



Associate Handbook



Manpower Northern Nevada

Since 1979

Manpower Temporary Services

Notice: For the purpose of this handbook Manpower Temporary Services, will be referred to as “Manpower” or “The Company”.

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WELCOME

Thank you for joining the Manpower team. We're excited to have you on board. The opportunities are endless when you work for Manpower. By choosing Manpower you can explore new careers, experience different industries, learn about different companies, and choose the right job for you. Manpower also offers a variety of benefits and tools to keep you advancing at work.

This handbook can assist you with any questions about your employment and provide you with information about Manpower's policies and procedures. Keep this handbook as a resource and, remember, your Manpower representative is always available to answer your questions.

In Northern Nevada, Manpower has been under the same franchise ownership since 1979 with 8 offices and approximately 30 staff employees servicing the Reno/Sparks, Carson, Fallon, Fernley, Winnemucca and Elko areas. Manpower provides office workers, skilled and unskilled laborers and technical employees. Manpower (northern Nevada) has an average temporary workforce of 1,600 people. Approximately 30% of our temporary workers find full-time jobs because of temporary placement through Manpower.

Our Commitment

When you become an Associate of Manpower, you not only join a team that is committed to excellence but 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 that is consistent with interest 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, enabling them to achieve their aims in work and in life. We help people develop their careers through planning work, coaching and training. We recognize everyone's contribution to our success – our staff, our clients and our candidates. 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 practices worldwide.
- **Innovation.** We lead in the world of work. We dare to innovate, to pioneer and to evolve. We never accept the status quo. We constantly challenge the norm to find new and better ways to doing things. We thrive on our entrepreneurial spirit and speed of response; taking risks, knowing that we will not always succeed, but never exposing our associates or clients to risk.

*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.

Assignments

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

- The company name and location
- 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
- An assignment order number to use for payroll purposes

This is your main source of information about your assignment, so feel free to ask as many questions as you wish. We won't pressure you to accept an assignment; the decision is always up to you. When you accept an assignment, remember that we're counting on you to do your best.

Manpower Is Your Employer. Whether you're on a short or long-term assignment with our client, you are still a Manpower employee. **Call your Manpower representative to tell us if:**

- You're going to be late or unable to report for work. **Not showing up for work without first telephoning us could be cause for removal.**
- The work you're asked to do is substantially different from the work described to you by your Manpower representative.
- The work environment appears unsafe.
- You're sick or injured on the job, or feel you can't complete a job.
- You're unavailable for a period of time. Let us know in advance if you're planning a vacation or time off for any reason.
- You've changed your address, telephone number, email address or banking relationship that would impact direct deposit.
- You've learned new skills that may qualify you for more assignments or higher pay.
- 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 Anti-Harassment/Anti-Discrimination Policy is being violated.

Appearance. You are representing Manpower and yourself and first impressions are important. Your appearance and personal hygiene attest to your professionalism. These two factors influence customer reaction. Manpower wants its customers to know they are getting the best employees possible. Wear appropriate clothes, in some cases you may be required to wear specific types of clothes or shoes. Your Manpower Recruiter will advise you as to the dress code for each assignment. If you are unclear of any dress code, please feel free to ask.

Getting Paid

It is your responsibility to accurately report your hours worked in a timely manner, so that we can pay you the correct amount at the right time. It is your responsibility to report your time by:

- Accurately reporting all hours worked. You must never work “off the clock” and you should report to your Manpower representative immediately if anyone asks you to do so. In addition, you must never work “extra” hours beyond those authorized without obtaining approval in advance from your supervisor. If you do work extra hours without permission, you may be subject to discipline, up to and including termination.
- Reporting your time every week by Midnight on the Sunday of the week you work. Manpower’s standard work week is Monday at 12am through Sunday 11:59pm. Manpower’s payday is Friday following the week you worked.
- Submitting your time for approval to the client by one of the methods discussed below.

Intentionally falsifying any document, inclusive of timecards and timekeeping reports is a serious violation of Manpower policy and may result in disciplinary action, up to and including removal and prosecution.

Time Reporting. Depending on the client and area where you work, you’ll be asked to report your time using one of the four methods detailed here.

Paper Time slips. Instructions for the completion and submission of paper time slips are located on every time slip. To ensure prompt pay, time slips must be signed by the client representative and yourself.

WebCenter. If you are working for a Manpower client using WebCenter, you will enter your work hours online at the end of the week, or at the end of each day if you choose. Your hours are reviewed by your job site supervisor and approved online. Directions on how to use electronic timekeeping devices will be given by your Recruiter or recruiter.

Time Clock. To record your “in” and “out” times while on assignment, you may be asked to use a badge to swipe a clock, enter a pin, or use facial recognition.

Vendor Managed Systems (VMS) Associates working for clients that use a VMS tool may be asked to track their time using that tool. Instructions to use the tool’s time entry function will be provided to associates at the time of assignment.

