

# ASSOCIATE HANDBOOK



Manpower®



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# Welcome

Thank you for joining the Manpower team. We're excited to have you on board as one of our valued Associates.

The opportunities are endless when you work with Manpower. By choosing Manpower you can explore new careers, experience different industries, learn about different companies, and find the job that's just right for you. Manpower also offers a variety of benefits and tools to help you keep advancing at work.

This handbook can assist you with questions about your employment and provide you with information about your benefits so keep it handy as a resource. And remember, your Manpower Representative is always available to answer your questions.

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.

## Our Commitment

When you become an Associate of Manpower, you not only join a team that is committed to excellence, you also become a member of a company that:

- Rewards excellence and innovation
- Recognizes individual contributions
- Provides competitive pay and benefits
- Encourages professional growth and development consistent with each Associate's interests and abilities
- Supports open communication

## Our Values

- **People.** We care about people and the role of work in their lives. We respect people as individuals, trusting them, supporting them, and enabling them to achieve their goals for work and in life. We help people develop their careers through planning, coaching and training. We recognize everyone's contribution – our staff, our clients and our candidates to our success. We encourage and reward achievement.

- **Knowledge.** We share our knowledge, our expertise and our resources, so that everyone understands what is important now and what is happening next in the World of Work – and knows how best to respond. We actively listen and act upon this information to improve our relationships, solutions and services. Based on our understanding of the World of Work, we actively pursue the development and adoption of the best worldwide practices.
- **Innovation.** We lead in the World of Work. We dare to innovate, pioneer and evolve. We never accept the status quo. We constantly challenge the norm to find new and better ways of doing things. We thrive on our entrepreneurial spirit and speed of response; taking risks, knowing that we may not always succeed, but never exposing Associates or clients to risk.

## Assignments

When you accept an assignment with Manpower, we'll provide you with:

- Your employee identification number
- The client's name and location of your assignment
- Directions to the worksite
- Start date, time and projected length of assignment
- Work hours, lunch and break times
- Check-in procedures, if required
- Supervisor's name
- Description of what you'll do on the job
- Dress code, including any required safety equipment
- Pay rate

\*\* Additional information may be provided to you by your local Manpower office as required by applicable state law. \*\*

This is your main source of information about your assignment, so feel free to ask as many questions as you wish. We will never pressure you to accept an assignment – the decision is always up to you. However, when you accept an assignment, remember that we're counting on you to do your best.

## Manpower's Staffing Consultants

Manpower's Staffing Consultants (our in-office staff members) select appropriate assignments for you based on your skills, abilities, work preferences and availability.

As a Manpower associate, you'll probably work at a variety of companies. Even so, you're still employed by Manpower.

Whenever you have a problem, call us immediately.

Call your Manpower Staffing Consultant to report that:

- You're going to be late or can't report to your assignment. Not reporting to work without first telephoning Manpower could be cause for termination.
- You're sick or injured on the job. If you feel you cannot complete an assignment, call your Staffing Consultant before leaving.
- You'll be unavailable for a period of time. Let us know in advance if you're planning a vacation or time off for any reason.
- You have a concern about the safety of the task you are asked to complete or the conditions of the work environment.
- The work you are asked to do is substantially different from the work described to you by your Manpower Representative.
- You've changed your name, address, email address and/or telephone number or made a change to your banking relationship that would impact your direct deposit.
- You've learned new skills which can qualify you for more assignments. You may pick up new skills while on the job.
- Your assignment ends. You must call us within 48 hours to let us know of your availability for your next assignment.
- You feel Manpower's Equal Employment Opportunity or Anti-Harassment Policies are being violated (see pages 6 - 8).

## Time Reports

There are a variety of methods for reporting your time. Once you accept an assignment to a specific company, your Staffing Consultant will inform you on the method you must use to submit your time. If you are assigned to more than one company during the week, submit a separate time report for each company.

To enter your hours online, access **WebCenter** at the following website: [www.manpowerdayton.com](http://www.manpowerdayton.com)

### To enter hours:

- Navigate to the assignment area of your WebCenter.
- Click to select the assignment on which you are working.
- Click to select "Create NEW timecard for this Assignment".
- A wizard will guide you through creating your timecard.
- Confirm or select the week for which you'd like to create your timecard.
- Enter your hours each day or for the week.
- Remember to save the timecard and submit it at the end of each week.

