

Welcome to the Manpower Team!



We're excited to have you on our team. Our goal is to provide opportunities that help you succeed in today's evolving workplace. **This Associate Policy and Safety Awareness Handbook** (Handbook) provides important information about our **policies, procedures, general safety awareness**, and the **resources available** to you as an associate. Please review it carefully and keep it as a reference.

The handbook is also available online at www.manpowermaine.com/associates (password: **MPHB**).

Our Commitment. When you join Manpower Maine, you become part of a team that values quality and cares about your success. We strive to offer competitive pay and benefits, recognize excellence, and encourage your professional growth and development. We believe in open communication and working together to help you reach your goals. Thank you for choosing Manpower Maine—we're excited to partner with you!

This handbook is your primary resource for understanding employment with Manpower. You will never be pressured to accept an assignment—the decision is always yours. When you do accept an assignment, we count on you to give your best effort. We'll make sure you have the information you need for your first day, and once you begin working, we remain available to support you and answer any questions.

Assignments & Employment Basics

Manpower is Your Employer. Whether you're on a short- or long-term assignment, you are a Manpower employee—not the client company you are assigned at. Please contact your Manpower Branch to inform us if:

- You are injured or experience a workplace incident
- You encounter unsafe working conditions or have safety concerns
- You are asked to perform duties outside your assignment or operate equipment you have not been trained on
- You cannot report to work or need to call out
- Your assignment ends or your availability changes

Assignments. When you accept an assignment with Manpower, we'll provide you with an **Assignment Details** to prepare you for your new job. This document will include:

- Company name, worksite location, and contact info
- Pay rate, start date, and projected length of assignment
- Check-in procedures and supervisor's name
- Description of job duties and work hours
- Timekeeping and reporting procedures
- Dress code, including any required Personal Protective Equipment (PPE)
- Hazard and injury reporting procedures
- Client and worksite policies and procedures
- Referral bonus details
- Your Manpower office contact information

This is your main source of information in preparing you for your assignment, so feel free to ask as many questions as you wish. We won't pressure you to accept an assignment – the decision is always up to you. When you accept an assignment, remember that we're counting on you to do your best. We will prepare you for your first day, and once you start working, we're available to answer your questions.

Workplace Injuries or Incidents. We expect and promote safe work practices. If you are injured, we want you to receive appropriate care without delay. For life-threatening emergencies, call 911 immediately. For all other injuries, follow these steps:

- Notify your worksite supervisor immediately and describe what happened and how you are feeling
- Notify your Manpower Branch as soon as possible—it is your responsibility to report the injury/incident directly to Manpower
- Provide details about the incident and your symptoms when you are contacted by a Manpower Representative
- Complete an injury report at <https://www.manpowermaine.com/associate-report-of-injury/>
- If medical treatment is necessary, a Manpower Representative will provide information on Manpower's occupational health provider and arrange an appointment



We take your safety and well-being very seriously. Please inform your Manpower Representative any time you are injured,

you experience a near-miss, you see unsafe work practices on the job, or you have any safety concerns whatsoever. Cooperate fully with any accident investigation, complete all required forms, and participate in the Manpower return-to-work program as applicable. Keep your Manpower Representative updated on your work status and provide medical documentation after each provider visit.

Timekeeping & Pay

Time Reporting. It is **your responsibility** to report your hours worked to **ensure that you're paid correctly and on time. Failure to do so may delay your pay.** Making sure you are paid correctly and on time is one of our most important commitments to you, but we need your help. It is critical that you do your part by:

- Accurately tracking the time you begin and end work, and how long you take for lunch.
- Accurately reporting all hours worked each week (Manpower's work week is Monday through Sunday).
- Report only actual hours worked; do not enter holidays, paid leave, or time not physically worked unless instructed.
- Submitting your time for approval by one of the methods included in this Handbook.
- Completing your time report accurately in a timely manner. **Reports submitted late or inaccurately may cause a delay in your pay. In the event you are overpaid, the overpayment will be deducted from future pay.**

Important: Working off the clock, clocking in early or working additional hours without your supervisor's authorization, or falsifying time records is strictly prohibited. These actions will result in disciplinary action, up to and including termination.

