



# Manpower<sup>®</sup>

Inc. of Southeastern Michigan

## **Associate Handbook**

*for all Manpower Associates*

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## CONTENTS

<b>WELCOME TO MANPOWER</b> .....	<b>2</b>
<b>OFFICE INFORMATION</b> .....	<b>2</b>
<b>BENEFITS</b> .....	<b>3</b>
Comprehensive Insurance Program .....	3
Confidential Employee Assistance Program (EAP) .....	3
Holiday Pay .....	3
Tuition and Certification Reimbursement .....	4
Free Training and Development Opportunities .....	4
Fully-Funded GED Bonus Program .....	4
Bonus Programs .....	4
24/7 Manpower Support .....	4
Online Manpower Account .....	4
Recognition Programs .....	4
<b>TIMEKEEPING AND PAYROLL</b> .....	<b>4</b>
Time Reporting .....	5
Getting Paid .....	5
Paystubs .....	5
W-4 and W-2 Tax Forms .....	6
Employment Verifications .....	6
<b>WORKING FOR MANPOWER</b> .....	<b>6</b>
Employee Eligibility and Work Authorization .....	6
Application and Employment Records .....	6
Privacy Notice .....	7
Employment Acknowledgments .....	7
Attendance and Time Off .....	7
Safety .....	8
Accidents and Injuries .....	8
Completing an Assignment .....	8
<b>MANPOWER POLICIES</b> .....	<b>9</b>
Attendance .....	9
Availability .....	9
Distracted Driving .....	9
Cell Phone/Electronic Devices .....	9
Information Technology (IT) Resources .....	10
Manpower and Customer Property .....	10
Anti-Harassment and Anti-Discrimination .....	10
Violence-Free Workplace .....	10
Substance Abuse (Drug and Alcohol) .....	12
Employment Screening and Compliance .....	12
<b>FEDERAL EMPLOYMENT POLICIES</b> .....	<b>13</b>
Equal Employment Opportunity .....	13
Nursing Mothers .....	13
Family and Medical Leave Act (FMLA) .....	13
Reasonable Accommodations .....	13
<b>ACKNOWLEDGEMENT AND RECEIPT</b> .....	<b>14</b>



## WELCOME TO MANPOWER

Hello and welcome! We are glad you have chosen Manpower, Inc. of Southeastern Michigan as your employer. It is our pleasure to assist you in your job search. We will spend some time understanding your skills and interests and then do our best to find a job assignment that fits your needs. Job assignments may be short- or long-term, temporary or temporary-to-hire, depending on our customers' needs. We will provide you with the job details as we understand them so that you can decide whether or not to accept the assignment.

While you are working with us, we will be available to support you throughout your job assignment. Please talk with us about your experiences on the job; we want to facilitate your success. We have a large number of training programs and resources available to you on our website and social media platforms. We also have a strong commitment to your safety and well-being at our customer site.

Thank you for choosing Manpower, Inc. of Southeastern Michigan and we look forward to working with you!

## OFFICE INFORMATION

Our local Manpower office services clients in Washtenaw and Monroe Counties and job seekers throughout Southeastern Michigan.

**Street Address:** 173 Parkland Plaza, Suite D, Ann Arbor, MI 48103

**Mailing Address:** PO Box 1309, Ann Arbor, MI 48106-1309

**Main Phone:** 734-665-3757 (call or text)

**Main Fax:** 734-665-7850

**Main Email:** [staff@manpowermi.com](mailto:staff@manpowermi.com)

**Accounting/Payroll Fax:** 734-665-4377

**Accounting/Payroll Email:** [accounting@manpowermi.com](mailto:accounting@manpowermi.com)

**Website:** [www.manpowermi.com](http://www.manpowermi.com)

**Business Hours:** Monday – Friday, 8:00am – 5:00pm (by phone or appointment only)

**After Hours:** Please call 734-665-3757 (including weekends and holidays)

Manpower operates 24/7/365 and while text and email are not monitored around the clock, our phones are! If you need to reach us outside our normal business hours or your message is one that requires an immediate response, please **call** 734-665-3757. If your call is missed, please leave a voice message (speaking slowly and clearly) or follow the prompts to be connected with a live person (if your call is an emergency or urgent).

Be sure to check out our local franchise website, [manpowermi.com](http://manpowermi.com), for access to a variety of information and resources including, but not limited to: current job postings, important news and alerts, information on the labor market, health and wellness information, resources that can help, on-the-job forms, and more!

