



Marshall University Staffing/Recruiting Proposal

June 2021



Manpower®

June 29, 2021

Ms. Tracy Brown-Dolinski
Marshall University Office of Purchasing
One John Marshall Drive
Huntington, WV 25701

Dear Ms. Brown-Dolinski & Marshall University Leadership:

Thank you for the opportunity to submit a formal proposal to Marshall University. Manpower takes great pride in providing staffing and recruiting services to local employers and universities. For nearly 50 years, our local organization has provided meaningful career opportunities throughout the Tri-State region.

Manpower is committed to providing Marshall University with their employment needs. We look forward to working with Marshall University in the near future.

Sincerely,

Bobbie Ward
Manpower Branch Manager

Who is Manpower?

Locally owned but globally connected, Manpower is one of the largest international staffing and recruiting companies in the world. From entry-level to executive search, Manpower provides end-to-end talent resourcing, consulting services and onsite management to local, regional and national companies. For nearly 50 years, our regional franchise has been servicing businesses throughout the Tri-State and beyond. Manpower is one of the largest and most celebrated staffing and recruiting companies in the world.

Manpower is in a unique position to service Marshall University because of our range of services, recruiting presence and professional reputation throughout the Tri-State region. Manpower operates multiple regional recruiting offices and is in fact headquartered locally in Huntington, WV. With our local and national presence, Manpower offers a competitive and strategic advantage. Manpower can both recruit and attract local and national talent to join Marshall University.

Manpower is proud to offer a range of staffing and recruiting services:

1. Traditional Staffing Services
2. Technical & Executive Search
3. Medical & Occupational Health Staffing Support

Our business holds the following designations, which we believe differentiate our services:

- Certified WBENC Female Owned Business
- 2021 World's Most Ethical Companies - Ethisphere
- 2020 Best Professional Recruiting Firms
- 2020 Best Places to Work – Glassdoor
- 2020 Best Employers for Diversity – Forbes
- 2020 Best Staffing Company in the Tri-State – Herald-Dispatch



Testing & Preemployment Testing Requirements

Applicant Screening

Manpower has a custom and proprietary set of interview questions, performance/testing assessments, and face-to-face interview requirements that ensure our Associates are appropriately qualified.

Qualification Testing

Manpower administers patented pre-employment testing to applicants. Our Clients are privy to the test results and Manpower can even create customized qualification and assessment testing to best accommodate our Clients. Manpower has access to thousands of preemployment tests and assessments.

Specific preemployment testing and assessments are generally selected once Manpower is selected as the approved vendor. Client accounts as selected by our Clients. Manpower will supply more information on our patented testing programs if selected as a Marshall University vendor.

Drug screening/Background service

Manpower is client driven and will meet Marshall Universities drug screen and background adjudication. Meaning, whether your operation requires a 6-panel urine analysis or a hair follicle test, our recruiting team will administer whichever testing the University has approved for their permanent staff.

Why work with Manpower?

- Strategic Partner & Recruiter
 - Nearly 50 years of celebrated regional success and experience
- Locally Owned, Globally Connected
- WBENC Certified: Women Owned Business
- Proven talent-driven strategies to staff, recruit, retain and promote regional talent
- Committed to Partnership
 - Manpower aspires to be seen as an extension of Marshall Universities HR efforts
- Industry Leading Professional References
- Adaptive Workforce Solutions

Manpower's References:

1. Valley Health Systems - Ms. Courtney Meese – HR Manager
2. Matheny Motors - Mr. Tim Matheny – President/CEO
3. Toyota Manufacturing - Mr. Steve Cox – HR Manager

**Specific contact information available upon request. Manpower's references requested their personal contact information not be available for public viewing.*

| | | |
|-------------------------|--|--------------------------|
| Request for Bids |  <p>Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100 Direct all inquiries regarding this order to: (304) 696-3157</p> | Bid# MU22TEMPS |
|-------------------------|--|--------------------------|

| | |
|----------------|--|
| Vendor: | For information call: Purchasing Contact: Tracey Brown-Dolinski Phone: (304) 696-3157 browndolinsk@marshall.edu & purchasing@marshall.edu |
|----------------|--|

