



Manpower®

Our Commitment to Safety

You are our most important asset and your safety is important to us. We strive to maintain safe and healthy working conditions at all times. Manpower is committed to providing a safe working environment for all employees. Manpower will not knowingly assign an employee to a customer whose premises or work areas are unsafe or present uncontrolled hazards. Manpower abides by all safety regulations and guidelines set forth in federal, state and local statutes and will provide general safety training while our customer will provide site-specific safety training.

We 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 our organizations.

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

- Report all unsafe work conditions to your supervisor and your Manpower Representative immediately.
- Report all accidents and on the job injuries to your supervisor and Manpower representative immediately. If you receive a life threatening injury, call 911.
- Do not perform a task that has not been assigned to you by Manpower. *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 (i.e. forklift), inform your supervisor that you must first contact your Manpower Representative for approval. Contact your Manpower Representative as soon as possible.*
- 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.
- Notify your Manpower representative of any requested changes in your job duties.
- Understand and comply with the customer's safe work practices and personal protective equipment requirements for your job.

Manpower will strive to provide the safest work environments for our employees. Your help is essential to doing this well. Follow the bullet points above, stay in touch with your Manpower Representative, be smart and work safe.

The OSHA Communication Standard

You have a right to know about the chemical hazards in the workplace. You will receive general training on Hazard Communication from Manpower and site-specific training from each client you may be placed at where there is exposure to hazardous chemicals. It is your responsibility to:

- **Read labels and SDS's.** Safety Data Sheets (SDS) are your guide to the basic information about chemicals in your work area. SDS's and container labels provide information such as: health hazards, PPE, first aid measures, and emergency procedures. SDS's are kept in your work area at the client location.
- **Follow the warnings/instructions for handling the chemical.** Remember – it is up to you to read the label and follow the instructions before you open or use the chemical. Learn emergency procedures and wear the required PPE (Personal Protective Equipment).
- **Ask questions about the chemicals you encounter.** Ask the client supervisor if you need more information about the chemical. Please be alert, read the container labels/Safety Data Sheets and follow the instructions carefully for all chemicals within your work area.

Control of Hazardous Energy Sources (Lockout/Tagout)

As a Manpower associate, you may be assigned to work in a facility where machines or equipment may be required to be locked or tagged out from time-to-time. Energy sources that must be locked out are those that supply the power to enable machines or equipment to operate. These power sources include electricity, gas, steam, coiled springs, hydraulic or pneumatic and gravity.

You must not participate in lockout/tagout procedures without prior authorization from Manpower and you must receive client/site specific lockout/tagout training.

Prohibited Work List

Manpower believes that all workers have the right to a safe and healthful workplace. We will not knowingly offer assignments where you will perform unsafe work or be exposed to an unsafe environment. After reporting to work, should your assignment unexpectedly change to include any of the work listed below, please advise your Manpower Representative immediately.

The following are prohibited:

- Work in excess of one story in height (inside or outside), on a roof, or where the use of scaffolding is required.
- Any work activity that takes place three feet or more below ground level (i.e. excavating, trenching) or in a confined space (i.e. tunnels, tanks, grain bins).
- Operating a forklift or other powered industrial truck for which you have not been approved to operate or received necessary training.
- Work requiring the use of a supplied air or self-contained breathing apparatus (i.e. certain types of respirators).

Warning! The above list is not all-inclusive. If work involves direct exposure to other obvious safety hazards, contact your Manpower Representative.

Work Related Injury – Reporting Procedures

To ensure proper treatment, it is very important that we know about all injuries immediately to ensure that you do not incur further harm (i.e. a minor cut that may later become infected). If the injury is due to a hazard in the workplace, we need to know immediately so that it may be corrected to ensure no further injuries occur.

Your responsibilities:

- Notify your Manpower Representative immediately of all injuries, even if minor, and complete all necessary paperwork.
- **For IA and FL** - Obtain authorization for medical treatment from Manpower Representative. *Failure to do so may result in costs associated with such unauthorized treatments being your responsibility.* The only exception is in the case of life-threatening injuries/illnesses.
- Contact Manpower after each medical appointment to report on your healing progress and provide an updated Return-to-Work note from your treating physician.
- Your participation in Manpower's Return to Work Program is mandatory. Failure to return to work (as allowed by your physician) may be considered a voluntary quit.

Manpower's Responsibilities:

- Promptly report workers' compensation claims to our insurance company.
- Investigate claims and report findings to the insurance company.
- Monitor claim progress.
- Coordinate Return to Work Program and find appropriate position based on your skills, qualifications, and experience. At times, an outside agency is used to handle the Return to Work Program.