Are you active on social media? Connect with us on [Facebook](#), [Instagram](#), [LinkedIn](#), [Twitter \(X\)](#), and [Pinterest](#) and stay current with all things happening at Manpower! We regularly post hot job openings, recruiting events, holiday office hours, payroll reminders, and other important announcements.

We hope you had (and continue to have) a great experience with our office and staff and would appreciate you taking a moment to write us a review on one of the following sites: [Google](#), [Yelp](#), or [Facebook](#). If your experience with our staff didn't match your expectations, we'd like the opportunity to try to make it right. Please reach out to our Vice President, Kelly Bailey, at 734-665-3757 ext 131 or [kbailey@manpowermi.com](mailto:kbailey@manpowermi.com).



## **BENEFITS**

Manpower, Inc. of Southeastern Michigan offers a unique benefits program for our valued associates. This program was designed to attract and retain quality candidates while reducing turnover and enhancing goodwill. Please note that this benefits program may not apply to other Manpower offices and is subject to change without notice. Additional/enhanced benefits may be offered based on your specific job placement.

### **Comprehensive Insurance Program**

Manpower associates who work full-time (an average of 30 hours or more per week) will be notified via email at the time of eligibility to enroll in the following plans\*: Group Affordable Care Act Qualified Medical, Dental, Vision, non-contributory Basic Group Life and AD&D, Group Voluntary Life, Short Term Disability, Accident and Critical Illness Insurance plans. Associates do not have to enroll in the Group Medical plan in order to enroll in the Basic Group Life and AD&D, Group Voluntary Life, Dental, Vision, Accident and Critical Illness plans.

If you do not enroll in Medical, Dental, and Vision, or Accident within 30 days of your eligibility date, you will not be able to elect coverage until Manpower's next open enrollment date unless you have a qualifying life event such as a loss of group coverage through a spouse or parent. Accident coverage may only be elected at open enrollment or during the initial enrollment period.

Coverage becomes effective on the first of the month following 60 days on assignment. You may NOT cancel or change your Medical, Dental or Vision coverage until Manpower's next plan year following your enrollment unless you terminate employment with Manpower or experience a qualifying life event. Your coverage ends when your employment terminates or if you do not work 30 hours per week. You may have the ability to continue some coverage options. Your rights under COBRA will be sent to you following your enrollment. Please refer to the plan documents for a full description of the benefits and limitations of the plan.

If you have questions once you become eligible to enroll, or during your enrollment, please contact Joan Malach at 734-665-3757 ext 113 or [benefits@manpowermi.com](mailto:benefits@manpowermi.com). She can assist you with questions pertaining to login information, available health plans options, pricing, enrolling by phone, and declining benefits.

*\* Insurance plans as described are subject to change as required by the Patient Protection and Affordable Care Act.*

### **Confidential Employee Assistance Program (EAP)**

Associates have access to a confidential Employee Assistance Program (EAP) to help promote wellbeing and enhance the quality of life for themselves and their families. This program can offer support and guidance on a variety of topics. Associates can connect with a consultant for free support services over the phone or online. The EAP's comprehensive website also includes access to a variety of articles, videos, newsletters, webinars, and trainings to empower associates with information for emotional and physical wellbeing.

To connect with a consultant for free support services, call 800-386-7055 (Monday – Friday, 9:00am – 8:00pm Eastern time) or go online to [worklife.uprisehealth.com](http://worklife.uprisehealth.com) (access code: worklife).

### **Holiday Pay**

Associates are eligible for up to eight (8) paid holidays per year, including New Year's Day, Martin Luther King Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

To qualify, associates must be on an active assignment, have worked 1,800 hours during the 12 months preceding the holiday, and work the scheduled day before and scheduled day after the observed holiday. (You may arrange for pre-approved time off at your supervisor's discretion and with Manpower's approval.)

Verification and holiday pay processing take approximately two (2) weeks after the holiday has occurred. Please keep in mind that the customer worksite at which you are assigned may be open for business on a Manpower-observed holiday and you may be scheduled to work. In some cases, associates may qualify for additional holiday pay.



### **Tuition and Certification Reimbursement**

Associates can take advantage our tuition and certification reimbursement program for classes and certifications that improve work-related skills. This includes, but is not limited to: community education, adult education, business school courses, continuing education credits, community college, and university courses. Standard courses must be completed with a grade of C or better and professional/skilled trade certifications must be demonstrated by a certificate of completion.

Those who qualify receive reimbursement payments of \$25 for each week worked after course completion, up to a maximum of \$100. (The balance is paid immediately if you are hired directly by the customer to whom you are assigned.) Your Manpower representative can approve courses that qualify for this program.