About Your Pay. The wage you are paid is determined both by your skills and by our client’s work requirements and your weekly pay is based on your completed and submitted time. Your wage may vary from job to job. Your Manpower Representative will tell you how much the job will pay before you accept the assignment. As your employer, Manpower will deduct the necessary FICA and Federal, State and local (if applicable) taxes. Manpower complies with all applicable federal, state and local laws regarding minimum wage and overtime pay. It is your responsibility to accurately report all hours worked. **At the termination of your employment, Manpower is not liable for wages or salary except those you earned prior to the date of termination.**

Direct Deposit. Manpower’s preferred method of payment, Direct Deposit, offers you convenient, reliable, safe and easy access to your pay. You don’t need to wait for your paycheck to arrive in the mail, wait in line to deposit it and wait again for it to clear your financial institution. Once enrolled and confirmed in direct deposit, your pay is automatically deposited into your checking or savings account at the bank or credit union of your choice. Manpower provides direct deposit at no charge. To enroll; complete the direct deposit authorization form, available from your Manpower representative. Staple a voided check to the form for verification of all financial institution information. Return both the form and voided check to your Manpower representative. Completing and signing this form gives Manpower the authority to deposit your pay directly in your account. **To ensure prompt deposits and statements, you should contact Manpower immediately if you have a change of address or financial institution. And please remember: Manpower is your employer.**

Global Cash Card. This debit card allows you convenient access to your funds at ATMs and retail locations. Your Cash Card relationship is with the card provider, not Manpower. Please ask your Manpower representative for additional information regarding this option.

Office Pick-Up. Should you choose not to participate in direct deposit your paycheck will be available for pick up at your Manpower office on Friday during regular office hours. Paychecks will only be released to the employee.

Our Clients' Costs. As is commonly done throughout the employment industry, our clients are charged an hourly rate higher than your own hourly pay rate. Client rates include the additional costs of selection, administration, employer contributions for Social Security, Unemployment taxes, Workers' Compensation, Affordable Care Act, corporate income tax and profit. Unless otherwise authorized by you or applicable law, only FICA (Social Security & Medicare), and Federal, State, & local (where applicable) taxes are withheld from your pay.

Benefits

Paid Holidays. Manpower Associates are eligible to be paid for these holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. To qualify for each paid holiday, you must have worked 1800 hours during the 52 weeks prior to the holiday. You also must 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.** (If you are a wagemaster/payrolled associate, your holiday entitlement may be different. Please contact your local branch office for details.)

Referral Bonus. You can earn extra money by helping us find additional talented people just like you. Ask your Manpower Representative if the referral program is available in your area.

Manpower/RTC RIDE Bus Pass Program. Manpower and the Regional Transportation Commission (RTC) have teamed up to offer reduced fare 31-day bus passes to our employees. These passes can be offered to employees of Manpower at 40% off the regular purchase price through payroll deduction. Please check with your Manpower Recruiter for details on this offer.

Health Insurance Benefits. Variable hour employees have the option to pay full premiums for our Minimum Value Plan (MVP) until considered full time. Eligible full-time employees are "variable hour employees that have worked at least 52 weeks without a defined break in service and have an average of at least 30 hours a week." Manpower pays a portion of full time employee premiums to make healthcare affordable defined by ACA. Refer to page 16 to see our notice regarding the Affordable Care Act and contact your local Manpower representative for details about our Medical plan options.

Not an Agency. We do not charge you a fee for placement on an assignment. However; should you find a regular full-time position through a Manpower temporary placement, the obligation of you and the customer is you remain a Manpower employee on that assignment for a period of 720 hours.

Personnel Records. It is your responsibility to keep your personnel records correct and up to date. If at any time your address, name, phone number or other important personal information changes, you must report this to your Manpower office in writing immediately. If Manpower does not have your correct address you will be held accountable for the destination of your W-2 form which is mailed out yearly to the address on file.

Paid Time Off Policy. Effective January 1, 2020 per the State of Nevada PTO law, Manpower will provide employees with paid time off (PTO) from work. PTO may be taken for any reason, including vacation, sick days, or other personal time away from work. The intent of the law is to be able to call in sick to work, PTO must be taken for time away from work.