Summary of Manpower's Drug & Alcohol Testing Plan (WI, MN, FL Only)

Certain clients require Manpower applicants and associates to undergo drug screening as a pre-assignment condition and/or drug and alcohol testing as a post-assignment condition. Testing is pursuant to any applicable federal and/or state regulations, staffing agreements between the Client and Manpower, and/or Client policies. Not all clients require such screening and Manpower may offer assignments which do not require screening and/or testing. However, Manpower reserves the right to post-accident test in the event that drugs and/or alcohol may have contributed to the injury/accident. It is required for any accident involving a motorized vehicle (i.e. fork truck).

Screening and testing is designed to detect alcohol and/or drug use which might affect the individual's ability to perform his or her duties. Associates assigned to these clients may be tested under all or some of the following circumstance: (1) pre-employment/pre-assignment; (2) reasonable cause/suspicion; (3) post-accident (4) random; (5) return-to-duty; and (6) follow-up testing.

Applicants or associates having valid physician's orders and prescriptions for the use of controlled substances will have the opportunity to provide proof of the same to Manpower's Medical Review Officer. It is the donor's responsibility to provide a valid contact number with voicemail capability at the time of the non-negative result. The MRO will attempt to contact the donor one time a day for three business days.

Initial testing is conducted at no expense to the applicant or associate. An applicant or associate has the right to decline to submit to testing. Manpower reserves the right to refuse to employ, and/or to terminate the assignment of and the employment with Manpower of, any person who has not submitted to testing, or who declines to submit to testing. 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.

The results of testing will be used solely by Manpower for the purpose of employment decisions regarding assignments to Client and will not be discussed or released to any third party other than to: a Client, upon the Client request; to a subsequent employer, upon receipt of the associate's written request to do so; to the federal and/or state authorities in pursuant to federal and/or state regulations; to a decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the associate, and/or as permitted by law.

Summary of Manpower's Drug & Alcohol Testing Plan (IA Only)

Certain Manpower Inc., of Des Moines clients require Manpower applicants and associates to undergo drug screening as a pre-assignment condition and/or drug and alcohol testing as a post-assignment condition. Testing is pursuant to any applicable federal and/or state regulations, staffing agreements between the Client and Manpower, and/or Client policies. Not all clients require such screening and Manpower may offer assignments which do not require screening and/or testing. However, Manpower reserves the right to post-accident test in the event of an accident resulting in injury, if suffered by an associate, which a record or report could be required under chapter 88 of the Iowa Code, or results in damage to property or equipment in an amount reasonably estimated at the time of the accident to exceed \$1,000.

Screening and testing is designed to detect alcohol and/or drug use which might affect the individual's ability to perform his or her duties. Associates assigned to these clients may be tested under all or some of the following circumstance: (1) pre-employment/pre-assignment; (2) reasonable cause/suspicion; (3) post-accident as defined by applicable federal regulations and/or Iowa law; (4) random; (5) return-to-duty; and (6) follow-up testing.



To ensure the integrity and accuracy of each test, testing conducted by Manpower will be pursuant to the federal and/or state procedures for drug and alcohol testing found at 49 C.F.R. Part 40. Drug testing is designed to detect the presence of marijuana, cocaine, amphetamines, phencyclidine, and opiates and the metabolites of these substances. Alcohol testing is designed to measure the presence of alcohol in the individual's breath. Applicants or associates having valid physician's orders and prescriptions for the use of controlled substances should be able to provide proof of the same to Manpower's Medical Review Officer, upon request. Initial testing is conducted at no expense to the applicant or associate. An applicant or associate has the right to decline to submit to testing. Manpower reserves the right to refuse to employ, and/or to terminate the assignment of and the employment with Manpower of, any person who has not submitted to testing, or who declines to submit to testing. If an applicant, or associate, who agrees to submit to testing tests positive for the use of an illegal drug, he or she will not be eligible for employment with Manpower. The results of screening will be conclusive as to the use of controlled substances by the applicant or associate and Manpower may base its employment and assignment decision on the results of the screening without any further analysis or discussion with the applicant or associate. The associate is advised that state law may allow for denial or reduction of Worker's Compensation benefits if the associate tests positive for alcohol and/or illegal drugs or refuses a drug test after a workplace accident.

The results of testing will be used solely by Manpower for the purpose of employment decisions regarding assignments to Client and will not be discussed or released to any third party other than to: a Client, upon the Client request; to a subsequent employer, upon receipt of the associate's written request to do so; to the federal and/or state authorities in pursuant to federal and/or state regulations; to a decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the associate, and/or as permitted by law.

An informational resource file is maintained in each Manpower Inc., of Des Moines office and is available for review by contacting a staffing specialist or safety supervisor. The resource file includes educational information on the effects of substance abuse and a referral list of Iowa substance abuse prevention and treatment agencies. For additional information on the definitions, prohibited conduct, testing requirements, testing methodology and integrity, and discipline applicable to each assignment, available assistance referrals to local counseling and rehabilitation, please request to review the Anti-Drug and Alcohol Misuse and/or other plans applicable to your assignment, in their entirety, from your Manpower Representative.