### **Free Training and Development Opportunities**

Associates have free online access to thousands of courses covering a range of topics, including certification prep courses, through Manpower's powerYOU training platform. For more information and help getting started, visit [manpower.com/ManpowerUSA/career-success/learn-new-skills](http://manpower.com/ManpowerUSA/career-success/learn-new-skills).

### **Fully-Funded GED Bonus Program**

Associates have the opportunity to earn their GED through a fully-funded program supported by Pearson, the world's learning company. This is an online, self-study program with easy-to-understand materials, personal coaches, and all of the tools and tests to target learning. Alternative options, including print materials, Spanish curriculum, and in-person classes are also available. Most students are able to complete their testing and receive a GED in as few as 1-3 months! You can find more information on this program at [manpowermi.com/learn](http://manpowermi.com/learn). Please note that this program is only available to actively working eligible Manpower associates.

### **Bonus Programs**

We offer a referral bonus to those who refer someone who becomes a successful associate with Manpower. For more information regarding our current referral program, please contact your Manpower representative.

Manpower associates who are U.S. Veterans can earn bonuses PLUS free skills training, valuable networking opportunities, and flexible schedules!

### **24/7 Manpower Support**

Associates can contact us around-the-clock for support and direction by calling us at 734-665-3757.

### **Online Manpower Account**

Associates can manage their profile and personal information via their online [Manpower.com](http://Manpower.com) account. This portal allows fast and efficient updates to things such as personal contact information, tax deductions, direct deposit, and more. For help with logging into your [Manpower.com](http://Manpower.com) account, please call 866-271-5145. For help with entering/updating your payment options or tax forms, please call 800-561-6934. Manpower Care Centers are open Monday – Friday, 8:00am – 8:00pm (Eastern time).

### **Recognition Programs**

Our associates are recognized in a variety of ways based on factors including performance, attendance, tenure, and accomplishments! We will check-in regularly with your worksite supervisor and ask for feedback on your performance. This allows us the opportunity to share ways you can improve your performance or recognize you for great performance!

## **TIMEKEEPING AND PAYROLL**

It is your responsibility to accurately report hours worked in a timely manner so that we can pay you the correct amount at the right time. All payroll hours must be submitted no later than the Monday following the week you worked. If you are late submitting time, it will likely result in a delay of us processing your pay. Associates are also expected to work the agreed-upon schedule and authorized hours. Invalid or false submission of time/hours worked is considered fraud and will result in immediate termination and may also lead to criminal charges.



In the event Manpower pays you any money in error, you are legally obligated to repay any amounts paid in error. Associates acknowledge giving Manpower permission to deduct payments from any compensation due to Manpower and owed by you in repayment, as permitted under state law. If a state law requires specific authorization at the time the deduction is made, associates understand they may repay any amounts owed by voluntarily signing a payroll deduction authorization or making other arrangements for repayment.

### **Time Reporting**

Timekeeping methods vary based on the company and position to which you are assigned. Many of our associates use a web-based timekeeping system while others may utilize a worksite time clock or paper timeslip. Your Manpower representative will discuss these details with you prior to you starting your new assignment.

Please remember that use of your cell phone during work hours at a customer site, including using it to submit your time, is contrary to Manpower policy. If you submit your time to Manpower using your cell phone, please do so during your break or before/after your shift and in accordance with any customer-specific policy about cell phone use at their site.

If you are assigned to a position which uses Bullhorn Time and Expense web time entry (formerly known as Peoplenet), it is your responsibility to create an account, enter time worked, and submit your hours by the required deadlines. Each week, your time approver receives an email to approve your time. Once registered, watch for alerts and reminders to enter/submit your time by the midnight Sunday deadline. Your Manpower representative will send you additional communication for creating an account and entering/submitting your time.

### **Getting Paid**

Manpower associates receive their payroll funds directly deposited to a personal bank account (checking or savings) or to a paycard (issued by Manpower). You can update your payment method anytime via your [Manpower.com](http://Manpower.com) account. Once logged in, click the Secure Self Service tab and then “My Payment Options.” Keep in mind that each change to your payment method may result in a new prenote period and generation of a paper check while your account information is validated (typically within 1-2 weeks).

For most assignments, payroll is processed on a weekly basis and payday is the Friday following the week you worked. Distribution of your payroll funds is dependent upon Manpower receiving an accurate and timely report of your hours worked.