- **Accrual of PTO.** Employees shall earn PTO in the amount equaling 0.01923 hours of PTO for each hour worked. Employees will accrue PTO over the course of the benefit year, calculated at 0.01923 hours for each hour worked. The benefit year is the 365-day period beginning on January 1. Employees may carry over accrued, but unused PTO between benefit years to a maximum of 40 hours per benefit year. Manpower will provide an accounting of the total hours of paid leave available for use by employees each payday.
- **No Accrual of PTO During Certain Absences.** Employees may not accrue PTO during unpaid leaves of absence, leaves of absence during which they are paid using donated PTO, or other periods of inactive service, unless PTO accrual is required by applicable federal, state, or local law.
- **Maximum PTO Accrual.** Each employee may accrue up to a maximum of 40 hours of PTO each benefit year. Once an employee reaches the maximum accrual amount, the employee will not accrue any additional PTO. No employee will receive retroactive credit for any period of time in which that employee did not accrue PTO because he or she had accrued the maximum amount.
- **Rate of Pay.** Manpower shall compensate employees for PTO available for use by employees at the rate of pay at which the employee is compensated at the time PTO is taken. Such compensation shall be paid on the same payday as the hours taken are normally paid.
- **Requests for PTO.** All employees are encouraged to take PTO each benefit year. Manpower shall allow the employee to use PTO beginning on the 90th calendar day of his or her employment. Employees must take PTO in increments of at least 4+ hours and no more than 5 consecutive days.
 - Employees shall, as soon as practicable, give notice to Supervisor and Manpower to use PTO available for use by employee. Manpower and Client generally will grant requests for PTO, when possible, taking business needs into consideration. When multiple employees request the same time off, their length of employment/seniority/collective bargaining agreement may determine priority in scheduling PTO. The employee shall not be required to find a replacement worker as a condition of using paid leave available to the employee.
- **Separation of Employment.** Upon separation of employment, any accrued, but unused PTO will not be paid to the employee. Should the employee be sent back out on assignment within 90 days after the separation of employment and the separation of employment was not due to the employee voluntarily leaving his or her employment, any previously unused PTO hours available for use by the employee shall be reinstated.
- **Absences Not Covered by This Policy.** This policy addresses absences for PTO leave. It does not cover other absences, such as unexcused absences or absences for parental leave, family and medical leave, military service leave, military family leave, short- or long-term disability leave, workers' compensation leave, bereavement leave, jury duty leave, voting leave, or other types of leave.
- **Administration of This Policy.** If you have any questions regarding this policy or if you have questions about PTO that are not addressed in this policy, please contact your Manpower representative.

Policies

It's essential that you thoroughly understand Manpower's policies. Please review the ones presented here. Indicate your understanding and acceptance of these policies by signing the acceptance form at the back of this handbook. Leave the form with your Manpower Representative. Policies and benefits may vary from office to office. Be sure to check with your local office regarding its policies and benefits.

Equal Employment Opportunity. Equal employment opportunity is not only the law, it is an extension of Manpower's core values and guides our daily interactions. Manpower does not discriminate against any individual based on age, race, color, religious beliefs, national origin, gender, pregnancy, sexual orientation, gender identity, genetic information, disability, veteran status, or any other status protected by 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.

Anti-Harassment/Anti-Discrimination. All Manpower Associates are entitled to work in an environment that is free from harassment, inappropriate conduct, hostility, and intimidation based on gender, race, color, national origin, pregnancy, sexual orientation, gender identity, age, religion, genetic information, disability, veteran status or any other basis protected by law.

Manpower strongly disapproves of and will not tolerate inappropriate conduct or harassment of Associates by supervisors, co-workers or others in the workplace, such as customers or vendors. Manpower reserves the right to review harassment that takes place electronically between any parties, via text message, email message, social media, and all other forms of electronic communication. Manpower is committed to complying with all applicable local, state and federal laws prohibiting harassment in the workplace.

While the law may provide for various interpretations of what constitutes illegal harassment, Manpower realizes that any type of inappropriate conduct or harassing behavior based on race, color, gender, religion, age, sexual orientation, gender identity, national origin, disability, veteran status, genetic information, pregnancy or any other category protected by law is inappropriate in the workplace. Therefore, Manpower will not tolerate any behavior that creates an intimidating, offensive or hostile work environment or that interferes with work performance. Examples of inappropriate conduct or harassing behavior include, but are not limited to: racial slurs, ethnic jokes, stereotyping, the display of posters or other materials that are offensive or show hostility to a group or individual based on a protected category as defined above.

Included in this policy is a prohibition of sexual harassment. Sexual harassment includes, but is not limited to:

- Unwelcome sexual advances, requests for sexual favors, unwanted physical contact, including touching, patting, pinching, etc., unwelcome comments of a sexual or demeaning nature, the display of sexually offensive posters, pictures or objects.
- Any use of an Associate's submission to or rejection of the conduct described above as the basis for employment decisions affecting the employee (such as hiring, firing, promotions, compensation or working conditions).
- Any explicit or implicit implication that submission to such behavior is a term or condition of an individual's employment.

Manpower requests that you report all incidents of harassment or inappropriate conduct to us. Manpower has an open-door policy where all Associates should feel free to discuss concerns or other work-related issues with management. Manpower's response to a report or complaint of harassment or discriminatory conduct will include:

- Confidentiality. We will maintain confidentiality to the extent possible under the specific circumstances and in accord with applicable laws.

- **Investigation and Discipline.** Manpower will promptly and thoroughly investigate all complaints of harassment or inappropriate conduct. If it is determined that inappropriate conduct has occurred, Manpower will provide an appropriate remedy, including, but not limited to, the discipline and/or termination of the offending Associate.
- **Zero Tolerance of Retaliation.** Retaliation will not be tolerated in any form toward anyone who in good faith makes a complaint or participates in an investigation. Retaliation is an adverse action taken against an individual who has engaged in protected activity such as making a complaint or participating in an investigation. Manpower requests that you immediately report all incidents of alleged or perceived retaliation to your Manpower representative.

