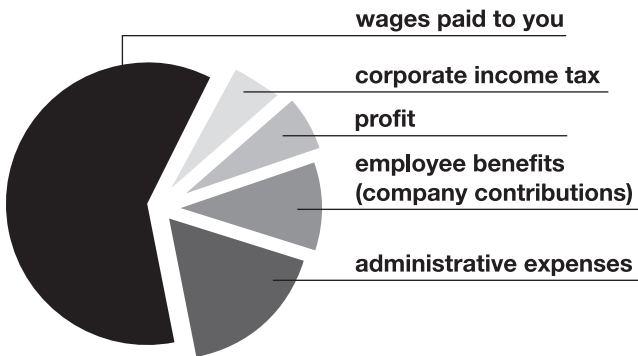
Manpower provides you with Direct Deposit **at no charge**. To enroll, complete the Direct Deposit Authorization Form, which is available from your Manpower Representative. Completing and signing this form gives Manpower the authority to deposit your pay to your account. Staple a voided check to the form for verification of all financial institution information. Return both the form and voided check to your Manpower Representative. **Note: Should you choose not to participate in Direct Deposit, Manpower has no control over the prompt delivery of your paycheck.**

Other pay options that may be available to you include:

- **Manpower Paycard.** This debit card allows you convenient access to your funds at ATMs and retail locations. Note: Your Manpower PayCard relationship is with the card provider, not Manpower.
- **Paper Check.** Manpower's paper check option is available through the ADP Total PayCard.* This is called a TRASCHECK that can be cashed for free at over 50,000 locations in the United States and Puerto Rico.
- **Bank at Work.** Through this program and as a Manpower associate, you may be eligible to apply for a totally free checking account. Bank at Work allows you to participate in our Direct Deposit program and, if you qualify, you can receive a free checking account with no minimum balance and an ATM card.

To ensure prompt deposits and statements, you should contact Manpower immediately if you have a change of address or financial institution. **And please remember: Manpower is your employer. Any questions about your pay must be directed to the Manpower Service Center at: 1-800-561-6934.**

Our Clients' Costs. You should know that our clients are charged an hourly rate that's more than your hourly pay rate. Our bill rates include the additional costs of selection, administration, employer contributions for Social Security, Unemployment taxes, Workers' Compensation, insurance, corporate income tax and profit. Only Social Security and other legally required deductions are withheld from your pay.



*These services will vary by location.

Satisfaction & Recognition

Circle of Excellence

It's important to experience a sense of satisfaction and pride, as well as to receive recognition for a job well done. At Manpower, we recognize our associates with the Circle of Excellence award. The award is based on a variety of criteria and is given out to associates on a monthly or quarterly basis.

Job Satisfaction

Your feedback after an assignment is also very important to us. From time to time, you'll be asked to complete a Job Satisfaction Review that asks you to rate your current and/or past assignments, job duties and Manpower's service delivery. Your candid response helps us make sure we're doing everything we can to meet your employment needs.



Benefits

Important Information about your Benefits

As benefits may vary from office to office, be sure to check with your Representative for information outlining the specific benefits available for your area.

As a Manpower associate, you will find that we offer one of the most comprehensive benefits packages in the industry. Our benefits include Medical/Dental Insurance, Life Insurance and AD&D, 401(k) Plan, and more.

You will be eligible to enroll in benefits after you are issued your first Manpower paycheck.

After you receive your first paycheck, a benefits enrollment packet will be mailed to your home address. This packet will contain a welcome letter and a guide that explains your benefits options and the enrollment process.

You will have 30 days from the date on your welcome letter to complete your benefits enrollment.

If you do not receive your enrollment packet within two weeks after your first paycheck, or if you have any questions regarding your benefits, our Benefits Enrollment Counselors are available Monday – Friday 8 am until 5 pm CST at 1-888-886-8998.

Your Manpower Representative will provide you with information outlining the specific benefits available for your area.