On rare occasions, certain holidays (including banking and postal holidays) may cause a delay in our ability to process and distribute your payroll funds. You will be notified of the adjusted payroll schedule prior to the holiday.

### **Paystubs**

You will receive a paystub earnings statement every week that you work. By default, paystubs are distributed electronically the day before your payroll funds are deposited and are sent to the email address associated with your account. Please read the email as it contains instructions for obtaining the pin/password to open the paystub via email.

We encourage you to review your paystubs regularly to ensure accuracy of your earnings, tax withholdings, distribution method, and any deductions. Notify your Manpower representative immediately if you believe that an error has been made in processing your payroll. The sooner Manpower is notified of a possible error, the sooner your payroll can be corrected, sometimes as soon as the next business day.

Government-mandated payroll taxes, including federal, state, and local tax withholdings, FICA tax, and Medicare tax are automatically deducted from your payroll. While you do not have the ability to change the amount of FICA and Medicare tax that is deducted, you may change your federal and state W-4 withholdings at anytime via your [Manpower.com](http://Manpower.com) account as described below.



### **W-4 and W-2 Tax Forms**

Prior to starting your new assignment, you will need to complete both federal and state W-4 tax forms in your [Manpower.com](https://www.manpower.com) account. Once logged in, click the Secure Self Service tab and then “Tax Forms.” Employees who do not provide completed W-4s default to a withholding status of Single with zero (0) withholdings as required by the IRS. You can make changes to your W-4s at any time thereafter.

Manpower associates claiming exempt status from federal and/or state tax withholding must provide updated W-4s each year. If you do not complete W-4s for the current year, we are required by law to change your withholding status to Single with zero (0) withholdings. This will be done automatically in February if you have not provided an updated exempt federal and/or state W-4.

W-2 wage and tax statements for the prior calendar year are mailed from our corporate headquarters in Milwaukee, Wisconsin on or before January 31st. They are delivered to the mailing address on file with Manpower effective the last payroll week ending date of the year. To ensure timely delivery of your W-2, please notify Manpower of any address changes right away. W-2s are not currently available online and for security reasons, we are unable to email W-2s; however, reprints are generally available as early as February.

### **Employment Verifications**

Any requests for documentation to verify employment, including income, should be directed to Christine Okler at 734-665-3757 ext 119 or [cokler@manpowermi.com](mailto:cokler@manpowermi.com) and forms can be faxed to 734-800-2520. Please note that typical turnaround time for such requests is three (3) business days.

## **WORKING FOR MANPOWER**

Please remember that regardless of the company at which you are assigned, **Manpower is still your employer.** When you accept an assignment, we will provide you with all of the information necessary to help you succeed in your new job. However, please contact us if you have any questions, concerns, or need clarification regarding your assignment or employment with Manpower, including if you:

- are going to be late, unable to report, or need to leave work early
- are asked to do work that is substantially different from the work described by Manpower
- feel the work environment appears unsafe
- are unavailable for a period of time or need to request future time off
- have a new address, phone number, and/or email address
- have learned new skills that may qualify you for more assignments
- have witnessed or have been involved in an accident or are injured on the job
- feel you are a victim of harassment or violence in the workplace
- have questions/concerns regarding a policy
- are no longer able to continue in your assignment or your assignment has been ended by the client

### **Employee Eligibility and Work Authorization**

Manpower only employs individuals who are authorized to work in the United States and who comply with applicable immigration and employment law. As a condition of employment, every individual must provide satisfactory evidence of their identity and legal authority to work in the United States within three (3) business days of commencing employment.

### **Application and Employment Records**

Associates certify that the information provided in their application is true and correct and that employment may be terminated immediately upon discovery that any information is false.

Manpower may share employment records between offices, whether branch or franchise owned, based on the associate's request, relocation, or any other business factor. Upon providing employment records to another Manpower branch or franchise, associates may be required to complete the other branch or franchise application paperwork, as other branches/franchises are different employers from Manpower, Inc. of Southeastern Michigan.



### **Privacy Notice**

We care about the privacy of our applicants, employees, and clients. 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 communicate with you
- for the management and defense of legal claims and actions, compliances 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, contractors 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 (e.g., 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.

For more information about Manpower's privacy practices, visit [manpower.com/ManpowerUSA/privacy-policy](http://manpower.com/ManpowerUSA/privacy-policy).

