



Manpower®

## Policies

It's essential that you thoroughly understand Manpower's policies. Please review the policies presented here. Indicate your understanding and acceptance of these policies by signing the Acknowledgement Receipt of Handbook in your on-boarding packet. Policies and benefits may vary from office to office. Be sure to check with your local office regarding its policies and benefits.

### Anti-Harassment/Anti-Discrimination

All Manpower associates are entitled to work in an environment that is free from harassment, inappropriate conduct, hostility, and intimidation. Manpower strictly prohibits any offensive or unwelcome physical, written, or verbal conduct regarding any person's gender, race, color, national origin, pregnancy, sexual orientation, gender identity, age, religion, disability, genetic information, veteran status or any other basis protected by law.

Manpower strongly disapproves of and will not tolerate inappropriate conduct or harassment of associates by supervisors, co-workers or others in the workplace such as customers or vendors. Manpower is committed to complying with all applicable local, state, and federal laws prohibiting harassment in the workplace.

While the law may provide for various interpretations of what constitutes illegal harassment, Manpower realizes that any type of inappropriate conduct or harassing behavior based on race, color, gender, religion, age, sexual orientation, gender identity, national origin, disability, veteran status, genetic information, pregnancy or any other category protected by law is inappropriate in the workplace. Therefore, Manpower will not tolerate any behavior that creates an intimidating, offensive or hostile work environment or that interferes with work performance. Examples of inappropriate conduct or harassing behavior include, but are not limited to: racial slurs, ethnic jokes, stereotyping, the display of posters or other materials that are offensive or show hostility to a group or individual based on a protected category as defined above.

Included in this policy is a prohibition of sexual harassment. Sexual harassment includes, but is not limited to:

- Unwelcome sexual advances, requests for sexual favors, unwanted physical contact, including touching, patting, pinching, etc., unwelcome comments of a sexual or demeaning nature, the display of sexually offensive posters, pictures or objects.
- Any use of an associate's submission to or rejection of the conduct described above as the basis for employment decisions affecting the employee (such as hiring, firing, promotions, compensation or working conditions).
- Any explicit or implicit implication that submission to such behavior is a term or condition of an individual's employment.

Manpower requests that you report all incidents of harassment or inappropriate conduct to us. Contact a member of our management team at your local Manpower office, or you may contact Human Resources at 715-552-9121. Manpower has an open door policy where all associates should feel free to discuss concerns or other work-related issues with management.

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 and in accordance with applicable laws.



- **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. Retaliation is an adverse action taken against an individual who has engaged in protected activity such as making a complaint or participating in an investigation. Manpower requests that you immediately report all incidents of alleged or perceived retaliation to Manpower's Human Resources at 715-552-9121 for investigation under this policy.

Any associate not satisfied with the actions taken or not taken as a result of a complaint can contact Manpower's Human Resources at 715-552-9121.

### 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 **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 by the applicable state agency.

### At-Will Employment

Your employment with Manpower is "at will". That means your assignment and/or your employment can be terminated at any time by you or Manpower with or without cause and with or without notice. This "at will" status can be changed only by a written contract signed by Manpower's president or his/her designee. At the termination of your employment, Manpower is not liable for wages or salary except those you earned prior to the date of termination.

### Client Policies

Please use reasonable, mature judgment in determining how you should act on assignments. When you accept an assignment it is your responsibility to perform to our client's standards and abide by the client's work rules. If our policy differs from our client's, always follow the more restrictive of the two.

### 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.

## 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, color, religious beliefs, national origin, gender, pregnancy, sexual orientation, gender identity, genetic information, 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".

## Family & Medical Leave Act

Manpower's Family and Medical Leave Act (FMLA) Policy complies with Federal FMLA and applicable state laws. Where any applicable federal, state or local law or regulation gives associates greater rights than Manpower's policy, Manpower will comply with such law or regulation. Furthermore, any leave of absence taken under any applicable state or local law will run concurrently with FMLA leave to the fullest extent permitted by applicable 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
- Based out of a Manpower location that has at least 50 employees working within a 75 mile radius.

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 while the associate's spouse, son, daughter or parent is on covered active duty status (or has been notified of an impending call or order to covered active duty in a foreign country).

The 12-month period for leave as described above is calculated on a rolling 12-month period, which is measured looking backward from the date an associate uses the FMLA time.

An eligible associate who is the spouse, son, daughter, parent or next-of-kin of a current service member or veteran may 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 the veteran undergoing medical treatment or recuperation for an injury incurred in the line of duty on active duty. The 12-month period for Military Caregiver Leave begins on the first day the associate takes military caregiver leave.

An eligible associate is entitled to a total of no more than 26 weeks of leave in a 12-month period for all types of FMLA leave described above.