Paid Holidays* Manpower associates are eligible to be paid for any of these holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. To qualify for each paid holiday, you must have worked 1800 hours during the 52 weeks prior to the holiday. You must also be currently working on an assignment at the time of the holiday. **Note: Currently working is defined as working during the week ending prior to the holiday and the week ending of the holiday.**

Vacation Pay* You're eligible to receive 40 hours of vacation pay when you accumulate 1500 approved and processed hours during a single **plan year. Vacation pay is calculated as 40 hours at your average hourly rate during the period in which you accumulated 1500 hours. Vacation pay is issued automatically to you as a separate payment after your 1500 hours. Hours must be processed by the last Wednesday of the year. You do not need to take time off to receive your vacation pay. You are eligible for one vacation payment per year and cannot be paid in increments. Additional hours cannot be carried over to qualify as eligible hours in the next plan year. **Note: If you do not work for Manpower for a period of 90 calendar days, all hours previously accrued toward vacation pay will be forfeited.**

Referral Bonus. You can earn extra money by helping us find talented people. When you refer someone to Manpower and he or she completes at least 40 hours of work, you may receive a referral bonus. If the referral program is available in your area, a referral form will be included with this booklet.

Employment and Income Verifications*.** Manpower uses The Work Number® to provide automated employment and income verifications for our associates. So if you're buying a home, renting an apartment, or applying for a loan, The Work Number® will get the information you need.

What is The Work Number®?

The Work Number® is an automated process that allows employees to have their employment and income information verified within a matter of minutes. It is the number one service used by mortgage companies, pre-employment screeners, consumer finance, and government agencies. The Work Number® can be used anytime, anywhere – 24 hours a day, 7 days a week.

**Benefits not applicable to Wagemaster® personnel. As benefits may vary from office to office, be sure to check with your Representative for information outlining the specific benefits available for your area.*

***Plan year is defined as beginning on the first Thursday following the last Wednesday of December and ending on the last Wednesday of December of the following year.*

****Manpower franchise locations may not utilize this service.*

How to Use the Work Number®:

If you need verification of employment only, give the verifier the following information:

- Employer Code: 90508
- Your Social Security Number
- The Work Number® Access Options for Verifiers:
 - www.theworknumber.com
 - 800-367-5690

If you need verification of employment dates and income, you'll need to create a Salary Key. A Salary Key is a six-digit number that allows one-time access to your salary information.

- Access The Work Number®
 - www.theworknumber.com
 - 800-367-2884
- Select the Employee option and Login. To Login, you'll need:
 - Employer Code: 90508
 - Your Social Security Number
 - Your PIN (last four digits of your SSN)
- Select the "Create a Salary Key" option and write down the six-digit number.
- Give the verifier the following information:
 - Employer Code: 90508
 - Your Social Security Number
 - The six-digit Salary Key
 - The Work Number® Access Options for Verifiers:
 - www.theworknumber.com
 - 800-367-5690

Career Development. Because we're committed to enhancing the skills and careers of our associates, we developed the Training & Development Center (TDC) at www.manpowertdc.com. The TDC offers free, 24/7/365 access to an extensive range of online courses. You can master one skill, or customize a complete learning path. The TDC also serves as a powerful on-the-job reference tool, which you can use to refresh your skills or quickly learn how to complete a task.

Ask your Manpower Representative for more information about TDC courses in:

- **End-User Software Applications** – The latest in word processing, spreadsheet, presentation graphics, project management, database, email and scheduling
- **Business Skills** – Contact Center, Accounting, Marketing, Finance, Human Resources and more; plus courses covering professional development topics such as negotiation, leadership, delegation, coaching, managing project teams, problem solving and business writing, including grammar and punctuation

In addition to TDC courses, Manpower also offers training resources for:

- Safety
- Ergonomics Lifting
- Powered Industrial Truck

See your Manpower Representative for additional information and registration details.

Policies

It's essential that you thoroughly understand Manpower's policies. Please review the ones presented here. Indicate your understanding and acceptance of these policies by signing the Acceptance Form at the back of this handbook. Leave the form with your Manpower Representative. Policies and benefits may vary from office to office. Be sure to check with your local office regarding its policies and benefits.