Sealed requests to bid for furnishing the supplies, equipment or services described below will be received by the Institution. TO RECEIVE CONSIDERATION FOR AWARD, UNLESS OTHERWISE NOTED, THE BID WILL BE SUBMITTED ON THIS FORM AND UPLOADED INTO THE MU BONFIRE PORTAL ON OR BEFORE THE DATE AND TIME SHOWN FOR THE BID OPENING. When applicable, prices will be based on units specified; and Bidders will enter the delivery date or time for items contained herein. The Institution reserves the right to accept or reject bids on each item separately or as a whole, to reject any or all bids, to waive informalities or irregularities and to contract as the best interests of the Institution may require. BIDS ARE SUBJECT TO THE GENERAL TERMS AND CONDITIONS AS SET FORTH HEREIN.

| | | | | |
|--------------------------|---|--|--|--|
| DATE 6/21/2021 | MANDATORY PRE-BID MEETING N/A | DEPARTMENT REQUISITION NO. MU22TEMPS | BIDS OPEN: 6/29/2021 at 3:00 p.m., L.P.T. Broadcast via Zoom at link listed below https://marshall.zoom.us/j/93739435554?pwd=Ly9mUGUzVU5hZDhZUWc4eHQ1S1Q0QT09 | BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID |
|--------------------------|---|--|--|--|

| Item # | Quantity | Description | Unit Price | Extended Price |
|--|----------|-------------|------------|----------------|
| <p><u>Addendum No. 01</u></p> <p>Project Name: MU22TEMPS Temporary Employment Services</p> <p>The purchase of this addendum is to provide a revised Bid Table and respond to vendor's questions. (Questions are unchanged from the original form).</p> | | | | |
| Total | | | | |

To the Office of Purchasing,
In compliance with the above, the undersigned offers and agrees, if this offer is accepted within _____ calendar days (30 calendar days unless a different period is inserted by the purchaser) from the bid open date, specified above, to furnish any or all items upon which prices are offered, at the price set opposite each item, delivered at the designated point(s), within the time specified.

Bidder guarantees shipment from _____ within _____ days

FOB _____ After receipt of order at address shown

Terms _____

Bidder's name Vendor Manpower of WV, Inc.
Signed By Bobbie Ward
Typed Name Bobbie Ward
Title Branch Manager
Email Bobbie.Ward@manpower.com
Street Address 528 5th Avenue
City/State/Zip Huntington, WV 25701
Date 6/29/21 Phone (304) 529-3031
Fein 55-0741834



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/24/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | | |
|---|--|---|--|
| PRODUCER Marsh USA Inc. One Towne Square Suite 1100 Southfield, MI 48076 Attn: DetroitGroupCaptive CertRequest@marsh.com | | CONTACT NAME: | |
| CN104898857-99-21-22 | | PHONE (A/C, No, Ext): | |
| | | FAX (A/C, No): | |
| INSURED DTS Systems Inc. dba Manpower of WV, Inc. 528 5th Ave. Huntington, WV 25708-0385 | | INSURER(S) AFFORDING COVERAGE | |
| | | INSURER A: Insurance Company State Of Pennsylvania | |
| | | INSURER B: | |
| | | INSURER C: | |
| | | INSURER D: | |
| | | INSURER E: | |
| | | INSURER F: | |
| | | NAIC # 19429 | |

COVERAGES **CERTIFICATE NUMBER:** CHI-007502432-11 **REVISION NUMBER:** 7

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|----------|--|-----------|----------|--|-------------------------|-------------------------|---|--------------|
| | COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | | | | | EACH OCCURRENCE | \$ |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY | | | | | | COMBINED SINGLE LIMIT (Ea accident) | \$ |
| | UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | | | | | | EACH OCCURRENCE | \$ |
| A | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N N | N/A | 80756292 (Does not apply to Monopolistic States [ND, OH, WA, and WV], Puerto Rico, or the Virgin Islands) | 03/01/2021 | 03/01/2022 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER | |
| | | | | | | | E.L. EACH ACCIDENT | \$ 1,000,000 |
| | | | | | | | E.L. DISEASE - EA EMPLOYEE | \$ 1,000,000 |
| | | | | | | | E.L. DISEASE - POLICY LIMIT | \$ 1,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
of Marsh USA Inc.