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 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. 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.

Violations of this policy may result in termination of employment. If you experience an actual or perceived threat of physical violence including intimidation, harassment, or coercion, immediately report the incident to your manager/supervisor. In life-threatening or emergency situations, call your local police department or 911.

Drug and Alcohol Policy. Manpower maintains a strong commitment to provide a safe, efficient, and productive work environment. Employee involvement with alcohol or drugs can be extremely disruptive and harmful to the workplace. It can adversely affect the quality of work and the performance of employees, pose serious safety and health risks to the user, co-workers and our client companies, and have a negative impact on work efficiency and productivity. Manpower is concerned employees are in a condition to perform their duties safely and efficiently, in the interests of fellow workers and the public, as well as, themselves. It is the purpose of this policy to eliminate substance abuse and its effects in the workplace.

Legal use of drugs is permitted on the job only if the drug:

- Is prescribed by a physician for the associate taking the drug; and
- Does not impair the associate's ability to perform his/her job effectively and safely

Any associate who is taking an over the counter or prescription drug while working shall notify his/her manager if the medication may affect or impair work performance or safety.

"Illegal Drugs" means any controlled substance or drug, the sale, possession or consumption of which is illegal under State Law. The term includes prescription drugs not legally obtained and prescription drugs not being used in the manner, combination or quantity prescribed. Under Nevada Revised Statutes (NRS) employers are not required to allow the use of medical marijuana in the workplace.

Accordingly, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol is prohibited in the workplace. At times, employees may be subject to alcohol and drug testing as defined in the drug and alcohol policy. Testing may include one or more of the following: 1) pre-placement testing 2) reasonable suspicion testing 3) post-accident testing 4) random testing 5) client company required testing 6) return to duty/follow-up testing. Violation of the drug and alcohol policy can result in disciplinary action up to and including discharge; however, Manpower Temporary Services

(Nevada) may, at its sole discretion, offer the employee an opportunity to seek chemical dependency treatment services as an alternative to disciplinary action, including discharge. Employment with Manpower Temporary Services (Nevada) is contingent upon, among other things, compliance with this policy. Failure to comply will subject an employee to immediate termination of employment. A copy of Manpower Temporary Services (Nevada)'s comprehensive drug and alcohol policy is available upon request. Please direct any questions concerning the policy to Human Resources. The implementation date for the revised Drug and Alcohol Policy will be January 1, 2020.

Solicitation/Distribution. This policy applies to solicitation and distribution in and on Manpower 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 always also prohibited in Manpower 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.

Use of Information Technology Resources. Because you may perform job tasks on laptops, desktops, network stations, mainframe and other Information Technology (IT) resources that belong to Manpower or our clients, you must comply with these rules. **Do not:**

- Use client's IT equipment for non-job-related activities
- 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
- Modify the software configuration (e.g., add a screensaver)
- Connect, remove or insert technology components or equipment, including CDs, flash drives modems, memory or processor chips or cards, unless specifically authorized
- Move equipment without explicit authorization from the client
- Produce, store, display or transmit material that is or could be perceived as sexually explicit, suggestive, harassing, or vulgar
- Use equipment for any activity that is malicious, threatening, intentionally false, obscene, maliciously offensive, or invades another's privacy
- Send email to random recipient's, email with executable software attached or email anything that contains or has attached any Confidential or Proprietary Information (defined below) 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.

Non-Disclosure of Confidential or Proprietary Information Belonging to Manpower or Our Client. During 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. You agree to keep Confidential or Proprietary Information confidential and not to disclose such Confidential or Proprietary Information to anyone except those persons expressly authorized to have access thereto. You shall not use or permit the use by others of Confidential or Proprietary Information for any purpose(s) other than to perform the work or services as may be directed in conjunction with your assignment. Our clients may have additional and/or more comprehensive policies/procedures/guidelines related to their Confidential or Proprietary Information. Manpower expects you to familiarize yourself with those policies/procedures/guidelines and direct any questions you have to your Manpower representative. Nothing in this policy is intended to prohibit good faith reporting of possible violations of federal law or regulation to any government agency or entity, or in making disclosures where such disclosures are protected under federal law or regulation, and advance notice of such disclosures is not required to be provided to Manpower.

Mobile Phone Usage. Using a cell phone, mobile phone, or other wireless communication device while at work for personal use **is strictly prohibited unless it is necessary for your job assignment or emergency.**

Social Media. Refrain from using social media while on work time or on equipment provided by Manpower or its customers, unless it is work-related and authorized by your manager. Do not use Manpower email addresses to register on social networks, blogs or other online tools utilized for personal use. A copy of Manpower's complete Social Media policy is available upon request.

Retaliation is prohibited. Manpower prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including removal from assignment.

Media Contacts. Associates should not speak to the media on Manpower's behalf without contacting your Manpower Representative. All inquiries should be directed to them.

Manpower's Family and Medical Leave Act Policy. Manpower's Family and Medical Leave Act (FMLA) Policy complies with the Federal FMLA and applicable state laws. Following is a summary of this policy. Please note that the policy may vary slightly from state to state depending on state or local law. A copy of Manpower's complete FMLA policy is available upon request.

