



# Acknowledgment Receipt of Student Associate Training and Policy Handbook

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

I have read, understand, consent, and promise to adhere to all Manpower's Policies and processes contained in the Handbook, including but not limited to: Please check each box, sign and date the bottom:

Assignment and Time Reporting Procedures  
Workplace Injury & Incident Reporting  
Safety and Safety Training: GHS, Lifting, VDT  
Equal Employment Opportunity  
Family and Medical Leave Act  
Drug & Alcohol Policy and Screening  
Violence-Free and Harassment-Free Workplace

Solicitation/Distribution/Loitering  
Wiretapping, Eavesdropping and Recording  
Use of Information Technology Resources  
Confidentiality and Intellectual Property  
Anti-Harassment and Anti-Discrimination  
At-Will Employment

## Safety Policies

I understand Manpower is my employer and any incidents, hazards or injuries must be reported to Manpower.

I am required to comply with safety policies of Manpower and the company where I work.

I will report any changes in my job duties to Manpower.

Personal Protective Equipment (PPE) is safety gear used to protect me against physical hazards in the workplace. If I am instructed to use any I will.

Prior to using any chemical, I will read and understand the Material Safety Data Sheet.

I understand it is not okay for me to operate machinery or equipment that I have not received training for.

If I require medical attention for a workplace injury, I will notify Manpower prior to seeking medical care, unless it is an emergency.

I have reviewed Manpower safety training covered in my employee handbook including: Hazard Communication - Global Harmonization System (GHS), Lifting, and Video Display Terminal and I will abide by all practices.

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

I have read and I understand the contents of Manpower's Training and Policy Handbook and I understand that I must comply with it.

Student Associate Signature:

Printed Name:

Date: