



Manpower[®]

**Manpower Richmond
Associate Handbook
August 2020**

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Welcome

We're glad to have you on the Manpower Richmond team. Working for a staffing leader provides you with opportunities and options you won't find elsewhere. Working on assignments for Manpower Richmond enables you to work for one employer, but in many environments. Or, you may prefer to be hired by one of Manpower Richmond's clients. There may be opportunities for both at Manpower Richmond.

This handbook is designed to assist you with any questions about your employment. And, remember: your Manpower Richmond Representative is always available to answer your questions personally.

Handbook.

This handbook is not intended to be a contract of employment or a guarantee of employment benefits or rights. Manpower Richmond 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.

At-Will Employment.

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

Tips for Success.

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

- Be on time every day that you work.
- Introduce yourself to the person to whom you are to report.
- Ask questions to ensure you understand what you're being asked to do. But, try to avoid unnecessary conversation and delay.
- Be polite, cooperative and willing to help whenever you're asked.
- Maintain confidentiality. You should never discuss your work with anyone other than your supervisor.
- Notify your Manpower Richmond Representative of any requested changes in your job duties or if you're asked to operate equipment or perform a task for which you have not been trained.
- Do not make or receive personal telephone calls at work, except in the case of a true emergency. You're allowed to make telephone calls during breaks and lunch periods only.
- Notify your supervisor immediately when you finish your work. Ask if there's more work you can do. If none is given, use your free time constructively.
- Wear appropriate attire for your assignment.
- Don't walk off the job. If your job is not running smoothly, call Manpower Richmond. We are your employer and can help you with any job-related problem. Please keep in close contact with us.
- Report all hours worked, on time, to prevent delays in your pay.

Our Commitment/Our Brand.

When you become an associate of Manpower Richmond, 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
- 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.

Assignments.

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

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

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 Richmond is Your Employer.

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

- You are going to be late or unable to report for work. Not showing up for work without first telephoning us could be cause for termination.

- The work you are asked to do is substantially different from the work described to you by your Manpower Richmond Representative.
- The work environment appears unsafe.
- You are sick and feel you can't complete a job.
- You are unavailable for a period of time. Let us know in advance if you're planning a vacation or time off for any reason.
- You have changed your address, telephone number, email address or banking relationship that would impact direct deposit.
- You have 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 Richmond's Anti-Harassment/Anti-Discrimination Policy is being violated.

If Injured on the Job.

Of course, we hope that you're never injured on the job. However, if you are injured, we want you to receive the best, most appropriate care without delay. If you receive a life threatening injury on the job, 911 should be called. For all other injuries, please refer to Manpower's injury reporting guidelines in the application and orientation packet.

Getting Paid.

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

- Accurately tracking the time you arrive and leave work, and how long you take for lunch.
- Accurately reporting all hours worked.
- Reporting your time weekly (Manpower Richmond's standard work week is Monday through Sunday, may vary with some clients.)
- Completing your report accurately and in a timely manner. **Reports submitted late or inaccurately may cause a delay in your pay.**

1. Swipe Clock

You may be asked to use a badge to swipe a clock to record your "in" and "out" times while on assignment.

2. Paper Timeslips

Instructions for the completion and submission of paper timeslips are included on your timeslip. Be sure to legibly complete all information and include your last four digits of your social security number on each timeslip. Also please ask your immediate supervisor to sign/authorize the timeslip.

About Your Pay.

Your wage may vary from job to job and is determined by Manpower clients. Your Manpower Richmond Representative will tell you how much the job will pay before you accept the assignment. Your weekly pay is based on your completed and submitted time. As your employer, Manpower Richmond will deduct the necessary FICA and Federal, State and local (if applicable) taxes.

Direct Deposit Convenience.

Direct Deposit offers you convenient, reliable, safe and easy access to your paycheck. 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. Manpower Richmond's payroll system automatically deposits your earnings into your checking or savings account at a bank, credit union or paycard of your choice. Employees can then access their payroll data information using eConnect. To establish access, you will need a valid email address. If you do not have on-line access, you are welcome to stop by the Richmond or Portland office to access your information. Please contact the Manpower office to register.

Manpower Richmond provides you with Direct Deposit at no charge. To enroll, complete the Direct Deposit Authorization Form, which is available from your Manpower Richmond Representative. Completing and signing this form gives Manpower Richmond the authority to deposit your pay to your bank or credit union account. Staple a voided check to the form for verification of all financial institution information. Return both the form and voided check to your Manpower Richmond Representative. Note: Should you choose not to participate in Direct Deposit Manpower Richmond will deliver your paycheck through regular U.S. mail or it will be available for pick up at the Manpower drive thru window (hours may vary.)

To ensure prompt deposits and statements, you should contact Manpower immediately if you change your address or financial institution. Remember: Manpower Richmond is your employer. Any questions about your pay must be directed to the Richmond (765-966-2664) or Portland office (260-726-2888.) The toll free number is 800-432-2664.

Background and Reference Checks.

To ensure that individuals who join Manpower Richmond are well qualified and to ensure that Manpower Richmond maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks, including E-Verify, on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to Manpower Richmond. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

Manpower Richmond also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

Workers' Compensation Insurance.

Under Indiana and Ohio law, Manpower Richmond employees are covered by workers' compensation insurance should a work-related accident occur. If an employee is injured on the job, the employee should notify his/her supervisor and contact Manpower **immediately**. Please refer to Manpower's injury reporting guidelines in the application and orientation packets.

Safety.

Your safety is important to us and we strive to maintain safe and healthy working conditions at all times. Manpower Richmond will not knowingly assign or allow any associate to work in an unsafe workplace environment. Manpower Richmond abides by all safety regulations and guidelines set forth in federal, state and local statutes. Manpower Richmond will not tolerate retaliation in any form toward anyone who in good faith reports safety concerns. We also integrate good safety practices and programs into our operational activities and procedures throughout the organization.

To make the workplace safe for you and your fellow associates, it's your responsibility to:

- **Notify your Manpower Richmond Representative of any requested changes in your job duties or if you're asked to operate equipment or perform a task for which you have not been trained.**
- Understand the safe practices for your general work area and your job.
- Comply with all safe work practices and wear required personal protective equipment for your job assignment.
- Wear clothes appropriate to the job you'll perform. If you have questions about what to wear – or what not to wear – ask your Manpower Richmond Representative.
- Immediately report all unsafe working conditions to your supervisor, as well as to your Manpower Richmond Representative.
- Operate only those machines, tools or vehicles that your Manpower Richmond Representative has indicated are part of your assignment and for which you've received instruction or training.
- Tell your supervisor that you must first contact your Manpower Richmond Representative if you're asked to perform an unsafe task, to work on unsafe equipment, or to work on equipment for which you've not received proper training, such as a forklift. Then, contact Manpower Richmond immediately. If you're working during a time when you're unable to reach your Manpower Richmond Representative, inform the client that you cannot perform those tasks without approval from Manpower Richmond. Then, contact your Manpower Richmond Representative as soon as possible.
- If you receive a life threatening injury, 911 should be called.
- If you receive a non-life threatening injury, contact your supervisor and together call Manpower Richmond, 24 hours/day, seven days a week.

Policies

It's essential that you thoroughly understand Manpower Richmond's policies. Please review the policies presented here. Indicate your understanding and acceptance of these policies by signing the Acknowledgement given to you by your Manpower Richmond representative during the orientation and onboarding process.

Equal Employment Opportunity.

Manpower Richmond as an organization can be summarized by the values that guide our daily interactions and we strive to ensure that we represent these values. Manpower Richmond does not discriminate against any individual based on age, race, religious beliefs, national origin, gender, sexual orientation, genetic information, disability, veteran status, or any other status protected by law. Equal employment opportunity is the law; it is also an extension of our core values: We care about people and the role of work in their lives and we recognize everyone's contribution to our success.

Family & Medical Leave Act.

Manpower Richmond'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.