### **Employment Acknowledgements**

While on assignment with Manpower, associates are expected to comply with the rules and regulations of the company to which they are assigned and understand that failure to do so may result in termination. Manpower is strictly a temporary employer and Manpower neither offers nor guarantees permanent employment. Any offers of temporary employment are contingent and conditional upon meeting certain requirements before starting or continuing an assignment, including but not limited to: an appropriate assignment, drug and alcohol testing, background checks, pre-employment physicals, the ability to perform the essential physical functions of the job, licensing requirements, credit checks, immunization/vaccinations, and/or aptitude tests. Any infraction of the conditions of employment may result in Manpower exercising its prerogative to terminate an associate's assignment and/or employment.

Any and all discoveries, inventions (including, but not limited to, improvements or modifications), 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.

Your employment with Manpower is "at-will" which means that 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 the President or their designee.

### **Attendance and Time Off**

Call the Manpower office immediately if you are going to be late, unable to report, or need to leave early from your assignment, regardless of the time of day. Manpower operates 24/7/365 and while texts and email are not monitored around the clock, our phones are! If you need to reach us outside our normal business hours or your message is one that requires an immediate response, please **call** 734-665-3757. If your call is missed, please leave a voice message (speaking slowly and clearly) or follow the prompts to be connected with a live person (if your call is an emergency or urgent).



You may be required to follow additional worksite-specific procedures for communicating attendance events. These will be shared by your Manpower representative at the time you have accepted your new assignment.

We appreciate you providing as much advance notice as possible with requests for time off from your assignment for things such as appointments, vacations, holidays, etc.

### **Safety**

Your safety is important to us and we strive to provide and maintain safe working conditions at all times. Every customer worksite is visited to ensure a safe working environment and to collect information about the safety procedures and guidelines. Manpower will not knowingly assign or allow any associate to work in an unsafe workplace environment.

To assist with making the workplace safe for you and your fellow associates, you will be given safety rules, policies, and guidelines to follow. It is your responsibility to understand and abide by the safety regulations and practices communicated to you of your general work area and your job. This includes wearing appropriate clothing and mandatory personal protective equipment (PPE). It also includes being alert and attentive at all times. Sleeping (or appearing to be asleep) on the job is considered a safety hazard and will result in disciplinary action, up to and including termination.

If you're asked to operate equipment or perform a task for which you have not been trained, or you are asked to perform a task which you feel is unsafe, tell your supervisor that you must first contact your Manpower representative. Then contact your Manpower representative right away. If you're working during a time when you're not able to reach your Manpower representative, inform the client you cannot perform those tasks without approval from Manpower and then contact Manpower as soon as possible.

Manpower associates are expected to follow all safety rules and guidelines provided by Manpower and the company to which you are assigned. Failure to do so may result in disciplinary action, up to and including termination of your assignment and/or employment.

### **Accidents and Injuries**

If you are involved in or witness a life-threatening injury while on assignment, call 9-1-1 immediately. For all other injuries, regardless of severity and whether or not treatment is needed, notify your worksite supervisor right away. You should then contact Christine Okler at the Manpower office (734-665-3757 ext 119). Accidents/injuries not reported within the required 48 hours of the incident may not be covered. If medical treatment is needed, Manpower will coordinate arrangements on your behalf. We will also provide you with a Report of Accident/Injury form along with a Medical Treatment Decline/Authorization form. You must complete these forms, regardless if seek treatment. Associates who are involved in an accident, who are injured, and/or who seek medical treatment may be required to submit to drug/alcohol screening.

### **Completing an Assignment**

Upon completing an assignment, it's important to return any Manpower-issued or company-issued property such as an ID badge, keyfob/keys, uniforms, and safety equipment. Please remember to also submit any remaining hours worked in a timely manner, and if applicable, make arrangements for your final paycheck.

Manpower associates are prohibited from contacting or returning to a client worksite after assignment completion. If you have left any personal items behind at the worksite, Manpower will obtain these items on your behalf and make arrangements for you to pick up these items at our office.

To maintain employment status with Manpower, you must keep us informed as to your availability. Please contact us by phone or in person within seven (7) working days after assignment completion, and then every week thereafter until you are placed on a new assignment. If you do not contact us within seven (7) working days, we will consider you unavailable for work and to have voluntarily resigned from employment with Manpower.



## **MANPOWER POLICIES**

Violation of the policies below will lead to disciplinary action, up to and including termination and/or legal action.

### **Attendance**

Associates are required to contact Manpower prior to their scheduled start time if they are unable to report for work, will arrive late, or need to leave early. Should you need time off from your scheduled assignment, you agree to give Manpower as much notice as possible.