Time Reporting Methods: Depending on the company you're assigned to, you will report your time using the method specified for that assignment. **Your assignment details sheet will tell you exactly which method to use, and you must enter all hours through that designated system to ensure you are paid correctly.**

Electronic Time Reporting:

You'll log and submit your hours online, by smartphone, or by phone. Instructions will be provided when you receive your assignment.

Paper Timeslips:

Instructions are included on the timeslip itself. Be sure to legibly complete all information. When complete and signed by your supervisor, fax to Manpower Business Office at 207-774-3714 or scan and email it to portland.me-supportcenter@manpower.com.

On-Site Time Clock:

You may be asked to use a swipe badge, or a paper punch card, to record your "in" and "out" times while on assignment.

Vendor Managed Systems (VMS):

If you are assigned to a client that uses a VMS, you may be asked to track your time using an online system. Instructions will be provided at the time of assignment.

Payment: Your pay rate may vary by assignment. Your Manpower Representative will inform you of the pay rate before you accept an assignment. Weekly pay is based on completed, submitted, and approved time. As your employer, Manpower must deduct required FICA and Federal, State, and local taxes (as applicable) per law.

The fastest and most reliable way to receive your pay is through direct deposit or by enrolling in our paycard program. Paper checks are available but not recommended, as delivery through the U.S. Postal Service can take up to 10 days after payday. All paper checks are mailed to the address we have on file for you.

Note: Pay statements are emailed from portland.me-supportcenter.com. Check your Spam/Junk folders and add the email as a contact in your address book. **Remember: Manpower is your employer. Any questions about your pay must be directed to the Manpower Branch.** To ensure prompt deposits and statements, you must **contact Manpower** immediately if you change your address, email or financial institution.

Our Client Company's Costs. Our clients are billed an hourly rate higher than your pay rate. Client rates include the costs of selection, administration, employer contributions (Social Security, Unemployment taxes, Workers' Compensation), insurance, corporate income tax, and profit. This billing structure is standard across the employment industry. Unless otherwise authorized by you or required by law, only FICA (Social Security & Medicare) and applicable federal, state, and local taxes are withheld from your pay.

Satisfaction & Recognition

Job Satisfaction. Your feedback is important to us. From time to time, you may be emailed a Manpower Associate Satisfaction Survey that asks you to rate your current and/or past assignments, job duties, and Manpower's service. **We consider anything below a "9" or "10" rating to be an unsatisfactory rating.** Remember that if, at any time, you have comments or concerns you would like addressed, please contact your local Manpower office.

Assignment Feedback: We value open communication—your success is our success. Share feedback by contacting the office or completing the feedback form: [manpowermaine.com/assignment-feedback](https://www.manpowermaine.com/assignment-feedback)

Recognition: Manpower's **MyPath Medals Program** recognizes Associates who demonstrate exceptional performance on the job. Client supervisors who work with Manpower are given the opportunity to medal Associates working at their location on attributes such as being a team player, problem solver, producer, etc. The medals you receive become part of your Manpower profile and are used to promote you to Clients for future assignments. Log in to your www.manpower.com dashboard to view earned MyPath Medals.

Benefits

As a Manpower associate, you have access to a comprehensive benefits package.

Paid Holidays. Manpower associates are eligible to be paid for any of these holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. To qualify for each paid holiday, you must have worked 1800 hours during the 52 weeks prior to the holiday. You must also be currently working on an assignment at the time of the holiday. Currently working is defined as working during the week ending prior to the holiday and the week ending of the holiday. **NOTE:** Paid Holidays are not applicable to Wagemaster (Client-Recruited) associates.

Maine Earned Paid Leave (EPL). Manpower associates accrue 1 hour of Earned Paid Leave for every 40 hours worked, up to 40 hours in a calendar year. Your EPL used and available hours are tallied and printed on your pay statement.