To be eligible for FMLA benefits you must have worked for Manpower:

- For at least 12 months (need not be consecutive)
- A minimum of 1,250 hours during the previous 12 months

An eligible associate may be provided up to a total of 12 workweeks of unpaid leave during any 12-month period for one or more of the following reasons:

- The birth, adoption, or foster placement of a child
- The care of a spouse, child, or parent with a serious health condition
- The care of oneself because of a serious health condition
- Military family leave for a qualifying exigency arising out of an impending call or order to active duty

An eligible associate may also be provided up to a total of 26 workweeks of unpaid leave in a single 12-month period for Military Caregiver Leave to care for a covered service member with a serious illness or injury incurred in the line of duty on active duty.

If both spouses are employed by Manpower, they are jointly entitled to a combined total of 12 workweeks for birth, adoption or foster care placement of a child, or 26 workweeks of Military Caregiver Leave. Leave for childbirth, adoption or foster care must conclude within 12 months of birth or placement.

Manpower will maintain group health insurance coverage for an associate on FMLA leave if the associate was enrolled in the group health insurance plan prior to taking the FMLA leave of absence. Upon being approved for FMLA, you will be advised of the procedure for paying any required premiums. In some instances, Manpower may recover premiums paid to maintain health coverage for an associate who fails to return to work from FMLA leave.

Use of FMLA will not result in the loss of any employment benefit earned or that you may have been entitled to before the FMLA leave. On your return, you will be reinstated to the same or equivalent position as required by law.

When seeking FMLA leave, you're required to provide to a Manpower representative:

- Thirty-day advance notice of the need to take FMLA leave when the need is foreseeable.
- Notice of an unforeseeable leave as soon as practical after learning of the need for leave generally, within the usual and customary notice and procedural requirements for reporting absences
Medical certification supporting the need for leave due to a serious health condition affecting the associate or an eligible family member.
- Periodic re-certification (if applicable and necessary).

Nevada Pregnant Workers Fairness Act. Pursuant to NRS 613.335 and sections 2 to 8, inclusive, of the Nevada Pregnant Workers' Fairness Act (effective October 1, 2017) employees have the right to be free from discriminatory or unlawful employment practices based on pregnancy, childbirth, or a related medical condition.

Under the Act, it is unlawful for employers to:

- Deny a reasonable accommodation to female employees and applicants, upon request, for a condition related to pregnancy, childbirth, or a related medical condition, unless an accommodation would impose an undue hardship on the business of the employer.
- Take adverse employment actions against a female employee because the employee requests or uses a reasonable accommodation.
- Deny an employment opportunity to a qualified female employee or applicant based on a need for a reasonable accommodation.
- Require a female employee or applicant to accept an accommodation that the employee or applicant did not request or chooses not to accept or to take leave from employment if an accommodation is available.

Under the act, an employer may: Require a female employee to submit written medical certification from the employee's physician substantiating the need for an accommodation because of pregnancy, childbirth, or related medical conditions, and the specific accommodation recommended by the physician.

Domestic Violence Victim Leave Act. Employees of Manpower who have been employed for 90 days and who are victims of domestic violence (as defined by Nevada law), or employees whose family or household members have been a victim of domestic violence, may take up to 160 hours of unpaid leave within 12 months immediately following the date on which the domestic violence occurred. If the associate has accrued PTO, this can be used towards the 160 hours and the remaining leave will be unpaid. Leave may be taken consecutively or intermittently.

Leave May be taken for the following reasons:

- Diagnosis, care, or treatment of a health condition related to an act of domestic violence.
- To participate in court proceedings related to an act of domestic violence.
- To obtain counseling or assistance related to an act of domestic violence.
- To establish a safety plan, including an action to increase the safety of the employee or his/her family or household member from future acts of domestic violence.

No notice is required for the initial leave. After the initial leave, employees must provide at least 48 hours of notice before taking additional leave. Employees may be required to provide documentation that confirms or supports the need for the leave (i.e. police report, documentation from a physician, etc.). Other reasonable accommodations may be made for employees who are victims of domestic violence, or whose family or household member is a victim.

Safety Policy & Guidelines for Employees

You have the following rights:

1. To be advised of occupational safety and health hazards and to receive training about safe work conditions, practices, and personal protective equipment.
2. To provide information to us about safety hazards or request information without fear of reprisal.

You have a duty to comply with the following requirements:

1. Know the Safe Practices for your work area and for your job.
2. Comply with safe work practices and personal protective equipment requirements.
3. Report all unsafe working conditions to your Manpower office.
4. Notify your Manpower office of any changes in your job assignment.

Employee responsibilities:

1. Know your job and always follow safe work practices.
2. Recognize the hazards of the job and take appropriate precautions to ensure safety.
3. Inform the customer and Manpower of hazards.
4. Actively participate and cooperate in the safety program of Manpower and the customer.
5. Use all personal protective equipment provided.
6. Comply with all safety instructions from supervisors.
7. Obey all health and safety standards, warnings, and signs.