Equal Employment Opportunity. Manpower as an organization can be summarized by the values that guide our daily interactions and we strive to ensure that we represent these values. Manpower does not discriminate against any individual based on age, race, religious beliefs, national origin, gender, sexual orientation, disability or veteran status, or any other status protected by law. Equal employment opportunity is the law; it is also an extension of our core values: "We care about people and the role of work in their lives" and "we recognize everyone's contribution to our success".

Safety. Your safety is important to us and we strive to maintain safe and healthy working conditions at all times. Manpower will not knowingly assign or allow any associate to work in an unsafe workplace environment. Manpower abides by all safety regulations and guidelines set forth in federal, state and local statutes. Manpower will not tolerate retaliation in any form toward anyone who in good faith reports safety concerns. We also integrate good safety practices and programs into our operational activities and procedures throughout the organization.

To make the workplace safe for you and your fellow associates, it's your responsibility to:

- **Notify your Manpower Representative of any requested changes in your job duties or if you're asked to operate equipment or perform a task for which you have not been trained.**
- Immediately notify your Manpower Representative of any work-related injury.
- Understand the safe practices for your general work area and your job.
- Comply with all safe work practices and wear required personal protective equipment for your job assignment.
- Wear clothes appropriate to the job you'll perform. If you have questions about what to wear – or what not to wear – ask your Manpower Representative.
- Immediately report all unsafe working conditions to your supervisor, as well as to your Manpower Representative.
- Operate only those machines, tools or vehicles that your Manpower Representative has indicated are part of your assignment and for which you've received instruction or training.
- Tell your supervisor that you must first contact your Manpower Representative if you're asked to perform an unsafe task, to work on unsafe equipment, or to work on equipment for which you've not received proper training, such as a forklift. Then, contact Manpower immediately. If you're working during a time when you're unable to reach your Manpower Representative, inform the client that you cannot perform those tasks without approval from Manpower. Then, contact your Manpower Representative as soon as possible.

Family & Medical Leave Act. Manpower's Family and Medical Leave Act (FMLA) Policy complies with the Federal FMLA and applicable state laws. Following is a summary of this policy. Please note that the policy may vary slightly from state to state depending on state or local law.

To be eligible for FMLA benefits, you must have worked for Manpower:

- For at least 12 months (need not be consecutive)
- A minimum of 1,250 hours during the previous 12 months

An eligible associate may be provided up to a total of 12 workweeks of unpaid leave during any 12-month period for one or more of the following reasons:

- The birth, adoption, or foster placement of a child
- The care of a spouse, child, or parent with a serious health condition
- The care of oneself because of a serious health condition
- Military family leave for a qualifying exigency arising out of an impending call or order to active duty.

An eligible associate may also be provided up to a total of 26 workweeks of unpaid leave in a single 12-month period for Military Caregiver Leave to care for a covered service member with a serious illness or injury incurred in the line of duty on active duty.

If both spouses are employed by Manpower, they are jointly entitled to a combined total of 12 workweeks for birth, adoption or foster care placement of a child, or 26 workweeks of Military Caregiver Leave. Leave for childbirth, adoption or foster care must conclude within 12 months.

Manpower will maintain group health insurance coverage for an associate on FMLA leave if the associate was enrolled in the group health insurance plan prior to taking the FMLA leave of absence. Upon being approved for FMLA, you will be advised of the procedure for paying any required premiums. In some instances, Manpower may recover premiums paid to maintain health coverage for an associate who fails to return to work from FMLA leave.

Use of FMLA will not result in the loss of any employment benefit earned or that you may have been entitled to before the FMLA leave. On your return, you will be reinstated to the same or equivalent position as required by law.

When seeking FMLA leave, you're required to provide to a Manpower representative:

- Thirty-day advance notice of the need to take FMLA leave when the need is foreseeable
- Notice of an unforeseeable leave as soon as practical of learning of the need for leave – generally within the usual and customary notice and procedural requirements for reporting absences
- Medical certification supporting the need for leave due to a serious health condition affecting the associate or an immediate family member
- Periodic re-certification (if applicable and necessary)

A complete copy of Manpower's FMLA policy is on the Benefits Service Center website at www.manpowerbenefits.com for your use and review. Manpower will also inform you of your rights and responsibilities under FMLA once you provide notice of leave. This includes specific information about what is required from you and what might happen in certain circumstances. For more information, please contact HQ Benefits.