- You may use up to 40 hours of EPL in a calendar year.
- You can use EPL in 1-hour increments after a waiting period of 120 days from your start date.
- Your EPL will be paid at your base rate of pay.
- You must be working on an active assignment to use EPL.
- EPL can only be used for time off on days that you are scheduled to work. It cannot be applied to days when your worksite has preplanned closures and you are not scheduled to work.
EPL can be used for planned time away, for illness, or for sudden necessity.
 - If EPL is used for illness or sudden necessity, you must notify Manpower AND your supervisor at your worksite as soon as possible.
 - If EPL is for planned time away, you must request the time off by completing the EPL form at [ManpowerMaine.com](https://www.manpowermaine.com) at least 2 weeks prior to the planned time away.
- You may carry over up to 40 hours of EPL from one calendar year to the next calendar year.
- Since you can accrue up to 40 hours of EPL each calendar year and you can carry over up to 40 hours of EPL to the next calendar year, you can have a maximum overall accrual balance of 80 hours, but only 40 hours may be used and carried over each calendar year.
- If you have unused Earned Paid Leave available at the end of your assignment, the balance will be available to you if you return to work for Manpower within one year.
- You will lose your unused Earned Paid Leave if you do not return to work for Manpower within one year.
- Requests for EPL can be submitted online at: <https://www.manpowermaine.com/mepl-request>

Maine Paid Family and Medical Leave (PFML). Maine's Paid Family and Medical Leave law will provide up to 12 weeks of paid leave for family leave, medical leave, safe leave or leave related to a family member's impending military deployment. PFML is designed to be taken at the same time as unpaid federal and state of Maine FMLA where applicable. You may use your accrued available MEPL to close the gap between the amount of your PFML benefit and your regularly scheduled wages. More information including the plan guide, eligibility, and enrollment details can be found on our website <https://www.manpowermaine.com/associates> (password: **mpbenefits**). A copy of the ME PFML law and formal interpretations may be found online at www.maine.gov/paidleave or by calling 207- 623-7900.

Health, Dental, and Vision Benefits. As a Manpower Associate you are eligible to sign-up for health, dental and vision benefits. If you choose to enroll, your benefit(s) are effective the 1st of the month following 30 days from your assignment start date. Plan details, costs, contact information and enrollment can be found on our website <https://www.manpowermaine.com/associates> (password: mpbenefits) and can be requested at any time by contacting your Manpower Representative.

Referral Bonuses. You can earn extra money by helping us find people who are ready to work. Ask your Manpower Representative about the referral program available in your area.

Employment and Income Verifications. Manpower uses a program called The Work Number® to provide automated employment and income verifications. If you're buying a home, renting an apartment, applying for a loan or a job, The WorkNumber® will enable you or the verifier to obtain the information needed. Our Employer Code is 16500 (Manpower Maine). Visit www.theworknumber.com or call 1-800-367-2884 to access your information.

Safety Awareness Information

Safety. Your safety is important to us. Manpower will not knowingly assign or allow any associate to work in an unsafe work environment. Manpower abides by all safety regulations and guidelines set forth in federal, state, and local statutes. Manpower will not tolerate retaliation toward anyone who in good faith reports safety concerns. To make the workplace safe for you and your fellow associates, it's your responsibility to:

- Immediately report all unsafe working conditions to your work site supervisor, as well as to your Manpower Representative. Reports can be made on our website at <https://www.manpowermaine.com/safety-concern-report/>.
- Understand the safe practices for your general work area and your job
- Comply with all safe work practices and wear required personal protective equipment.
- Attend and participate in worksite specific training and meetings.
- Wear clothes appropriate to the job you'll perform.
- 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 and training.
- 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.
- If you are asked to perform a task which you feel is unsafe, contact Manpower immediately. If you're working during a time when you're unable to reach your Manpower Representative, inform your work site supervisor 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 injury, 911 should be called.
- If you receive a non-life-threatening injury, notify your work site supervisor, and contact your Manpower Representative as soon as possible.

Associate Safety Concern
Report QR Code



Hazard Communication - Global Harmonization System (GHS). This Occupational Safety and Health standard is intended to address the classifying of potential hazards of chemicals and the proper communication of information concerning the hazards and protective measures to employees. Manpower provides you with an overview of the Hazard Communication requirements. You will receive specific chemical information and training at the job site. There are five major components to this OSHA standard:

1. Hazard Communication Written Program. Manpower's client is responsible for developing, maintaining, and implementing, a written hazard communication program for the workplace, this includes a list of hazardous chemicals present in the workplace, labeling of containers, safety data sheets and how the worksite will train all employees.
2. Chemical Inventory. Manpower's client is required to identify and maintain a list of hazardous chemicals in the workplace. This inventory is generally an electronic list of chemicals in the work environment. You, as an associate, have a right to review this inventory list. Ask your supervisor.
3. Labeling. Chemical manufacturers and importers are required to provide a label for each chemical that includes a harmonized signal word, pictogram and hazard statement for each hazard class and category. Never handle a container if you do not know what it contains.
4. Safety Data Sheet. Each worksite is required to maintain a safety data sheet for each hazardous chemical and make each one accessible to all associates. The safety data sheets have a specified 16-section format that must be completed by the manufacturer and accompany the shipment of the chemical to the client worksite.
5. Associate training. OSHA requires training be provided to all associates who will be working around or have the potential to be exposed to hazardous chemicals. Manpower's handbook includes an overview of the hazard

communication standard, labeling requirements, and safety data sheets. You will receive client specific hazard communication training upon your arrival at the work location.

Lifting. It is important to be aware of the basics of safe lifting to avoid injury by following these steps:

1. Size up the load. Test the weight by moving one of the corners to determine if it is too awkward or heavy to lift alone. Get assistance from a co-worker or break down the load into smaller parts.
2. Make sure you can carry the load where you need to go before attempting to move it. Make sure your pathway is clear from obstruction.
3. Bend your knees. This is the single most important rule when lifting. Position your feet close to the load, center yourself over the load, bend your knees and get a good handle on the load, straighten your legs, and lift straight up. Allow your legs, not your back, to do the work. Do not twist; turn your whole body. When setting the load down, follow the same steps in reverse.
4. When moving product always push and do not pull where you are able, pushing places less stress on your back.

Lockout/Tagout. Lockout/Tagout is a procedure used by personnel conducting work on equipment or machinery. The procedure and placement of a lock and tag is designed to disable the machine or equipment and to eliminate all energy sources from machinery or equipment. Lockout/Tagout utilizes the use of a lock and a tag that identifies the individual who is conducting the necessary repairs and/or maintenance. Manpower associates are to never remove a lock or tag from a piece of equipment or machinery, unless specifically authorized to do so. If you will be performing lockout/tagout procedures or are exposed to lockout/tagout as part of your job, the worksite will provide you with lockout/tagout training.

Distracted Driving. Manpower associates may not use a hand-held cell phone or other hand-held electronic device while operating a vehicle – whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, engaging in phone calls, emails, instant messaging, text messaging and web surfing. If associates need to use their phones or other devices, they must pull over safely to the side of the road or another safe location.

Video Display Terminal (VDT). Associates with the primary task of operating a terminal for more than four (4) consecutive hours, daily, exclusive of breaks, are required per Maine law; MRSA Title 26, Chapter 5, Subparagraph 2A to receive training. The Law and standard require the Video Display Terminal, Maine Department of Labor poster be prominently displayed in each affected work location.

Ergonomics is defined as the practice of designing jobs and workplaces to match the capabilities and limitations of the human body. A VDT workstation should be designed to provide the user with a comfortable sitting/standing position while allowing the user to reach the keyboard and documents and easily observe the screen. Primary work should be within reach when your arms are in the neutral position at your workstation, this is directly in front of you and both to the immediate left and right. Secondary work should be placed no further than an arm's length away.

1. **Your Chair:** Height should be adjusted so feet rest flat on the floor or footrest. Arms should rest at a 90-degree angle to the keyboard. Bases of knees should not rest directly on the chair cushion. The lower back should be well supported.
2. **The Screen:** The top of the screen should be just below eye level, so the head remains neutral. The VDT screen should be at arm's length from the sitting position. Avoid glare by using a glare screen or by shielding windows.
3. **Keyboard:** Forearms should be parallel to the floor in an "L" shape. Wrists should be straight on the home row keys and in a relaxed and neutral position.
4. **Work Surface:** Wrists should not rest on the edge surface. Use a document holder to position the document at the same height and distance as the VDT screen.

Proper Posture at your VDT: It is important to maintain proper posture at a VDT workstation to work most effectively while avoiding fatigue and strain. Holding the body in an upright position requires special attention to your head, shoulders and back. These body parts are flexible and very heavy, so it is often difficult to hold them steady with a minimum of stress to the surrounding joints and muscles. To keep these stresses to a minimum, it is important to do the following:

1. **Your Head:** Keep your head in an upright position. Leaning forward or back could cause strain to your neck and shoulders. Having your computer screen and document at eye level will aid in keeping your head in the correct position.
2. **Your Shoulders:** Shoulder muscles work harder and are at higher stress levels when rounded forward. To lessen fatigue, allow for shoulders to drop to a relaxed position. If your shoulders feel raised, you may find your chair or keyboard is too high.