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

- For at least 12 months (need not be consecutive)
- A minimum of 1,250 hours per rolling twelve (12) month period
- 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 Richmond, 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 Richmond 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 Richmond 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 Richmond 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)

Manpower Richmond will also inform you of your rights and responsibilities under FMLA once you provide notice of leave. This includes specific information about what is required from you and what might happen in certain circumstances. Please see page 17, Employee Rights and Responsibilities Under the Family and Medical Leave Act. For more information, please contact Manpower Richmond at 765-966-2664 or 800-432-2664.

Substance Abuse.

Alcohol and drug abuse can cause health, safety, and security problems. Manpower Richmond expects all associates to assist in maintaining a work environment free from the effects of alcohol, drugs, or other intoxicating substances. In addition, associates are prohibited from reporting to work under the influence of drugs or alcohol.

Manpower Richmond's Substance Abuse Policy prohibits the workplace distribution, sale, purchase, possession, or use of narcotics, drugs, alcohol, inappropriate use of prescription medication, or any illegal or controlled substance. Any associate whose manager/supervisor has a reasonable suspicion that the associate is in violation of this policy may be required to undergo a drug/alcohol test as permissible under state law. Violations of this policy may result in termination of employment.

Certain Manpower Richmond customers, but not all, may require a temporary employee or applicant assigned by Manpower Richmond to a customer to undergo alcohol and/or other drug screening as a pre-assignment and/or post-assignment or reasonable suspicion condition and Manpower Richmond may elect to require such screening. Testing methods may include urine, saliva, or hair analysis.

If a temporary employee tests positive, termination will occur, and the employee may be eligible for rehire after 30 calendar days, after a negative drug test result. However there is no guarantee of future employment with Manpower.

For pre-assignment purposes, a temporary employee may be requested to submit to screening. If the employee declines to submit to screening, Manpower Richmond may refuse to employ or to assign the employee to a job. However, refusal to submit to screening will not result in termination from Manpower Richmond. Any adulterated specimen will be viewed as a positive result and will be treated as such.

For post-assignment purposes, a temporary employee may be requested to submit to screening at no expense to the employee, based upon reasonable suspicion or after an accident, or as part of a random drug testing program. The employee has the right to decline to submit to the

screening, and the Company may terminate the employee's assignment or employment with the Company, if this occurs. If the employee tests positive for the illegal use of a drug or of alcohol, the employee will be terminated from employment with Manpower Richmond. Any adulterated specimen will be viewed as a positive result and will be treated as such.

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.

Violence-Free Workplace.

Manpower Richmond is strongly committed to providing a violence-free workplace and has adopted a zero tolerance policy. Violence, bullying, threats of violence, or intimidation of Manpower Richmond staff or associates, vendors, or client employees will not be tolerated. Examples include, but are not limited to:

- Hitting or shoving an individual
- Threatening harm to an individual or his/her family, friends, or associates
- Bullying (verbal, physical, gesture and exclusion)
- 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 Richmond or client property or elsewhere in connection with employment with Manpower Richmond will not be tolerated consistent with applicable state laws. Manpower Richmond prohibits weapons in the workplace. Violations of this policy may result in termination of employment.

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

Guidelines for Conduct.

Manpower expects an employee to conduct himself/herself in a manner that assures a safe and orderly work environment for everyone. We cannot possibly list every acceptable or unacceptable action. We have listed below some actions that define misconduct. These should serve as a guide for our employees during work and at Company-sponsored activities.

Employees should be aware that from time to time they may be placed on assignment where they may be required to abide by additional guidelines or rules of conduct as required by the customer (drug testing, performance, etc.) Accordingly, those rules or guidelines will supplement Manpower's policies and employees will be expected to abide by those rules and guidelines as well.

Based upon severity of misconduct, an employee may be removed from a current assignment, suspended, and/or terminated from Manpower.