John C Hurley *(Signature)*

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CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
03/01/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Aon Risk Services Central, Inc.
Milwaukee WI Office
10700 Research Drive
Suite 450
Milwaukee WI 53226 USA

CONTACT NAME:
PHONE (A/C. No. Ext): (866) 283-7122 **FAX (A/C. No.):** (800) 363-0105
E-MAIL ADDRESS:

INSURED
DTS Systems Inc dba Manpower of Wv, Inc
528 5th Avenue
Huntington WV 25701 USA

| INSURER(S) AFFORDING COVERAGE | NAIC # |
|---|--------|
| INSURER A: Philadelphia Indemnity Insurance Company | 18058 |
| INSURER B: | |
| INSURER C: | |
| INSURER D: | |
| INSURER E: | |
| INSURER F: | |

COVERAGES CERTIFICATE NUMBER: 570086217517 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. Limits shown are as requested

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|-----------|----------------|---------------|-------------------------|-------------------------|---|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | | PHPK2241253 | 03/01/2021 | 03/01/2022 | EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$20,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 |
| A | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY | | | PHPK2241253 | 03/01/2021 | 03/01/2022 | COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) |
| A | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10,000 | | | PHUB757492 | 03/01/2021 | 03/01/2022 | EACH OCCURRENCE \$14,000,000 AGGREGATE \$14,000,000 |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | Y / N N / A | | | | PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE-POLICY LIMIT |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

| | |
|-----------------------------------|--|
| CERTIFICATE HOLDER | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <div style="text-align: center;"> </div> |
|-----------------------------------|--|

Holder Identifier : SissonvilleWV Certificate No : 570086217517

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to the Contract.

Bobbie Ward, Branch Manager
(Name, Title)

Bobbie Ward, Branch Manager
(Printed Name and Title)

528 5th Avenue, Huntington, WV 25701
(Address)

(304) 529-3031 (Phone Number) (304) 529-3033 (Fax Number)

Bobbie.ward@manpower.com
(Email Address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through BONFIRE, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to Marshall University that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the Vendor in a contractual relationship; and that to the best of my knowledge, the Vendor will properly register with the WV Purchasing Division and Marshall University.

Manpower of WV, Inc.
(Company)

Bobbie Ward
(Authorized Signature)

Bobbie Ward, Branch Manager
(Printed Name and Title of Authorized Representative)

6/29/21
(Date)

(304) 529-3031 (Phone Number) (304) 529-3033 (Fax Number)

December 2, 2019

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Manpower of WV, Inc

Authorized Signature: Bobbi Ward, Branch Manager Date: 6/29/21

State of West Virginia

County of Cabell, to-wit:

Taken, subscribed, and sworn to before me this 29 day of June, 2021.

June 30, 2024.



NOTARY PUBLIC Kimberly D. Bowen
Purchasing Affidavit (Revised 01/19/2018)

ADDENDUM ACKNOWLEDGEMENT

FORM SOLICITATION NO.: 01

MU22TEMPS – Temporary Employment Services

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specifications, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any University personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Manpower of WV, Inc.
Company

Bettie Ward, Branch Manager
Authorized Signature

6/29/21
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

Benefits

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 (accidental death and dismemberment), 401(k) savings plan, and more. You are eligible for the 401(k) plan as soon as administratively possible after your date of hire. For medical, dental and life insurance you are eligible for coverage 85 days after your date of hire.

When it is time to enroll an enrollment notification will either be emailed to you at the email address you provided or mailed to your home address. You will have 20 days from the date on the letter to complete your benefits enrollment. If you do not receive an enrollment letter 50 days after your date-of-hire or if you have any questions regarding benefits, call our Benefits Center at **(800)603-3173**, Representatives are available Monday – Friday 7 am until 7 pm CST.

Paid Holidays. Manpower Associates are eligible to be paid for 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 1,800 hours during the 52 weeks prior to the holiday. You also must 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.** (If you are a wagemaster/payrolled associate, your holiday entitlement may be different. Please contact your local branch office for details.)

Referral Bonus. You can earn extra money by helping us find additional talented people just like you. Ask your Manpower Representative if the referral program is available in your area.

City/State Paid Sick Leave Ordinances

Associates who perform work in cities or states that have paid sick leave ordinances or laws will receive information during onboarding regarding the requirements of the law. Associates who are eligible to take paid sick leave should contact the Manpower Associate Care Center to submit a request for paid sick leave per the instructions provided during onboarding.