3. **Your back:** Leaning forward may feel more relaxing than sitting in an upright position, however, a forward lean adds strain to back muscles. You should be able to sit in your chair with your back against the backrest and work comfortably in an upright position.

Exercises and Stretches at Your VDT: In addition to good posture, exercises and stretches are instrumental in keeping a VDT operator healthy by reducing stress, aiding circulation, alleviating cumulative muscle fatigue, and ultimately, preventing injuries. Simple exercises can be done at your workstation as needed. The important thing to remember is that you do not need to wait until your scheduled break or lunch hour to take a stretch break of a minute or two. We recommend you do the following at least once per hour:

1. **Neck Exercises:** Tip your chin in and slowly roll chin across chest from shoulder to shoulder. With body facing forward, turn and look over each shoulder.
2. **Back and Shoulders:** Stand and lean back with your hands holding your lower back or hips. Hold for a few seconds. Hold your arms straight out in front of you and rotate your arms so the backs of your hands face each other, slowly rotate so that palms face each other. Bend from side to side with your arm raised over your head. Circle shoulders forward and then backward.
3. **Hands and Wrists:** While sitting or standing, drop your arms to your sides and shake your arms and hands for a few seconds. Spread your fingers wide and circle your wrists inward and then outward. Press your palms together as in a prayer position. Gently apply pressure by raising your elbows, then release.

Manpower has a Video Display Terminal Workstation Evaluation Checklist available that can be used as a guide to ensure proper equipment, posture, and placement. Reach out to your supervisor and your Manpower representative should you have questions or experience discomfort with the workstation.

Policies

It's essential that you thoroughly understand Manpower's policies. Please review the policies presented here and indicate your understanding and acceptance of these policies by signing the acknowledgement.

Call Out Policy. If you are unable to report to your scheduled shift you need to follow Manpower's 2-Call Policy by contacting Manpower and notifying your work site supervisor. It is your responsibility to obtain and keep contact information. If you are notifying us after hours please leave a message via voicemail, email or text. Failure to notify both parties may result in termination.

Electronics & Mobile Device Policy. Personal mobile device use during working time should be limited to maintain productivity, safety, and professionalism. Phone calls should only be made during work hours in the event of a true emergency, and personal calls, texting, or messaging should be reserved for breaks, lunch periods, or other designated non-working times. Accessing social media or browsing the internet for personal reasons during work time is prohibited unless authorized for work purposes. The use of headphones or earbuds during working time is not allowed unless approved by your supervisor for safety or productivity reasons. Please note that individual worksites may have their own mobile device policies, which must be followed at all times. Any exceptions to this policy require approval from both your worksite supervisor and your Manpower Representative. Unauthorized or excessive mobile device use may result in corrective action, up to and including termination of employment.

Equal Employment Opportunity. Manpower Maine is an equal opportunity employer. We do not discriminate against any applicant or associate based on race, color, religion, sex (including pregnancy and related conditions), sexual orientation, gender identity, age (40+), national origin, citizenship, disability, genetic information, veteran or servicemember status, or any other status protected by law. This commitment applies to all aspects of employment, including hiring, job assignments, pay, training, and termination. If you believe you've experienced discrimination or retaliation, report it immediately to your Manpower office. We maintain an open-door policy, and all concerns will be investigated promptly and without fear of retaliation.

Family & Medical Leave Act. Manpower Maine complies with all applicable federal and state family and medical leave laws. Eligible associates may take up to 12 weeks of unpaid, job-protected leave in a 12-month period for:

- The birth, adoption, or foster placement of a child
- Bonding with a child within one year of birth or placement
- Caring for a spouse, child, parent, or other eligible family member with a serious health condition
- The associate's own serious health condition
- Certain military-related exigencies

Eligible associates who are next of kin to a covered servicemember may take up to 26 weeks in a single 12-month period to provide care. Leave may be taken intermittently or on a reduced schedule when medically necessary.

