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## **Policies Agreement** (for Manpower Candidates and Associates)

### **ATTENDANCE POLICY**

I understand and agree that I must contact Manpower, Inc. of Southeastern Michigan (Manpower) prior to my scheduled start time if I am unable to report for work, will arrive late, or should need to leave early. Should I need time off from my scheduled assignment, I 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.

Violation of this policy will lead to disciplinary action, up to and including termination.

### **AVAILABILITY POLICY**

Upon completion of every assignment and any shut-down or holiday closing that lasts more than seven (7) days, I will notify Manpower in-person or by telephone that I have completed said assignment. I must call within seven (7) days after completion of the assignment. I am also required to contact Manpower by telephone at least once per week to be considered able and available for work. I understand and agree that if I fail to contact Manpower as required, Manpower will consider me unavailable for work and will terminate my employment as a voluntary quit.

### **INFORMATION TECHNOLOGY (IT) RESOURCES POLICY**

The following policy for Manpower associates regarding the use of information technology (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.

Manpower associates may be assigned to customer locations and have access to IT resources for job-related tasks. Use of the equipment for activities besides the work contracted for (including, but not limited to, personal use) is not allowed unless written approval from the customer is obtained and provided to the Manpower office. Duplication or transfer of software packages and/or associated documentation to any other individual or facility is strictly prohibited. Each user who has the authority to use said resources is responsible for ensuring its proper use. Data stored or transmitted is company property.

My use of these IT resources may be monitored and accessed by the company. Unauthorized use of IT resources will result in immediate termination of my employment.

### **CELL PHONE/ELECTRONIC DEVICES POLICY**

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 co-workers. 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.



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. In addition to telephone service, many cellular providers offer a host of additional functions and/or services, including but not limited to text messaging, music and video streaming apps, and digital photography. Associates are strictly prohibited from using any of these services 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. In case of an emergency, the Manpower office should be contacted and a message will be forwarded to the associate via the assignment supervisor.

Violation of this policy will lead to disciplinary action, up to and including termination.

#### **MANPOWER AND/OR CUSTOMER PROPERTY POLICY**

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

#### **ZERO-TOLERANCE POLICY ON WORKPLACE VIOLENCE**

Manpower has adopted a zero-tolerance policy on workplace violence, consistent with what has always been our goal of providing a safe workplace and recognizing that workplace violence is a growing nationwide problem that needs to be addressed by all employers.

Consistent with this policy, acts or threats of physical violence including intimidation, harassment, and/or coercion that involve or affect Manpower, its employees, its customers, or its customers' employees that occur on Manpower or customer property or elsewhere when in connection with employment with Manpower will not be tolerated.

Specific examples of conduct that may be considered threats or acts of violence include, but are not limited to, the following:

- 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, emails, or text messages;
- harassing surveillance or stalking; and/or
- the suggestion that intimidation or violence is appropriate.

Manpower will not tolerate possession or use of firearms or weapons under any circumstances on Manpower or customer property or elsewhere in connection with employment with Manpower. Every Manpower associate is encouraged to report threats or acts of physical violence. The report may be made to any Manpower staff member/representative.

Violation of this policy will lead to termination and/or legal action as appropriate.