Notice of Your Rights Under Various States' Paid Sick Leave Ordinances:

Manpower has implanted a Paid Sick and Safe Leave Program (the "Program") in all locations where required. Several locations required inclusion in the handbook. Where notices are not required in this handbook under the applicable state law, associates will receive further information about the paid sick leave requirements during onboarding. If you are in a location with a Paid Sick Leave requirement, you can contact the Manpower Associate Care Center for additional information.

- **The St. Paul and Minneapolis, MN Sick and Safe Leave Ordinances**
Effective July 1st, 2017, St. Paul, MN and Minneapolis, MN have each passed a Paid Sick and Safe Time Ordinance.
 - To view the notice of your rights under the St. Paul, MN Earned Sick and Safe Time Ordinance poster – [click here](#).
 - To view the notice of your rights under the Minneapolis, MN Paid Sick and Safe Leave Ordinance – [click here](#).
- **The Massachusetts Paid Sick Leave**
 - Massachusetts Paid Sick Leave Ordinance took effect beginning July 1st, 2015. To view the notice of your rights under Massachusetts Paid Sick Leave poster – [click here](#).
- **The Philadelphia Paid Sick Leave**
 - Philadelphia Paid Sick Leave took effect on May 13th, 2015. To view the notice of your rights under the Philadelphia Paid Sick Leave poster – [click here](#).

For all questions regarding the Sick and Safe Leave Programs for Manpower Associates, please contact the Manpower Associate Care Center (MACC) at **800-561-6934**.

Employment and Income Verifications.** Manpower provides a program called The Work Number[®] to provide automated employment and income verifications. So if you're buying a home, renting an apartment, or applying for a loan, The Work Number[®] will enable you to obtain the information you need.

What is The Work Number[®]?

The Work Number[®] is an automated process that enables employees to provide employment and income verification within a matter of minutes. It is the primary 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.

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
 - Six-digit Salary Key
- The Work Number® Access Options for Verifiers:
 - www.theworknumber.com
 - (800)367-5690

**Manpower franchise locations may not utilize this service.

Career Development

MyPath helps you take your education and skills to the next level.

The following MyPath resources are available to you at no cost as a Manpower Associate:

- The opportunity to pursue a bachelor's degree through the University of Phoenix. Explore program and eligibility requirements at phoenix.edu/manpower.
- Certification programs to develop skills for a job in demand. The Manpower Acceleration Program provides courses over a series of a few weeks. Upon successful completion, you earn a certificate and support in pursuing an employment opportunity in your newly skilled area.
- Skills training through powerYOU - ManpowerGroup's global learning platform. powerYOU gives you access to key business topics, IT knowledge areas and desktop applications through online courses, books and micro-videos. Get started by registering at poweryou.manpowergroup.com/IntegrationCustom/SelfRegistration/Register.aspx.
- The ability to evaluate career opportunities based on job fit. Gain the personal insight you need to find jobs where you will succeed with this easy and fast assessment. Get started at <https://me.manpowergroupassessments.com/interactions/5c13dda8ba09d9314202c254>
- A [Learnability Quotient \(LQ\) assessment](#) to uncover your ability to learn and adapt your skills in order to stay relevant in today's work world.

- Career resource information to help you land the job you want and tips to help you succeed on the job. From developing your resume, to networking and impressing your new boss, you will find the information you need to really shine on [manpower.com/mypath](https://www.manpower.com/mypath).

Check with your local Manpower office for programs available in your area. Specific questions about MyPath resources can be emailed to MyPath@manpower.com.

Policies

It's essential that you thoroughly understand Manpower's policies. Please review the policies below. You will be asked to indicate your understanding and acceptance of these policies by signing the electronic acknowledgement in our electronic onboarding task or the paper acknowledgement given to you by your Manpower representative. Policies and benefits may vary from office to office. Be sure to check with your local office regarding local policies and benefits.

Equal Employment Opportunity. Equal employment opportunity is not only the law, it is an extension of Manpower's core values and guides our daily interactions. 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, veteran status, or any other status protected by law. This commitment to equal opportunity extends to hiring as well as other terms and conditions of employment such as job assignments, compensation, discipline and termination. We care about people and the role of work in their lives and we recognize everyone's contribution to our success.