If both spouses are employed by Manpower and are eligible for FMLA leave, they are jointly entitled to a combined total of 12 workweeks for birth, adoption or foster care placement of a child or for care



of a parent with a serious health condition. If each spouse has used a portion of the 12-week entitlement for one of the above purposes, each is entitled to take the remainder of the 12-week period to care for a child or spouse with a serious health condition or for their own serious health condition. If both spouses are employed by Manpower and are eligible for FMLA leave, they are entitled to no more than a combined total of 26 weeks of leave during the relevant 12-month period to care for a service member with a serious injury, for the birth or placement of a child or to care for a parent with a serious health condition. In no event may they take more than a combined total of 12 weeks for the birth or placement of a child or to care for a parent with a serious health condition.

Leave for childbirth, adoption or foster care must conclude within 12 months of birth or placement.

Manpower will maintain health insurance coverage for an associate on FMLA leave if the associate was enrolled in the company 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)

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 your Manpower Representative.

### 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.



### Meal and Rest Periods

Manpower is committed to compliance with all legal requirements regarding meal and rest periods. No employee, supervisor or management representative of Manpower or Manpower's client may violate the applicable legal requirements. It is a condition of your employment and continued employment that you agree to abide fully with the law and these rules. This means you must take legally required meal and rest periods. Failure to do so may result in disciplinary action, including the possibility of immediate discharge. Federal law does not require meal or rest periods. However, state laws may have additional meal and rest period requirements. Specific information regarding meal and rest period requirements under your applicable state law may be provided by your local Manpower representative during on boarding or from the Department of Labor at <http://www.dol.gov/whd/state/meal.htm>.

Unless state or local law requires otherwise, when associates are offered short breaks (usually lasting between 5-20 minutes), the breaks are compensable work hours that should be included in the total hours worked during the workweek and considered in determining if overtime was worked. These rest periods are paid and should not be entered in the time entry system separately. Bona fide meal periods (typically lasting over 20 minutes, depending on state or local law) are not work time and are not compensable when no work is performed during that time. Please contact your local Manpower representative with any questions about break and rest times.

### Non- Disclosure of Confidential or Proprietary Information Belonging to Manpower or our Client.

During the course of your employment with Manpower and/or assignment to our client, you may gain access to Confidential or Proprietary Information belonging to Manpower and/or our client. Confidential or Proprietary Information includes information and the compilation of information related to the operation of Manpower and/or our client that derives economic value from its disclosure to or use by them. Examples include promotional methods, techniques and methods of options, trade secrets (as defined by applicable law), potential patentable products and processes, financial records, profit, performance reports, processes, projections, business plans, customer information, customer lists, vendor information (including vendor contracts and costs), and personal information (social security number, protected health information, credit card numbers, driver's license numbers, mother's maiden name, complete date of birth, minor children's names) about any third party or other employee of Manpower or our client to which you gain access through your employment with Manpower and/or assignment to our client. You agree to keep Confidential or Proprietary Information confidential and not to disclose such Confidential or Proprietary Information to anyone except those persons expressed authorized to have access thereto. You should not use or permit the use by others of Confidential or Proprietary Information for any purpose(s) other than to perform the work or services as may be directed in conjunction with your assignment.

Our clients may have additional and/or more comprehensive policies/procedures/guidelines related to their Confidential or Proprietary Information. Manpower expects you to familiarize yourself with those policies/procedures/guidelines and direct any questions you have to your Manpower representative.

Nothing in this policy is intended to prohibit good faith reporting of possible violations of federal law or regulation to any government agency of entity, or in making disclosures where such disclosures are protected under federal law or regulation, and advance notice of such disclosures is not required to be provided to Manpower.

### Open Door Policy

Manpower endorses an open door policy where all employees should feel free to discuss concerns or other work-related matters with management. If unsatisfied or uncomfortable, you should contact Human Resources at 715-552-9121.





## Privacy Notice for U.S. Residents

Manpower 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 your local Manpower office.

### Reasonable Accommodation.

Manpower will work with its clients to make reasonable accommodations for the physical and mental disabilities of otherwise qualified associates, unless the accommodation would impose an undue hardship. Because the need for an accommodation is often not apparent, it is the responsibility of the associate to make Manpower aware of the disability and to request an accommodation. Associates should contact their local Manpower branch or onsite Manpower representative regarding any accommodation requests. An associate may be asked to provide medical evidence to support the need for such accommodation.

### Assignments Requiring the Use of a Personal Automobile

If you'll be using a personal automobile for an assignment, Manpower requires that you have a valid driver's license and maintain automobile liability insurances with at least minimum limits of coverage for the state in which your automobile is registered and operated. Your personal automobile liabilities insurance shall be considered primary as to any covered liability, which is incurred in connection with or arises from your assignment. Your insurance must remain in full force and effect with the necessary minimum limits for liability throughout the term of the assignment.

**Criminal Convictions—Self-Reporting Requirements.** Associates must notify Manpower as soon as possible but no later than the person's next working day when they have been convicted of any crime or have been or are being investigated by any governmental agency for any act or offense.