Substance Abuse. Alcohol and drug abuse can cause health, safety, and security problems. Manpower expects all associates to assist in maintaining a work environment free from the effects of alcohol, drugs, or other intoxicating substances. In addition, associates are prohibited from reporting to work under the influence of drugs or alcohol.

Our Policy

Manpower's Substance Abuse Policy prohibits the workplace distribution, sale, purchase, possession, or use of narcotics, drugs, alcohol, inappropriate use of prescription medication, or any illegal or controlled substance. Any associate whose manager/supervisor has a reasonable suspicion that the associate is in violation of this policy may be required to undergo a drug/alcohol test as permissible under state law. Violations of this policy may result in termination of employment.

Legal use of drugs is permitted on the job only if the drug:

- Is prescribed by a physician for the associate taking the drug
- Does not impair the associate's ability to perform his/her job effectively and safely

Any associate who is taking a prescription medication while working should notify his/her manager if the medication may impair performance or safety.

Violence-Free Workplace. Manpower is strongly committed to providing a violence-free workplace and has adopted a zero tolerance policy. Violence, threats of violence, or intimidation of Manpower staff or associates, vendors, or client employees will not be tolerated. Examples include, but are not limited to:

- Hitting or shoving an individual
- Threatening harm to an individual or his/her family, friends, or associates
- The intentional damage or destruction of, or threat of damage or destruction to, property
- Harassing or threatening phone calls
- Harassing surveillance or stalking
- The suggestion or intimation that violence is appropriate
- Possession or use of firearms or weapons. Possession or use of firearms or weapons under any circumstances on Manpower or client property or elsewhere in connection with employment with Manpower will not be tolerated

Violations of this policy may result in termination of employment.

If you experience an actual or perceived threat of physical violence including intimidation, harassment, or coercion, immediately report the incident to your manager/supervisor. In life-threatening or emergency situations, call your local police department or "911."

Solicitation/Distribution. This policy applies to solicitation, distribution and loitering in and on Manpower's and our clients' premises. This policy is deemed necessary because Manpower recognizes the need to restrict and control loitering, solicitations, postings, and the distribution of literature on its and our clients' premises for the purpose of avoiding disruption or loss of productivity, and to ensure that Manpower is providing excellent service to our clients.

Solicitation and distribution of literature and other materials by Manpower associates on Manpower's or our clients' premises for any purpose is prohibited during work time. Distribution is also prohibited at all times in Manpower's or our clients' working areas. "Work time" is the time when the person doing the soliciting or distributing, or the person being solicited or receiving the distribution, is or should be working. "Work areas" are those areas where associates and employees are regularly assigned to work duties, confer about work-related issues, or conduct business. This policy must be followed concurrently with any solicitation or distribution policies maintained by Manpower's clients, which may be more specific than this policy. Any violation of this or a Manpower clients' policy may result in discipline, up to and including termination of an assignment or employment with Manpower.

Use of Information Technology Resources. Because you may perform job tasks on laptops, desktops, network stations, mainframe and other Information Technology (IT) resources that belong to Manpower or our clients, you must comply with these rules.

Do not:

- Use client's IT equipment for non-job-related activities
- Use another person's user I.D., attempt to use a user I.D. for unauthorized purposes, or give your user I.D. or password to an unauthorized person
- Add, change, delete, download, upload or copy software to or from any client equipment
- Copy, distribute or use software or other information without first obtaining permission from the copyright owner
- Modify the software configuration (e.g., add a screensaver)
- Connect, remove or insert technology components or equipment, including floppy disks, CDs, modems, memory or processor chips or cards, unless specifically authorized
- Move equipment without explicit authorization from the client
- Produce, store, display or transmit material that is sexually explicit, suggestive, harassing or otherwise offensive
- Use equipment for any activity that is disparaging, defamatory, profane, maliciously offensive, libelous or slanderous or invades another's privacy
- Use equipment for any activity which would harm Manpower, its client or their images
- Send email to random recipients, email with executable software attached or email anything that contains or has attached any private, confidential or proprietary information belonging to either Manpower or our client

Manpower and our clients reserve the right to access and monitor your use of their company property, including the use of company data networks, to determine compliance with their policies. **Your failure to comply with these policies may lead to disciplinary action, including termination of employment.**

Confidentiality. All information to which you have access while on assignment by Manpower is considered proprietary to Manpower's clients. You must agree to keep such information confidential and not disclose such information to anyone except those persons expressly authorized to have access thereto. You shall not use or permit the use by others of such information for any purpose(s) other than to perform the work or services as may be directed in conjunction with your assignment.