Any Associate who believes that he or she has been discriminated against in violation of this policy, either by Manpower or by a Manpower client should immediately report this to his or her Onsite Manpower supervisor (if applicable), the relevant branch manager, or Manpower's Associate Human Resources Line at **(800)416-9731**. Manpower has an open door policy where all Associates should feel free to discuss concerns or other work-related issues. These concerns will be investigated thoroughly and Associates can make reports without fear of retaliation. Associates who believe they have been retaliated against for making a complaint under this policy should bring this to the attention of any of the contacts listed above.

Safety. Your safety is important to us which is why we always strive to maintain and provide 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. Additionally, Manpower ensures the existence of sound safety practices and programs throughout all 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.
- 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 onsite 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.
- If you receive a life threatening or other significant injury that requires immediate medical care, 911 should be called.
- If you receive a non-life threatening injury, contact your supervisor and together call PC365. (See additional safety instructions on page 2.)

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 onboarding 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 at least 30 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.

Family & Medical Leave Act. Manpower's Family and Medical Leave Act (FMLA) Policy complies with the 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 those 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 servicemember 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 a covered servicemember with a serious illness or injury incurred in the line of duty, on active duty, or a veteran who was discharged or released under conditions other than dishonorable at any time in the five-year period prior to the date the Associate takes 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 servicemember 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 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 generally 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 after learning of the need for leave – generally within the usual and customary notice and procedural requirements for reporting absences

To file a claim for FMLA, you should contact MetLife at (877)638-8269 or report your claim online by visiting www.metlife.com/mybenefits.

- You will need to provide the applicable certification form depending on the leave reasons below, these forms may be obtained from the MetLife website www.metlife.com/mybenefits and leave the signed photocopy with your medical provider(s).
 - **Employee's Own Medical Condition:** Certification of Health Care Provider for Employee's Serious Health Condition
 - **Child Care Leave:** Proof of your child's birth or placement, such as a copy of the child's birth certificate or hospital discharge record (for a newborn) or a copy of the foster care or adoption placement record/certificate (for a child placed in your home through adoption or foster care.).
 - **Care for a Family Member:** Certification of Health Care Provider for Family Member's Serious Health Condition
 - **Servicemember Caregiver Leave:** Certification for Serious Injury or Illness of Current Servicemember or Veteran for Military Family Leave/Caregiver Leave
 - **Qualifying Exigency Leave:** Certification for Qualifying Exigency for Military Family Leave
- Medical certification must be provided to MetLife to support the need for leave due to a serious health condition affecting the associate or an eligible family member
- Periodic re-certification may also be required (if applicable and necessary).

The FMLA reporting process may vary for franchise locations. Please contact your Manpower Representative for further instructions.

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. Marijuana remains illegal as a matter of federal law, and the use and possession of marijuana and marijuana products on Manpower's premises, during work time, or while representing Manpower off premises, is prohibited. Manpower will reasonably accommodate Associates who use marijuana or marijuana products in accordance with the applicable state medical marijuana program to the extent required by law, but in no case may an Associate use or possess marijuana at work, during the work day, or come to work impaired. 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.

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 applicant assigned by Manpower to a client to undergo alcohol and/or other drug screening as a pre-assignment and/or post-assignment condition and the Company may elect to require such screening in accordance with applicable law. Testing methods may include urine, saliva, or hair analysis.

If an Associate tests positive, termination will occur, and the Associate will 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 screening, the Company may refuse to employ or to assign the Associate to an assignment. However, refusal to submit to screening will not result in termination from Manpower. 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 the Company may terminate the Associate's assignment or employment with the Company, if this occurs. If the Associate tests positive for the illegal use of a drug or of alcohol, the Associate will be terminated from employment with the Company. Any adulterated specimen will be viewed as a positive result and will be treated as such. State law may allow for a denial or a reduction of any 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.

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:

- Physical assault such as 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 (including verbal, written, or electronic)
- Harassing surveillance or stalking
- The suggestion or intimation that violence is appropriate
- 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 consistent with applicable state laws. Manpower prohibits weapons in 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.