## Payroll Options

Manpower offers two options for electronic payment for your weekly pay:

1. Have your pay direct-deposited to your own checking or savings account through Manpower's Automatic Direct Deposit Payroll Program (ADD). When you decide to participate in Manpower's ADD program, your weekly pay will automatically be deposited into your checking or savings account at your bank or your Savings and Loan or Credit Union (if they are members of the National Automated Clearing House Association (NACHA)). The money is immediately available to you on payday. Your pay stubs will be available to you in WebCenter.
2. Or we can provide you with an ADP debit card for payroll deposits.

## Benefits

As a Manpower associate, you may be eligible to receive benefits. Benefits are subject to change without prior notification.

## **Holiday Pay**

Associates may be eligible to be paid for these six (6) holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

To qualify for each paid holiday, an associate must have worked 1,800 hours during the 52 weeks prior to the holiday **AND** the associate must also 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.

## **Referral Bonus**

We always need qualified associates and you can help. You'll receive a cash bonus for each qualified associate that you refer who works for Manpower. Referrals must complete be currently active and available for work to receive this bonus.

Please encourage anyone interested in employment opportunities to call Manpower. Ask your referral to record your name in the "referred by" section of the application so you can receive your referral bonus.

Your Staffing Consultant can provide you with the up-to-date bonus amounts plus the hours required for the referral bonus.

## **Health Insurance**

Manpower offers an ACA-compliant insurance plan. We offer three plans, with Manpower paying a portion of the employee's share. Please contact your local Manpower office for enrollment forms and further information.

# **Satisfaction & Recognition**

## **Job Satisfaction**

Your feedback is very important to us. From time to time, you may be asked to complete an Associate Satisfaction survey to rate your current and/or past assignments and our service delivery to you. Your candid response helps us make sure we're doing everything we can to meet your employment needs.

## **Circle of Excellence**

It's important to experience a sense of satisfaction and pride, as well as to receive recognition for a job well done. At Manpower, we recognize outstanding Associates with the Circle of Excellence award. This award is based on a variety of criteria and is given out to associates on a monthly or quarterly basis.

## Career Development

To take your education and skills to the next level, Manpower offers MyPath.

MyPath is your set of tools and resources to prepare you for the jobs of tomorrow. The resources available to you at no cost as a Manpower Associate include:

- Online skills training through powerYOU, ManpowerGroup's global learning platform. powerYOU gives you access to courses on the top business, IT and desktop applications so you can succeed in today's working world. Get started by registering at [poweryou.manpowergroup.com/IntegrationCustom/SelfRegistration/Register.aspx](http://poweryou.manpowergroup.com/IntegrationCustom/SelfRegistration/Register.aspx).
- The ability to evaluate career opportunities based on your own strengths and interests. Gain the personal insight you need to find the jobs where you will succeed with this easy and fast assessment available at [www.manpower.com/wps/portal/ManpowerUSA/career-resources/PersonalityAssessment](http://www.manpower.com/wps/portal/ManpowerUSA/career-resources/PersonalityAssessment).
- 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 at [www.manpower.com/mypath](http://www.manpower.com/mypath).

## Policies

### 1. Harrassment-Free Workplace Policy

- **Equal Employment Opportunity**

Manpower is committed to providing equal employment opportunities in a professional, quality work environment. Manpower does not tolerate discrimination, sexual harassment or other types of harassment directed at a candidate, associate, client or vendor based on gender, race, color, national origin, sexual orientation, pregnancy, age, religion, disability, veteran status or any other basis protected by Title VII of the Civil Rights Act or any other law. To further support this policy, Manpower may periodically require training of associates.

This policy not only complies with existing laws and regulations but also expresses the value we place on individual abilities. Manpower will continue to respect, support and implement this policy as a high priority.

As full recognition of persons with disabilities, Manpower, through its managers and employees at all locations, shall assure that all employment actions are taken without regard to whether an individual has a disability.

All personnel actions and programs shall be administered in a manner which prevents discrimination against individuals with disabilities.

Where an individual with a disability makes known to Manpower his or her disability, managers and employees at all locations shall provide, and where appropriate shall, in cooperation with Manpower's clients, see to the provision of reasonable accommodations to the extent required by law. This will enable such candidates to perform the essential functions of their jobs and to enjoy the same benefits and privileges of employment as are enjoyed by associates without disabilities.