- **Eligibility:** To qualify, you must have worked for Manpower for at least 12 months, have 1,250 hours of service in the past 12 months, and work at a location with 50 or more employees within 75 miles.
- **Notice & Certification:** Please provide 30 days' notice when possible, or as soon as practicable. Medical certification may be required.
- **Job & Benefits Protection:** Health benefits continue during FMLA leave as if you were actively working, and you will generally be reinstated to the same or an equivalent position upon return.
- **Anti-Retaliation:** You may take FMLA leave without fear of retaliation. Fraudulent use of FMLA leave is prohibited and may result in disciplinary action.

Drug and Alcohol Policy. Manpower is committed to providing and maintaining a healthy and safe workplace free from the effects of drugs, alcohol and other substances that impair an employee's ability to work safely and productively. Employees are prohibited from using or possessing alcohol and illegal drugs either at work or while working, including all forms of marijuana. For the purposes of this policy, illegal drugs are drugs that are illegal under either state or federal law.

Employees must report to work in a fit and safe condition and any employee who is impaired by alcohol or illegal drugs while working or at work may be disciplined, including the possibility of termination. A supervisor may determine that an employee is impaired by observing the employee's behavior. Examples of the symptoms of impairment include lack of coordination or balance, impact on the employee's eyes (e.g., red, bloodshot, dilated pupils, glassy, etc.), slurred speech, the odor of marijuana or alcohol, falling asleep, lack of focus and/or other unusual behavior. If impairment is demonstrated, appropriate action will be taken up to and including termination.

The legal use of prescription medications by an employee is permitted while working provided that it is done under the supervision and approval of a medical provider, and such use does not impair an employee's ability to perform the essential functions of the job in a safe manner. The use and possession of medical marijuana is not permitted while working.

Certain Manpower customers, but not all, may require a Manpower applicant to undergo alcohol and/or other drug screening as a pre-assignment condition. Testing methods may include urine and/or saliva testing. Any associate whose 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. A complete copy of Manpower's Substance Abuse Testing Policy may be obtained from your Manpower Representative. If you have questions about this policy or issues related to drug or alcohol use at work, please ask your Manpower representative.

- By signing the "Acknowledgement Receipt of Associate Handbook & Training Manual and Safety Policies", I hereby voluntarily authorize and consent to being subjected to drug and/or alcohol testing as provided by Manpower's approved substance abuse testing policy or any of their client's approved policies. I understand that I may be required to be drug tested for each assignment. I also authorize and consent to the release of the results of such drug and/or alcohol tests to employees, agents and representatives of Manpower, the client and drug testing laboratories.
- If I have been on an assignment for Manpower previously, I waive the applicable requirements for "employees" under the Maine Substance Abuse testing statute and rules and agree to be subject to the approved drug testing policy of the company I am assigned to, so long as I have not been assigned to work at that company in the 30 days prior to the date I sign this document. No adverse action will be taken against any individual for refusing to sign the waiver, except that the individual will not be permitted to work for that client company.
- I hereby release and hold Manpower's medical facilities, testing laboratories and medical review officers harmless for their parts in the administration of this program and for their release of any related information to Manpower and its clients, consistent with this program. I also release and hold harmless Manpower, their officers and employees, and their clients, for their parts in the administration of this program and for their use of the information described above for the purposes described above. In the event that an assignment with Manpower for which I am applying entails the provision of services to Manpower clients or other entities, I agree that Manpower may disclose alcohol and other drug screen results (or any summaries thereof) to any such clients or other entities.

Violence-Free and Harassment-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, shoving, or 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 using phone calls, surveillance, stalking, or social media.
- The suggestion or intimation that violence is appropriate.
- Possession or use of firearms or weapons. Possession or use of firearms or weapons under any circumstances on Manpower or client company property or elsewhere in connection with your employment will not be tolerated, consistent with applicable state laws. Manpower prohibits weapons in the workplace. 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 and your Manpower Representative. In life-threatening or emergency situations, call 911.