### 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 by non-associates on Manpower property is prohibited. 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 and does not include rest or meal breaks. "Work areas" are those areas where associates and employees are regularly assigned to work duties, confer about work-related issues, or conduct business. This does not include restrooms, break rooms or cafeterias. 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.

**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 Substance Abuse 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.

Certain Manpower clients, but not all, may require an associate or application assigned by Manpower to a client to undergo alcohol and/or other drug screening as a pre-assignment and/or post-assignment condition and Manpower may elect to require such a screening in accordance with applicable law.

**Type of Drug or Alcohol Screenings you may be subject to include:**

- Pre-Employment/Assignment
- Post-Accident
- Random
- Reasonable Suspicion

Testing methods may include blood, urine, saliva, hair analysis, chemical or skin test.

If an associate tests positive, termination of employment will occur, and the associate may be eligible for rehire after six months and after a negative drug test result or after proof of enrollment in or successful completion of rehabilitation program and a negative drug test result.

For pre-assignment purposes, an associate may be requested to submit to screening. If the associate declines to submit to the screening, Manpower may refuse to employ or to assign the associate to an assignment. Any adulterated specimen will be viewed as a positive result and will be treated as such.

For post assignment purposes, an associate may be requested to submit to screening at no expense to the associate, based upon reasonable suspicion or after an accident, or as part of a random or periodic drug testing program in accordance with state law. The associate may decline to submit to the



screening, however Manpower may terminate the associate's assignment or employment with Manpower, if this occurs. If the associate tests positive for the illegal use of drug or of alcohol, the associate will be terminated from employment with Manpower. Any adulterated specimen will be viewed as positive results and will be treated as such. State law may allow for a denial or a reduction of worker's compensation benefits an associate may be entitled to if the associate tests positive for alcohol or other drug use or refuses to be tested after a workplace accident.

Any associate who is taking an over the counter or prescription drug while working shall notify his/her Manpower manager or onsite supervisor if applicable if the medication may affect or impair work performance or safety.

In any reasonable suspicion circumstances, the associate shall not be allowed to operate their own vehicle. If the associate refuses to agree, and attempts to operate their vehicle, Manpower will take appropriate action, including contacting law enforcement officials.

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

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

**Assistance is Available** - If you need professional help with a drug/alcohol problem, please contact your local medical facility for referral agencies.

### 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 Manpower's or our 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 or could be perceived as sexually explicit, suggestive, harassing or otherwise offensive
- Use of equipment for any activity that is malicious, threatening, intentionally false, obscene, maliciously offensive, 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.





Our clients may have additional and/or more comprehensive policies/procedures/guidelines related to your use of the client's IT equipment. Manpower expects you to familiarize yourself with those policies/procedures/guidelines and direct any questions you have to your Manpower representative.

### 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 communications (phone calls, emails, text msgs, etc)
- Harassing surveillance or stalking
- The suggestion or intimation that violence is appropriate
- Possession or use of weapons. Possession or use of weapons under any circumstances on Manpower or client property or elsewhere in connection with employment with Manpower will not be tolerated consistent with applicable state laws. Manpower prohibits weapons on the workplace. For more information about the weapons policy by state or if you have any questions, please contact your Manpower Representative.

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."

### Standards of Conduct.

Manpower has established reasonable standards of conduct for its associates. You are expected to use reasonable, mature judgment in determining how you should act. If our policy is less restrictive than our client's or vice versa, always follow the more restrictive of the two. The following are some examples of unacceptable behavior that will result in disciplinary action, which may include termination of your employment.

- Improper and/or disruptive work attitude including horse play and practical jokes.
- Use of profanity or abusive language.
- Performing personal business while at work.
- Destruction or theft of client or another employee's property.
- Rudeness to a client, supervisor or Manpower.
- Falsification of any information, written or verbal, to Manpower or our clients (including time reports).
- Unsatisfactory job performance.
- Failing to report to work without contacting Manpower.
- Failure to follow safety policies.
- Failure to immediately report a work-related injury.
- Unauthorized tardiness or absenteeism.
- Insubordination
- Other inappropriate conduct for the workplace.



### **Disciplinary Action.**

Manpower will inform you of any concerns that arise in any phase of your employment. It is your responsibility to correct any areas of concern. Disciplinary Action will generally follow the below steps. However, your employment with Manpower is at will.

1. Verbal Discussion
2. Written Warning
3. Termination of Employment

Manpower reserves the right to initiate corrective action in any manner it sees fit, including immediate termination of employment if the incident is serious enough. In that event, the above progressive measures are waived.

### **Notice of Resignation.**

We request that you give appropriate notice if you quit an assignment. Generally, a 2 week notice is acceptable. And, for assignments of less than 2 weeks, a 3 day notice is appropriate.