Manpower allows no more than two (2) unexcused absences and/or incomplete shifts within any 30-day period. All incidents, including pre-scheduled incidents, are considered unexcused unless documentation is approved by a manager. Documentation must be submitted prior to each pre-scheduled incident and within 48 hours of any unplanned incident(s) to be considered. If assigned to a customer with a separate account-specific policy, said policy will supersede this policy for the duration of the assignment.

### **Availability**

To maintain employment status with Manpower, you must keep us informed as to your availability. Upon completion of every assignment, and during any break in assignment (shut-down or holiday closing) that lasts more than seven (7) days, notify Manpower in-person or by telephone.

To be considered able and available for work, you must contact Manpower within seven (7) working days after assignment completion and at least once per week thereafter until you are placed on a new assignment. If you do not contact us, we will consider you unavailable for work and to have voluntarily resigned from employment. Furthermore, if you fail to comply with this policy, unemployment benefits may be denied by the applicable state agency.

### **Distracted Driving**

Manpower values the safety and wellbeing of all employees and is committed to keeping our workers safe and holding our associates to the highest standard of safety. Manpower associates are strictly prohibited from performing any distracted driving activity while operating a vehicle (personal or company) while on assignment. This includes the use of a mobile electronic device while operating a motor vehicle, whether the vehicle is in motion or stopped at a traffic light/sign. Associates should also refrain from eating, drinking, reading, or performing any other activity that diverts their attention away from the task of driving.

Associates charged with traffic violations including failure to abide by any local/state driving laws, are solely responsible for all liabilities, fines, and fees.

### **Cell Phone/Electronic Devices**

The use of a personal cell phone or other personal electronic devices while on assignment may present a hazard or distraction to the associate and/or coworkers. This policy is meant to ensure that cell phone and/or personal electronic device use while at work is both safe and does not disrupt business operations. If assigned to a customer with a separate account-specific policy, said policy will supersede this policy for the duration of the assignment.

Unless prior written authorization is obtained from the customer and provided to the Manpower office, associates may only use personal cell phones or other personal electronic devices during breaks or lunches and in designated areas. Associates are strictly prohibited from using any phone, text, streaming of apps, and/or use of cameras/video while on assignment without proper written authorization. To the extent properly authorized or as the circumstances may warrant, use of said services should be limited to breaks and/or lunch periods and in designated areas.

Should you need to be contacted (e.g., by a family member) in the event of an emergency, the Manpower office should be contacted and a message will be forwarded to you via your worksite supervisor.



### **Information Technology (IT) Resources**

Manpower associates may be assigned to customer locations and have access to information technology (IT) resources for job-related tasks. The use of IT resources includes, but is not limited to: computers, workstations, printers, copy machines, USB devices, internet access, facsimile (fax) machines, telephones, or any other customer-issued electronic devices.

Associates are prohibited from the following:

- Using 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).
- Using another person's user ID, attempting to use a user ID for unauthorized purposes, or giving your user ID or password to an unauthorized person.
- Adding, changing, deleting, downloading, uploading, or copying software to or from any client equipment.
- Copying, distributing, or using software or other information without first obtaining permission from the copyright owner.
- Modifying the software configuration (e.g., add a screensaver).
- Connecting, removing, or inserting technology components or equipment, including USB devices, CDs, modems, memory or processor chips or cards, unless specifically authorized.
- Moving equipment without explicit authorization from the client.
- Producing, storing, displaying, or transmitting material that is or could be perceived as sexually explicit, suggestive, harassing, or vulgar.
- Using equipment for any activity that is malicious, threatening, intentionally false, obscene, maliciously offensive, or invades another's privacy.
- Sending email to random recipients, emailing with executable software attached, or emailing anything that contains or has attached any confidential or proprietary information belonging to 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.

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 Manpower.

### **Manpower and Customer Property**

Any keyfobs/keys, ID badges, uniforms, timecards, safety equipment, or any Manpower or customer property issued to you for use while on assignment is to be returned no later than 5:00pm on the Monday following your assignment termination. If you fail to return said property, the cost of said property is your sole responsibility and will be paid to Manpower immediately, which may be paid by authorized deduction of the required amount from your payroll. Failure to pay monies owed and/or return customer property will result in termination and/or legal action as appropriate.

### **Anti-Harassment and 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, coworkers, 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.

This policy strongly prohibits sexual harassment which 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.