Solicitation/Distribution/Loitering. This policy applies to solicitation, distribution, and loitering in and on Manpower and our client company premises. Solicitation and distribution of literature and other materials by Manpower associates on Manpower's or our clients' premises for any purpose is prohibited during work time. Distribution is also prohibited at all times in Manpower's or our clients' working areas. "Work time" is the time when the person doing the soliciting or distributing, or the person being solicited or receiving the distribution, is or should be working. "Work areas" are those areas where associates and employees are regularly assigned to work duties, confer about work-related issues, or conduct business. This policy must be followed concurrently with any solicitation or distribution policies maintained by Manpower's clients, which may be more specific than this policy. Additionally, you are expected to be at client worksites only during your working hours. 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. 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 Manpower and its clients. Surreptitious audio and video surveillance also may violate reasonable expectations of privacy of associates and others in the workplace at Manpower or at a client location. Furthermore, recording may put the Manpower'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 Manpower or client premises without permission from Manpower's Legal Counsel. 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 their Manpower Representative. Please note that in some circumstances, for example when call center associates answer 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/or 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 without authorization or for non-job-related activities
- use, or attempt to use, another person's 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
- modify the software configuration (e.g., add a screensaver)
- connect, remove, or insert technology components or equipment, including external storage, 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 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.

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

Intellectual Property. Any and all discoveries, inventions (including but not limited to improvements or modifications) or literary or other works relating to the work you perform while on assignment or suggested by matters disclosed in conjunction with your assignment, whether or not patentable, copyrightable, or otherwise subject to registration or protection which are made or conceived by you, solely or jointly with others, are works made for hire and shall be the property of Manpower or its designee. You must agree to provide Manpower or its designee with a complete written disclosure of each invention, discovery, literary or other work and further agree to sign necessary documents and give Manpower or its designee all other reasonable assistance necessary to perfect and maintain whatever rights Manpower or its designee deem appropriate, without charge to Manpower or its designee but without expense to yourself.

Assignment Availability Policy. This policy only applies after you have been on at least one assignment with Manpower. When you complete an assignment, notify your Manpower Branch immediately, and then weekly 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.

Unemployment Compensation. Unemployment benefits are administered by the State agency, not by Manpower. If your assignment ends and you believe you may be eligible, you must file a claim with the State Department of Labor. Eligibility is determined by the state and generally requires that you are able, available, and actively seeking work.

Failure to comply with the Assignment Availability Policy above may result in denial of unemployment benefits.

Additionally, please note that violations of Manpower policies—including termination for misconduct such as violence, substance use, sleeping on the job, falsifying records, or other serious infractions—can make you ineligible for unemployment benefits and not rehirable with Manpower Maine.

For more information on unemployment benefits, visit: <https://www.maine.gov/unemployment>

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 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 Manpower Representative.

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 Manpower Representative regarding any accommodation requests. An associate may be asked to provide medical evidence to support the need for such accommodation.

Anti-Harassment/Anti-Discrimination. 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, and/or 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 your Manpower Representative. 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 your Manpower Representative.

Any associate not satisfied with the actions taken or not taken because of a complaint can contact **April Clark, President of Manpower Maine at (207)784-9353.**

At-Will Employment. We hope your employment with Manpower Maine will be mutually rewarding. However, please understand that employment is at-will, meaning your assignment and/or employment may be terminated at any time by you or Manpower, with or without cause and with or without notice.

At the termination of employment, Manpower is responsible only for wages earned prior to the termination date. Nothing in this handbook or any oral statement shall alter the at-will nature of employment.

While we will never pressure you to accept an assignment - the choice is always yours - when you do accept an assignment, we ask that you commit to completing it unless extenuating circumstances prevent you from doing so. If an assignment is not the right fit, please communicate promptly with your Manpower Representative so we can assist you.

Required Posters. Required labor posters can be found online: <https://www.manpowermaine.com/required-posters>

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.
- 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 calls/texts at work, except in the case of a true emergency. You're allowed to make calls/texts during breaks and lunch periods only.
- Notify your supervisor immediately when you finish your work. Ask if there's more work you can do. If none is given, use your time constructively.
- Wear appropriate attire for your assignment.
- Don't walk off the job. If your job is not running smoothly, call Manpower. We are your employer and can help you with job-related problems. Please keep in close contact with us.
- Report all hours worked, on time, to prevent delays in your pay.
- Follow all Manpower policies, as well as policies at your work location.
- Refer friends and relatives to Manpower – if they work for us, they'll get paid, and so will you!

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