Manpower code of safe practices:

1. All employees will follow safety rules.
2. Manpower insists that employees observe safety rules and practices. Actions will be taken to obtain compliance.
3. Anyone under the influence of alcohol and/or drugs will not be allowed on the job.
4. Employees will not be permitted or required to work while their ability or alertness is impaired by fatigue, illness, or other causes.
5. Employees should be alert to see that machine guards and protective devices are in place.
6. Horseplay, scuffling, and other acts which tend to endanger safety is prohibited.
7. When lifting heavy objects, employees should use proper lifting techniques.
8. Workers will not handle any electrical equipment, machinery, air or water lines not within the scope of their job duties.

If Injured on the Job. Of course, we hope that you'll never be injured on the job. However, if you are, we want you to receive the most appropriate care without delay. If you receive a life-threatening or serious injury on the job that requires immediate medical attention, dial 911 immediately. **For all other injuries, follow this process:** immediately report the injury to your work-site supervisor and Manpower office. By law, written notice must be provided to Manpower within seven (7) days of an accident. C-1 notice of injury or occupational disease forms are available at all Manpower offices. Unreported injuries/incidents may result in the claim being denied. Seek the medical attention that you may need:

- a. Notify your supervisor. Tell him or her what happened and how you're feeling.
- b. First aid at job site, do not treat yourself.
- c. Medical facility for treatment

Workers' Compensation fraud is a felony, and is punishable by up to ten (10) years in prison and/or a \$10,000.00 fine. Anyone who makes false statements, submits a false Workers' Compensation claim or report, or helps another person engage in these types of activities can be found guilty of fraud and subject to punishment. Do not participate in or assist anyone who is filing a false Workers' Compensation claim. If you suspect Workers' Compensation fraud, please notify your Manpower Recruiter right away or call the Attorney Generals Workers' Compensation Fraud Hotline at 1-800-266-8688.

Nevada Workplace Safety | Occupational Safety and Health Act information

Employee Rights and Responsibilities:

The Nevada Occupational Safety and Health Act was created to allow you to do your job in a safe and healthy workplace. But it is up to you to make sure that job safety works. Here are some tips to help you stay safe on the job.

Know and follow all safety rules set by:

- Your employer
- The Nevada Occupational Safety and Health Act
- The Division of Industrial Relations, Occupational Safety and Health Enforcement Section

You can get copies of all Nevada safety and health standards from the Safety Consultation and Training Section of the Division of Industrial Relations or on the web at www.4safenv.state.nv.us.

Also, your employer may be required to have a written workplace safety program. If your employer requires personal protective equipment, such as hard hats, safety shoes, safety glasses, respirators, or ear protection, you are responsible to wear and/or use the equipment. Do not remove any safety device or machine guard. If you do and get hurt, you will lose some workers' compensation benefits. If you do not know how to safely use tools, equipment or machinery, be sure to ask your supervisor. If you see something that's unsafe, report it to your supervisor. That's part of your job. Give your employer a chance to fix the problem. If you think the unsafe condition still exists, it is your right to file a complaint with the Occupational Safety and Health Enforcement Section of the Division of Industrial Relations. The Division will not give your name to your employer. There are laws that protect you if you are punished for filing a safety and health complaint. If you feel you have been treated unfairly for making a safety and health complaint, you have 30 days from the date of the punishment to file a discrimination complaint with the Occupational Safety and Health Enforcement Section of the Division of Industrial Relations. Most on-the-job injuries are covered by Workers' Compensation Insurance - from cuts and bruises to serious accidents. Coverage begins the first minute you're on the job. It is your responsibility to report any on-the-job injury immediately.

Your employer must file an "Employer's Report of Injury" (C-3 Form) within six working days after the receipt of a "Claim for Compensation" (C-4 Form) from a physician or chiropractor. Remember, it is fraud to file an industrial insurance claim if you are not injured on the job. Filing a false claim will result not only in a loss of benefits, but could mean costly fines and/or jail time.

Employer Rights and Responsibilities:

The Safety Consultation and Training Section of the Division of Industrial Relations, Nevada Department of Business & Industry, was created to assist employers in complying with Nevada laws which govern occupational safety and health. A Nevada employer with 11 or more employees must establish a written workplace safety program. If you have more than 25 employees, the establishment of a safety committee is also required. The Safety Consultation and Training Section of the Division of Industrial Relations is available to provide a workplace hazard assessment. This service can assist employers in minimizing on-the-job hazards, and is provided at no charge. The Division also offers no cost safety training and informational programs for Nevada employers. You must maintain a workplace that is free from unsafe conditions. As an employer you are responsible for complying with all Nevada safety and health standards and regulations found in: The Nevada Occupational Safety and Health Act, and the Occupational Safety and Health Standards and Regulations. Copies of all occupational safety and health standards and regulations are available from the Division of Industrial Relations (Safety Consultation and Training Section and the Occupational Safety and Health Enforcement Section) or on the web at www.4safenv.state.nv.us. You are also responsible for ensuring that your employees comply with these same rules, standards and regulations. You must select someone to administer and enforce occupational safety and health programs in your workplace. Before assigning an employee to a job, you must provide proper training in:

- Safe use of equipment and machinery
- Hazard recognition
- Personal protective gear
- Emergency procedures

You must also inform all employees of the safety rules, regulations and standards which apply to their respective duties. It is your responsibility to maintain accurate accident, injury and safety records and reports. These files must be made available, upon request, to the affected employee and representatives of the Division of Industrial Relations, Occupational Safety and Health Enforcement Section. The Nevada Safety and Health Poster, provided by the Division of Industrial Relations, must be posted in a prominent place on the job site. Report immediately to the Division of Industrial Relations (Occupational Safety and Health Enforcement Section) all job-related fatalities, as well as those accidents where three or more employees require hospitalization. Employers must acquire and maintain Workers' Compensation Insurance at all times. You are responsible for filing any workers' compensation claims with your employer. The law requires that employers shall provide newly-hired employees with a copy of this document or with a video setting forth the rights and responsibilities of employers and employees to promote safety in the workplace. Employers shall keep a signed copy of the attached receipt in the employee's personnel file to show he or she has been made aware of these rights and responsibilities.

Industrial safety rules:

1. Always wear hard hat in designated "hard hat" areas; wear safety glasses or goggles, safety gloves, safety belts, where advised or mandatory.
2. Safe work attire:
 - a. Shoes – No opened toed shoes permitted at any time. Shoes with hard toes must be worn on any lifting job.
 - b. Clothes – No ill-fitting or baggy clothes around machinery. No loose ribbons or dangling jewelry.
 - c. Hair – Long hair must be kept behind neck and shoulders.
3. Remove finger rings when working around moving machinery.
4. Do not operate any equipment which is not in safe condition.
5. Obey work-site rules.
6. When lifting follow safe lifting procedures.
7. No horseplay.
8. Do not distract or startle fellow workers.
9. Avoid unnecessary talking, shouting, or other loud noises.
10. Always use the right tools and equipment for the job.
11. Be constantly alert for moving equipment and loads.

12. Pick up objects off the floor that may be a safety hazard.
13. Report any spilled liquids to your job-site supervisor.

Office safety rules:

1. Know your job and follow instructions
2. If office equipment is not working properly, turn the equipment off and report it to your job-site supervisor.
3. Worn electrical wiring, overloaded outlets, or defective equipment should not be used.
4. Do not stand on chairs, tables, or desks to reach for objects.
5. Do not move office equipment.
6. Keep desk and file cabinet drawers closed when not in use.
7. Be careful not to injure hands when using office equipment.
8. Do not carry or lift anything over 25 lbs.
9. Carry large items so that you have a clear visual path.
10. Use handrails on steps or stairs.
11. Do not obstruct pathways with materials or objects.
12. Watch for objects, etc. on floors which are likely to cause falls.
13. Report all unsafe conditions to your job-site supervisor.
14. If you are required to enter a production area, be alert for moving machinery or equipment.

* Failure to comply with safety rules and guidelines may result in immediate dismissal.

The OSHA hazard communication standard your "right to know": This standard established by the Federal OSHA means that you have a "right to know" about the chemical hazards in the workplace. It is important to remember, however, that you have to protect yourself! Always be alert and safety-conscious when working with hazardous materials of any kind.

What to do to protect yourself

- Read all labels and the Safety Data Sheet
- Follow warnings and instructions
- Use correct protective clothing and equipment provided
- Learn emergency procedures and use them when needed
- Ask questions when in doubt about the safety of any substances with which you are working

What should you look for on labels?

The manufacturer must label every container of chemical. Labels may differ in appearance, and may use words or symbols. But they must state such information as:

- The name of the chemical
- The name, address and emergency phone number of the manufacturer
- Special handling and storage information
- Health hazards (Is it an irritant or poisonous?)
- Physical hazards of the chemical (Can it explode or burn?)
- Recommended protective measures (such as clothing or equipment) when working with the chemical)

Using the Safety Data Sheet (SDS) The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products. As of June 1, 2015, the HCS will require new SDSs to be in a uniform format. Refer to <https://www.osha.gov/Publications/OSHA3514.html> for more information.

Who's affected by this "right to know" rule? The Occupational Safety and Health Administration (OSHA) have developed the Hazard Communication Standard. It is for YOUR protection and establishes your "right to know" about chemical hazards you may face on the job.

- **Chemical Manufacturers** - They must evaluate the hazards of each chemical they manufacture, and then let users know about them by using labels and the SDS.
- **Employers who use the chemicals** - They must develop a written Hazard Communication program, tell their associates about it and explain how it works. They will also have to tell you about safety procedures and equipment you will use when working with hazardous substances. Manpower is providing this information to give you information on how to recognize and use labels and the SDS sheets.
- **You, the associate** - If you are assigned to work with or around chemicals in your area, please be alert, read the labels and SDS, and then follow instructions carefully. Remember, it's up to you to read the label and follow the instructions before you open up or use the chemical. If you don't understand the information, ask your job-site supervisor.