Any associate with concerns or who would like to report an incident involving harassment or inappropriate conduct should contact Annie Edmunson at 734-665-3757 ext 160 or [aedmunson@manpowermi.com](mailto:aedmunson@manpowermi.com). We have 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 accordance with applicable laws.
- **Appropriate Action.** If determined that inappropriate conduct has occurred, we will provide appropriate remedy, including, but not limited to, the discipline and/or termination of the offending individual.
- **Good Faith.** The initiation of a good faith complaint of harassment or retaliation will not be grounds for disciplinary action, even if the allegations cannot be substantiated. Any individual who makes a complaint that is demonstrated to be intentionally false may be subject to discipline, up to and including termination.
- **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. We request that you immediately report all incidents of alleged/perceived retaliation to us.

### **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 their 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), 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.



Violation of Manpower's Violence-Free Workplace 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 Annie Edmunson at 734-665-3757 ext 160 or [aedmunson@manpowermi.com](mailto:aedmunson@manpowermi.com). In life-threatening or emergency situations, call your local police department or dial 9-1-1.

### **Substance Abuse (Drug and Alcohol)**

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, alcohol, and/or other intoxicating substances. Associates taking over-the-counter medications or prescription drugs while working are expected to notify their Manpower manager or worksite supervisor if applicable if the medication may affect or impair work performance or safety.

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.

All Manpower candidates and associates are subject to drug and/or alcohol testing as a condition of employment. This includes pre-employment, pre-assignment, during employment, or during assignment. Associates who decline to submit to screening will not be employed/placed on assignment or their assignment will be ended and their employment terminated. Any specimens that are adulterated and/or that fall outside normal/accepted values will be treated as a non-compliant result.

Manpower associates are subject to testing on a random basis or in the event an associate's behavior suggests the use or abuse of drugs or in the event of an accident. Manpower, or its customers, may also require alcohol testing when there is reason to suspect a violation of this policy.

### **Employment Screening and Compliance**

Manpower candidates may be subject to other employment screening (in addition to drug/alcohol) and ongoing compliance requirements after receiving a conditional offer of employment and while on assignment when it is job-related and consistent with business necessity, in accordance with applicable law. Such screening and compliance may include, but is not limited to, medical physical examinations, vision tests (eye chart), chest x-rays, hearing tests, respirator physical, immunizations, blood testing relating to bloodborne pathogen exposures, and drug/alcohol testing (as described above).

Manpower will pay for the cost of medical examinations where the examination is required to be conducted by a medical professional of Manpower's and/or its customer's choice. Otherwise, associates are personally responsible for the costs of the tests in the sole discretion of Manpower and further responsible for the reimbursement of all other testing costs in the event employment does not continue for 30 days after testing.

Associates who decline to submit to screening and ongoing compliance will not be employed/placed on assignment or their assignment will be ended and their employment terminated. Any screening that is adulterated and/or that falls outside normal/accepted values will be treated as a non-compliant result.

Associates agree and consent to participate in any medical tests/screening, as required under this policy, and give consent for the release of any test results and any other medical information regarding the medical tests to Manpower or its customers, and waive any and all rights including privacy and physician/patient privilege. Any costs for the testing as required by said policy shall be deducted from the associate's last paycheck in the event of employment termination.



Manpower's medical facilities, its laboratories, and its medical review officers will be held harmless for their parts in the administration of this policy and for their release of any related information to Manpower and customers consistent with this policy. Associates release and hold harmless Manpower, its customers and their directors, officers, stockholders, and employees for their parts in the administration of this policy and for their use of the information described above for the purposes described above.

## **FEDERAL EMPLOYMENT POLICIES**

Any associate who believes they have been discriminated against, is in violation of, or is requesting additional information regarding the following policies should reach out to Annie Edmunson at 734-665-3757 ext 160 or [aedmunson@manpowermi.com](mailto:aedmunson@manpowermi.com). Manpower has an open door policy where all associates should feel free to discuss concerns or other work-related issues. Any reported concerns will be investigated thoroughly, and associates can make reports with fear or retaliation.

### **Equal Employment Opportunity**

Equal employment opportunity is not only the law, but also an extension of Manpower's core values and guides our daily interactions. Manpower does not discriminate against any employee or applicant based on the following legally protected characteristics: age, race, color, religious beliefs, national origin, pregnancy (including childbirth, lactation and related medical conditions), sexual orientation, gender, gender identity, genetic information including testing and characteristics), physical or medical disability, veteran or uniformed service member status, or any other status protected by applicable local, state or federal 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.