- **What is Harassment?**

- *Sexual Harassment*

- This is unwelcome conduct of a sexual nature where an associate feels compelled to comply with the harassment as part of job betterment, or where the harassment interferes with an associate's work, creating an intimidating or hostile work environment. Examples include unwelcome physical contact or requests for sexual favors, and/or displays of a sexual nature (e.g. calendars, photographs, and magazines).

- *Discriminatory Conduct*

- Other types of harassment include intimidation or ridicule based on gender, race, color, national origin, sexual orientation, pregnancy, age, religion, disability, veteran status or any other basis protected by law that creates an offensive work environment, or which results in an unfavorable job action. Examples are jokes or offensive comments based on race, sex, etc., said verbally or sent via e-mail.

- **Open Door Policy**

- Manpower endorses an open door policy. Associates should feel free to discuss concerns or other work-related issues with management.

- **How Do I Make a Report?**

Report all incidents of discrimination or harassment, whether as victim or witness, to Manpower by contacting a Staffing Consultant or Manager of your local office. *Ohio* associates may contact our Risk Management Consultant at 937.293.0081. *Kentucky* associates may contact our Risk Management Consultant at 800.288.1331.

- **What is the Company's Response to a Complaint?**

*Confidentiality*

Confidentiality will be maintained to the extent possible under the circumstances. All documentation is kept in separate, secure files. However, a letter or memo may be placed in the disciplined associate's personnel file, if appropriate.

*Investigation & Discipline*

Manpower will promptly and fairly investigate all discrimination and harassment complaints. If it is determined that inappropriate conduct has occurred, including retaliation, Manpower will act promptly to ensure that the conduct is eliminated and appropriate disciplinary action, up to and including termination, is imposed. False allegations may also be considered violations of this policy.

*Zero Tolerance of Retaliation*

Retaliation will not be tolerated in any form or toward anyone who in good faith makes a complaint or participates in an investigation. Anyone who is unsatisfied with actions, or lack thereof, taken as a result of a complaint can appeal to the Vice President of Manpower of Dayton, Inc.

## **2. Safety**

Your safety is important to us and we strive to maintain safe and healthy working conditions at all times. Manpower abides by all safety regulations and guidelines set forth in federal, state and local statutes. We also integrate good safety practices and programs into our 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 Staffing Consultant if you're asked to operate equipment or perform a task for which you have not been trained.**

- **Notify your Manpower Staffing Consultant of any requested changes in your job duties.**
- 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.
- Immediately report all unsafe working conditions to your supervisor, as well as your Staffing Consultant.
- Operate only those machines, tools or vehicles that your Staffing Consultant 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 Staffing Consultant 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. Then, contact Manpower immediately. If you're working during a time when you're unable to reach your Staffing Consultant, inform the client that you cannot perform those tasks without approval from Manpower. Then contact your Staffing Consultant as soon as possible.

### **3. Work-Related Injury**

If you are ever injured on the job follow these guidelines:

1. Report the injury to your job site supervisor immediately.
2. Report the injury to Manpower as soon as possible, but at least within 8 hours of the occurrence. If an accident is not reported within 24 hours of occurrence, it may jeopardize Workers' Compensation Benefits and may be grounds for termination of employment.
3. If you need to seek medical attention, we can direct you to medical facilities in the area. You will need to ask for alcohol and drug screening from the medical provider.
4. Once you are finished with the medical treatment and screenings, please go to your Manpower office to fill out the Accident Report paperwork.

### **4. 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.

## **5. Assignment Availability**

To maintain associate status with Manpower, you must keep us informed as to your availability. When you complete an assignment, notify Manpower by phone within 48 hours. You are then required to call us weekly to inform us of your availability status. If we do not hear from you within 48 hours of an assignment completion, and every week thereafter until an assignment is started, we will consider you unavailable for work and to have voluntarily resigned from employment. Further assignments may not be offered.

## **6. 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 associates, vendors, or clients will not be tolerated. Examples include, but are not limited to:

- Hitting or shoving an individual
- Threatening harm to an individual or his/her family, friends or associates
- The intentional damage or destruction of, or threat of damage or destruction to property

- Harassing or threatening phone calls
- Harassing surveillance or stalking
- The suggestion or intimation that violence is appropriate
- Possession or use of firearms or weapons

## **7. 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. 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 candidate 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.