Intellectual Property. Any and all discoveries, inventions (including but not limited to improvements or modifications) or literary or other works relating to the work you perform while on assignment or suggested by matters disclosed in conjunction with your assignment, whether or not patentable, copyrightable or otherwise subject to registration or protection which are made or conceived

by you, solely or jointly with others, are works made for hire and shall be the property of Manpower or its designee. You must agree to provide Manpower or its designee with a complete written disclosure of each invention, discovery, literary or other work and further agree to sign necessary documents and give Manpower or its designee all other reasonable assistance necessary to perfect and maintain whatever rights Manpower or its designee deem appropriate, without charge to Manpower or its designee but without expense to yourself.

At-Will Employment. Your employment with Manpower is “at-will.” That means your assignment and/or your employment can be terminated for any reason, with or without cause and with or without notice. At the termination of your employment, Manpower is not liable for wages or salary except those you earned prior to the date of termination.

Assignment Availability Policy. This policy only applies after you have been on at least one assignment with Manpower. To maintain employment status with Manpower, you must keep us informed as to your availability. When you complete an assignment, notify Manpower by phone within 48 hours (exceptions noted below), and then every week until you are placed on a new assignment, to inform us of your availability status. If you do not contact us, then we will consider you unavailable for work and to have voluntarily resigned from employment. (**Exceptions:** Associates who work in **IOWA** must contact Manpower within 3 working days after assignment completion. Associates who work in **MICHIGAN** must contact Manpower within 7 working days after assignment completion. Associates who work in **MINNESOTA** must contact Manpower within 5 working days after assignment completion.)

Unemployment Compensation. If you fail to comply with the Assignment Availability Policy listed above, Unemployment Compensation benefits may be denied.

Manpower Privacy Notice for U.S. Residents. Manpower Inc. cares about the privacy of our applicants, employees and clients. This notice contains information about how we handle your personal information. We collect and process your personal information for the following purposes where necessary:

- to maintain our contractual or business relationship with you,
- for employment-related services where applicable,
- to tell you about the products and services we offer,
- to contact and correspond with you,
- for the management and defense of legal claims and actions, compliance with court orders and other legal obligations and regulatory requirements, and as otherwise permitted by law.

Manpower may disclose your personal information for these purposes to other Manpower entities, affiliates, suppliers, subcontractors who perform services on our behalf, clients if you are seeking employment, an acquiring organization if Manpower is involved in the sale or transfer of some or all of its business, and where we are otherwise required to do so, such as by court order.

Manpower collects, processes and discloses sensitive personal information, such as Social Security Numbers, only if required to comply with legal obligations, if there is a compelling business reason to do so, or with your consent.

If you would like more information about Manpower’s privacy practices, please contact the branch manager of your local Manpower office or contact us by emailing us at **data.privacy@na.manpower.com** or by writing to us at:

Manpower Inc. • Attn.: Data Privacy Project Manager
100 Manpower Place • Milwaukee, Wisconsin 53212

Anti-Harassment/Anti-Discrimination. All Manpower employees are entitled to work in an environment that is free from harassment, hostility, and intimidation. Manpower strictly prohibits any offensive or unwelcome physical, written, or verbal conduct regarding any person's gender, race, national origin, pregnancy, sexual orientation, age, religion, disability, or any other basis protected by law.

Harassment is defined as discriminatory conduct such as intimidation or ridicule based on gender, race, national origin, sexual orientation, pregnancy, age, religion, disability, or other basis protected by law that creates an offensive work environment. Examples include, but are not limited to: unsolicited or unwarranted remarks, innuendoes, jokes, verbal abuse, threats, and taunting.