Affordable Care Act (ACA) Employer Notification

HAT, Ltd. Partnership dba Manpower Temporary Services, (hereinafter; Manpower) is notifying its employees residing in the State of Nevada that the State has established a State Based Exchange to help Nevadans without affordable health insurance coverage obtain such coverage.

Nevada Health Link can help you select a qualified health plan. To determine if you and your family may be eligible for health insurance premium tax credits and reductions in cost sharing, and to calculate the net amount of any premiums you may be required to pay for coverage through Nevada Health Link you may contact Nevada Health Link at:

Phone: 855-768-5465 (855-7-NVLINK)

Fax: 855-868-5465 (855-8-NVLINK)

Mailing address: P.O. Box 97138 Las Vegas, NV 89193

E-mail: contact@exchange.nv.gov

www.nevadahealthlink.com

1. If your contribution to your health insurance coverage (not your families) costs more than 9.5% of your household income, you may be eligible (depending on the modified adjusted gross income of your household for federal income tax purposes, your legal residency, other coverage you may have and other federal requirements) for a premium tax credit under section 36B of the Internal Revenue Code of 1986 and a cost sharing reduction under section 1402 of the Patient Protection and Affordable Care Act if you purchase a qualified health plan through the State Based Exchange.
2. Any employer contributions to the cost of the employer's health insurance plan generally are not subject to income tax and that, if the employee buys coverage through the Exchange, he or she may lose these employer contributions.

This section contains information regarding health care coverage offered by Manpower. If you decide to complete an application for coverage on Nevada Health Link, you will be asked to provide company information below.

HAT, Ltd. Partnership dba Manpower Temporary Services

63 Keystone Ave., Ste 202

Reno, NV 89503

(775) 328-6020

Employer Identification Number (EIN) 88-0276654

Here is some basic information about health coverage offered by Manpower:

As your employer, we offer a health plan to all employees. Variable hour employees have the option to pay full premiums for our Minimum Value Plan (MVP) until considered full time. Eligible full-time employees are "variable hour employees that have worked at least 52 weeks without a defined break in service and have an average of at least 30 hours a week." Manpower pays a portion of full time employee premiums to make healthcare affordable defined by ACA. Please contact your local Manpower representative for details about our Medical plan options.



This notice is being provided to you in accordance with the requirements of the Patient Protection and Affordable Care Act (Public Law 111-148) and Health-Related Portions of the Health Care and Education Reconciliation Act of 2010 (Public Law 111-152), section 1512.

Acknowledgement & Acceptance of Manpower Policies

I acknowledge that I have received my copy of the handbook entitled, "Associate Handbook." I have read and understand its contents. I also understand that nothing contained in the Handbook may be construed to imply a contract or a guarantee of continuing employment with Manpower. I understand that Manpower reserves the right to eliminate, modify and improve any and all of its policies and rules at any time, with or without notice.

By signing the handbook, I acknowledge that I have read, understand and promise to adhere to all Manpower's Policies contained in the Handbook, including but not limited to:

Time Reporting, Timecard Agreement, Equal Employment Opportunity, Anti-Harassment/Anti-Discrimination, Zero Tolerance on Workplace Violence, ACA Employer Notification, FMLA Policy, Nevada Pregnancy Fairness Act, Safety Policy, Nevada Workplace Safety, Drug and Alcohol Policy, Solicitation, Use of IT Resources, Confidentiality, At-Will Employment, Paid Time Off Policy

At-Will Employment. Your employment with Manpower is "at-will." That means 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.

Employee Acknowledgement of Drug and Alcohol Policy Statement. By signing this handbook, I acknowledge that I have received a copy of Manpower Temporary Services (Nevada) Drug and Alcohol Policy Statement. I agree that it is my responsibility to know and understand the contents therein and will comply with its requirements. I understand that the Company's Drug and Alcohol Policy does not alter my status as an "at will" employee. I also understand that I can ask my supervisor or the Alcohol and Drug Program Manager for clarification of anything that is not understood by me.

Social Security Number Acknowledgement. By signing the handbook, I acknowledge that it has been explained to me and I understand that I must provide Manpower with a valid social security number. By law, Manpower needs a valid social security number to meet its responsibility to withhold taxes and/or complete the associated government reporting. In addition, I acknowledge that I **have not** been asked or required to provide a social security card or acknowledgement from the Social Security Administration for the purpose of completing the Form I-9.

Release of Background Check and Drug/Alcohol Test Results. By signing the handbook acknowledgement, I authorize Manpower to release all background checks and drug and alcohol results obtained during the course of my employment to client companies requesting this information for assignment purposes.

By signing the handbook acknowledgement, I authorize the customers of Manpower to release all background checks, drug, and alcohol results obtained, to Manpower when the client company performs these steps when hiring the employee on their payroll.

Employee Name (Print)

Date

Employee Signature

For more information. If you have questions or need further guidance, please contact your Manpower Representative.