Solicitation/Distribution. This policy applies to solicitation and distribution in and on Manpower's and our clients' premises. This policy is deemed necessary because Manpower recognizes the need to restrict and control solicitations 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' work 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" do 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.

Wiretapping, Eavesdropping and Recording Permitting Manpower Associates to record or otherwise eavesdrop on each other in the workplace risks damaging employee morale and other legitimate business interests of the Company and its clients. Workforce members are more likely to engage in candid discussions and productive exchanges of views in an environment in which they feel free from recording. Surreptitious audio and video surveillance also may violate reasonable expectations of privacy of Associates and others in the workplace at the Company or at a client. Furthermore, recording may put the Company's and clients' confidential business information at risk. For example, an Associate could capture client trade secrets on a smart phone that might later be lost or stolen, thereby potentially compromising those trade secrets.

Therefore, Associates are prohibited from recording audio or video on Company or client premises without permission from the ManpowerGroup Legal Department. Additionally, Associates may not record or eavesdrop on work-related conversations without the consent of all participants in the conversation. This applies to conversations in any form, including electronic communications. For example, without consent, Associates may not listen in on work-related telephone calls, intercept instant messages, or auto-forward emails of other employees to themselves.

Associates do not have to participate in a conversation that is being recorded without their consent and can refuse to have a discussion with anyone who insists on such recording. Associates should report recording that takes place without their consent to the Manpower Associate Human Resources Line at (800) 416-9731. Please note that in some circumstances, for example call center Associates answering calls on recorded lines, recording may be a condition of employment.

Any violation of this policy may result in disciplinary action, up to and including immediate termination of employment.

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 during working time (the time you are expected to be working, which does not include rest, meal, or other authorized breaks)
- 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 vulgar

- Use equipment for any activity that is malicious, threatening, intentionally false, obscene, maliciously offensive, or invades another's privacy
- Send email to random recipient's, email with executable software attached or email anything that contains or has attached any Confidential or Proprietary Information (defined below) 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.

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, actual or potential, from not being generally known to or readily available or ascertainable by other persons or entities who can obtain economic value from its disclosure to or use by them. Examples of Confidential or Proprietary Information include promotional methods, techniques and methods of operations, trade secrets (as defined by applicable law), potentially 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 expressly authorized to have access thereto. You shall 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 or 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.

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 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.

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 of your availability status within 48 hours (exceptions noted below), and then every week until you are placed on a new assignment. 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 three working days after assignment completion. Associates who work in **MICHIGAN** must contact Manpower within seven working days after assignment completion. Associates who work in **MINNESOTA** must contact Manpower within five 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.

Manpower 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 when 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 management team at your local Manpower office, visit our website at <https://www.manpower.com/wps/portal/ManpowerUSA/privacy-policy>, contact us by email at data.privacy@manpowergroup.com or by writing to us at:

ManpowerGroup
Attn.: Data Privacy Project Manager
100 Manpower Place
Milwaukee, Wisconsin 53212-4030

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.

Anti-Harassment. All Manpower Associates are entitled to work in an environment that is free from harassment, inappropriate conduct, hostility, and intimidation based on gender, race, color, national origin, pregnancy, sexual orientation, gender identity, age, religion, genetic information, disability, 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 reserves the right to review harassment that takes place electronically between any parties, via text message, email message, social media, and all other forms of electronic communication. 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 Manpower's Associate Human Resources Line at **(800)416-9731**. 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 report or complaint of harassment or discriminatory conduct will include:

- **Confidentiality.** We will maintain confidentiality to the extent possible under the specific circumstances and in accord with applicable laws.
- **Investigation and Discipline.** Manpower will promptly and thoroughly investigate all complaints of harassment or inappropriate conduct. 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 Associate.
- **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 the Manpower Associate Human Resources Line at 800-416-9731 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 Associate Human Resources Line at (800)416-9731.

Illinois Associates: Further information concerning your rights under the Illinois Human Rights Act can be found [here](#).

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 only during breaks and lunch periods.
- Notify your supervisor immediately when you finish your work. Ask if there's more work you can do. If no additional work is provided, use your free time constructively.
- Wear appropriate attire for your assignment.
- Don't walk off the job. If your job is not going smoothly, call Manpower. We are your employer and can help you with any job-related problem. Please keep in close contact with us.
- Report all hours worked, on time, to prevent delays in your pay.