### **Nursing Mothers**

Manpower provides a reasonable amount of unpaid break time in a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, for any employee needing to express breast milk for their nursing child within one (1) year following the child's birth. The frequency of such breaks as well as the duration of each break will vary based on each employee's individual needs. Employees who are already provided compensated breaks and choose to use that time to express milk will be compensated in the same way that other employees are compensated for that break time. For additional information regarding Nursing Moms at Work, please visit the following website: [www.womenshealth.gov/supporting-nursing-moms-work](http://www.womenshealth.gov/supporting-nursing-moms-work).

### **Family and Medical Leave Act (FMLA)**

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job protected leave for qualifying family and medical reasons. FMLA leave is not paid leave, but you may be required to use any employer-provided paid leave during your absence. For more information regarding your employee rights under the Family and Medical Leave Act, visit [dol.gov/sites/dolgov/files/WHD/legacy/files/fmlaen.pdf](http://dol.gov/sites/dolgov/files/WHD/legacy/files/fmlaen.pdf).

### **Reasonable Accommodations**

It is our policy to work with our clients to make reasonable accommodations concerning the employment of persons with disabilities and to act in accordance with legal regulations and guidance. 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.

Manpower will consider requests for reasonable accommodations for medical conditions where supported by medical documentation and/or as required by local, state, or federal law. To make this process as seamless as possible, associates may be asked to provide all necessary documentation supporting their need for an accommodation and be willing to consider alternative accommodations when applicable.



## ACKNOWLEDGMENT AND RECEIPT

This Associate Handbook contains important information about your employment and assignments with Manpower, Inc. of Southeastern Michigan (Manpower). The Associate Handbook is not a contract of employment and does not guarantee employment or employment for a specific duration. Not all of Manpower policies and procedures are set forth in this Associate Handbook. Client and worksite specific policies will be provided in onboarding, at orientation, or at the worksite. Manpower reserves the right to modify, suspend, revoke, terminate, or change any of its policies, procedures, practices, or benefits at any time, with or without notice. Any questions related to the content, guidelines, policies, and procedures can be directed to your Manpower representative at [staff@manpowermi.com](mailto:staff@manpowermi.com) or 734-665-3757.

I acknowledge that I have received and read a copy of the Associate Handbook for assignments with Manpower. I understand that the Associate Handbook set forth the terms and conditions of my employment with Manpower as well as the duties, responsibilities, and obligations of employment with Manpower. I understand Manpower has provided me various alternative channels to raise concerns of violations of this handbook and company policies and encourages me to do so promptly so that Manpower may effectively address such situations, and I understand that nothing herein interferes with any right to report concerns, make lawful disclosures, or communicate with any governmental authority regarding potential violations of laws or regulations. I agree to abide by and be bound by the rules, policies, and standards set forth in the Associate Handbook.

I acknowledge that, except where required otherwise by applicable state law, my employment with Manpower is at-will, meaning that it is not for a specified period of time and that the employment relationship may be terminated at any time for any reason, with or without cause or notice, by me or Manpower. I further acknowledge that only the President or that person's authorized representative has the authority to enter into an agreement that alters the fact that my employment with Manpower is at-will. Any such agreement must be in writing and signed by the President or an authorized representative.

I further acknowledge that Manpower reserves the right to revise, delete, and add to the provisions of the Associate Handbook, but that all such revisions, deletions or additions must be in writing. No oral statements or representations can change the provisions of the handbook or supplement. Furthermore, Manpower's policy of at-will employment can only be changed as stated in the prior paragraph.

I also understand that nothing in this Associate Handbook prohibits me from voluntarily reporting possible violations of law or regulation to any government agency, including, but not limited to, the Department of Justice, the Securities and Exchange Commission, the Equal Employment Opportunity Commission, the National Labor Relations Board, or any other state or federal regulatory authority, or making other disclosures that are protected under the whistleblower provisions of federal, state or local laws or regulations. Likewise, nothing in this Associate Handbook requires me to provide notice to or receive approval from Manpower before making any of the reports or disclosures described in this paragraph; but I understand that Manpower encourages me to do so. Finally, nothing in this Associate Handbook prohibits me from cooperating in an investigation conducted by any government agency, prohibits a disclosure allowed under the Defend Trade Secrets Act, or limits my right to receive an award for information provided to any government agency.

I also understand and acknowledge that nothing about the policies and procedures set forth in this Associate Handbook should be construed to interfere with any employee rights provided under state or federal law, including Section 7 of the National Labor Relations Act.

I have read, understand, and agree to the above statements and all content and policies described herewithin.

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**Associate (Employee) Name / Signature / Date**