Sexual harassment is defined as unwelcome conduct of a sexual nature where an employee feels compelled to comply with the harassment as part of continued employment, job betterment, or where the harassment interferes with an employee's work creating an intimidating or hostile work environment. Examples include, but are not limited to: unsolicited or unwanted physical contact, leering or staring, sexually explicit or derogatory comments, unwelcome questions or conversations about sexual activities, and the display or circulation of sexually explicit or derogatory pictures or other materials.

Manpower requests that you report all incidents of discrimination or harassment to us. Contact your Manpower Representative, and/or Human Resources at 414-906-6409.

Manpower endorses an open door policy where all employees should feel free to discuss concerns or other work-related issues with management. If unsatisfied or uncomfortable, you should contact anyone in Human Resources at 414-906-6409.

Manpower's response to a sexual harassment or discriminatory conduct complaint includes:

- **Confidentiality.** We will maintain confidentiality to the extent possible under the specific circumstances.
- **Investigation and Discipline.** Manpower will promptly and thoroughly investigate all discrimination and harassment complaints. If it is determined that inappropriate conduct has occurred, Manpower will provide an appropriate remedy, including, but not limited to, the discipline and/or termination of the offending employee.
- **Zero Tolerance of Retaliation.** Retaliation will not be tolerated in any form toward anyone who in good faith makes a complaint or participates in an investigation. Anyone who is unsatisfied with actions taken or not taken as a result of a complaint can appeal to Manpower's Human Resources at 414-906-6409.

Acknowledgement Receipt of Handbook

I acknowledge that I have received my copy of the handbook entitled, "Associate Handbook." I have read and understand its contents. I understand that my employment is "at-will" and that I may, therefore, resign at any time, for any reason or no reason and that Manpower may terminate my employment at any time, for any reason. I also understand that nothing contained in the Handbook may be construed to imply a contract or a guarantee of continuing employment with Manpower. I understand that Manpower reserves the right to eliminate, modify and improve any and all of its policies and rules at any time, with or without notice.

I have read, understand and promise to adhere to all Manpower's Policies contained in the Handbook, including but not limited to:

- Equal Employment Opportunity
- Safety
- Family and Medical Leave Act
- Substance Abuse
- Violence-Free Workplace
- Use of Information Technology Resources
- At-Will Employment
- Assignment Availability
- Unemployment Compensation

Associate Name (please print):

Associate Signature:

_____ Date: _____

Acknowledgement and Acceptance of Manpower's Harassment-Free Workplace Policy

I have read, understand and promise to adhere to Manpower's Policy on harassment and discrimination, its procedure to report violations and its disciplinary process for violations and zero tolerance for retaliation.

Associate Signature:

_____ Date: _____

I understand that Manpower reserves the right to eliminate, modify and improve any and all of its policies and rules at any time, with or without notice.

Tips for Success

Follow these guidelines to be productive and make your assignments with Manpower more enjoyable.

- Be on time every day that you work.
- Introduce yourself to the person to whom you are to report.
- Ask questions to ensure you understand what you're being asked to do. But, try to avoid unnecessary conversation and delay.
- Be polite, cooperative and willing to help whenever you're asked.
- Maintain confidentiality. You should never discuss your work with anyone other than your supervisor.
- Notify your Manpower Representative of any requested changes in your job duties or if you're asked to operate equipment or perform a task for which you have not been trained.
- Do not make or receive personal telephone calls at work, except in the case of a true emergency. You're allowed to make telephone calls during breaks and lunch periods only.
- Notify your supervisor immediately when you finish your work. Ask if there's more work you can do. If none is given, use your free time constructively.
- Wear appropriate attire for your assignment.
- Don't walk off the job. If your job is not running smoothly, call Manpower. We – not the client – are your employer and can help you with any job-related problem. Please keep in close contact with us.
- Submit your hours worked, on time, to prevent delays in your pay.



This handbook is not intended to be a contract of employment or a guarantee of employment benefits or rights. Manpower reserves the right to modify, suspend, revoke, terminate or change in whole or in part, any of its policies, procedures, practices or benefits at any time, with or without notice.

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