## **8. Unemployment Compensation**

If you fail to comply with the Assignment Availability Policy listed on page 10, Unemployment Compensation benefits may be denied.

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.

## **9. At-Will Employment**

Your employment with Manpower is "at-will." That means your assignment and/or your employment can be terminated for any reason, with or without cause and with or without notice. At termination of your employment, Manpower is not liable for wages or salary except those you earned prior to the date of termination.

## **10. Family and Medical Leave Act (FMLA) Policy**

Manpower complies with mandates of the federal FMLA and applicable state law. To be eligible, you must have worked for Manpower a total of at least 12 months, have worked at least 1,250 hours during the previous 12 months and worked at a location where at least 50 associates are employed by Manpower within a 75 mile radius. Please ask your Staffing Consultant for further information.

## **11. Use of Information Technology Resources**

The use of laptops, desktops, network stations, mainframe and other Information Technology (IT) resources that belong to our clients are for business purposes only.

### **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
- Connect, remove or insert technology components or equipment, including 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 sexually explicit, suggestive, harassing or otherwise offensive
- Use equipment for any activity that is disparaging, defamatory, profane, maliciously offensive, libelous or slanderous or invades another's privacy
- Use equipment for any activity which would harm Manpower, its client or their images
- Send email to random recipients, email with executable software attached or email anything that contains or has attached any private, confidential or proprietary information belonging to either Manpower or our client

Manpower and our clients reserve the right to access and monitor your use of their company property, including the use of company data networks, to determine compliance with their policies. **Your failure to comply with these policies may lead to disciplinary action, including termination of employment.** Our clients may have additional and/or more comprehensive policies/procedures/guidelines related to your use of the client's IT equipment. Manpower expects you to familiarize yourself with those policies/procedures/guidelines and direct any questions you have to your Manpower representative.

## **12. Prohibition against firearms and other deadly weapons**

No employee, visitor, vendor, client, customer, or other person doing business with the Company shall bring or possess a firearm or other deadly weapon, including concealed deadly weapons, in the Company's facilities or buildings, in Company-owned vehicles or in vehicles used for Company business. Unauthorized possession of a firearm or weapon on Company property is strictly prohibited.

The Company reserves the right to conduct a search or inspection in order to insure compliance with this policy, including the search and inspection of an individual's person, clothing, pockets, desk, office, purse, briefcase or other bag, or other place in which a fire-arm or deadly weapon may be transported or kept.

Individuals who violate this policy may be denied access to or removed from the Company's premises. Employees who violate this policy may also be subject to disciplinary action, up to and including termination of employment.

### **13. 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.

### **14. 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.

## **15. 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.

## **16. 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.

## **17. 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.**

## TIPS FOR SUCCESS

Follow these guidelines to be productive and make your assignments with Manpower more enjoyable.

- Be on time to your work station 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.

## OFFICE LOCATIONS



### Ohio

#### ***Celina***

1915 Havemann Road  
Celina, OH 45822  
419-586-9888  
800-401-6564  
**Fax:** 419-586-9980  
**Email:** celina.oh@manpower.com

#### ***Dayton***

3075 Governor's Place Blvd, Ste 200  
Dayton, OH 45409  
937-293-0185  
800-823-2745  
**Fax:** 937-643-7468  
**Email:** dayton.oh-downtown@manpower.com

#### ***Lima***

2318 Harding Highway  
Lima, OH 45804  
419-227-1970  
800-227-9458  
**Fax:** 419-225-6957  
**Email:** lima.oh@manpower.com

#### ***South Dayton***

9480 Springboro Pike  
Miamisburg, OH 45342  
937-435-3768  
**Fax:** 937-435-7686  
**Email:** southdayton.oh@manpower.com

#### ***Troy***

1810 West Main Street  
Troy, OH 45373  
937-335-5485  
800-227-9457  
**Fax:** 937-339-5767  
**Email:** troy.oh@manpower.com

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### Central Kentucky

#### ***Lexington***

162 Old Todds Road, Suite 280  
Lexington, KY 40509  
859-268-1331  
800-288-1331  
**Fax:** 859-268-4798  
**Email:** lexington.ky@manpower.com