Misconduct includes:

1. Possession, sale or use of intoxicating beverages or illegal drugs on Manpower property, a customer's property or during working hours (including lunch breaks.)
2. Unauthorized use, possession, abuse, removal of or damage to property belonging to Manpower or a customer, a fellow employee or other persons on Manpower or a customer's property.
3. Provoking, instigating or involvement in an altercation on Manpower property and/or a customer's property.
4. Unauthorized possession of any type of weapon or dangerous devices on Manpower property and/or a customer's property.
5. Falsification or misrepresentation on an employment application or Manpower and/or a customer's records. This includes timecards/time sheets, production records, bills of lading, inventory counts, etc.
6. Immoral conduct and indecency.
7. Threatening, coercing or interfering with employees, customers or visitors.
8. Sleeping on Manpower property and/or a customer's property during working hours.
9. Insubordination or refusal to perform work assignments.
10. Violation of local, state or federal laws.
11. Discussion of sexual activities regarding yourself or others. *(Note: This is offensive to many, as well as inappropriate and disruptive to the workplace. Discussion of this nature may also be a form of sexual harassment.)*
12. Leaving assigned job/work area or a customer's property without permission.
13. Use of any offensive language when addressing individuals, groups or objects.
14. Reporting to work or being on a customer's property in unfit physical condition to perform the assigned job duties.
15. Reporting to work without being assigned.
16. Irresponsible behavior, such as horseplay or practical jokes, which endangers personal safety.
17. Smoking or eating on Manpower property and/or a customer's property except in designated areas.
18. Excessive or unauthorized breaks, loitering or wasting time.
19. Violation of Manpower's and/or a customer's safety rules.
20. Contributing to poor housekeeping, unsanitary or unsafe conditions.
21. Making or publishing false, vicious or malicious statements concerning another employee or the Company.
22. Unauthorized recreational activities or games of chance on Manpower property and/or a customer's property.
23. Negligent or careless acts in the performance of work that adversely affect quality or quantity of work or safety.
24. Unauthorized use of telephone, cell phone and computer.

Attendance and Punctuality.

Manpower recognizes that dependable and punctual attendance is critical for Manpower, Manpower employees and Manpower customers. An employee is required to immediately report any tardiness or absence to Manpower. In the event that either Manpower or the customer(s) to which an employee is assigned determines, in their respective sole discretion, that the employee's attendance or punctuality is unsatisfactory, he/she may be removed from the assignment and/or disciplined, up to and including discharge.

In making determinations concerning attendance and punctuality issues, Manpower will review all situations on an individual basis and give consideration to the relevant facts and circumstances before making a determination.

Solicitation/Distribution.

This policy applies to solicitation, distribution and loitering in and on Manpower Richmond's and our clients' premises. This policy is deemed necessary because Manpower Richmond recognizes the need to restrict and control loitering, solicitations, postings, 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 Richmond is providing excellent service to our clients.

Solicitation and distribution of literature and other materials by Manpower Richmond associates on Manpower Richmond's or our clients' premises for any purpose is prohibited during work time. Distribution is also prohibited at all times in Manpower Richmond's or our clients' working areas. "Work time" is the time when the person doing the soliciting or distributing, or the person being solicited or receiving the distribution, is or should be working. "Work areas" are those areas where associates and employees are regularly assigned to work duties, confer about work-related issues, or conduct business. This policy must be followed concurrently with any solicitation or distribution policies maintained by Manpower Richmond's clients, which may be more specific than this policy. Any violation of this or a Manpower Richmond clients' policy may result in discipline, up to and including termination of an assignment or employment with Manpower Richmond.

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 Richmond 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 floppy disks, CDs, modems, memory or processor chips or cards, unless specifically authorized
- Move equipment without explicit authorization from the client

- Produce, store, display or transmit material that is sexually explicit, suggestive, harassing or otherwise offensive
- Use equipment for any activity that is disparaging, defamatory, profane, maliciously offensive, libelous or slanderous or invades another's privacy
- Use equipment for any activity which would harm Manpower Richmond, its client or their images
- Send email to random recipients, email with executable software attached or email anything that contains or has attached any private, confidential or proprietary information belonging to either Manpower Richmond or our clients.

All company-supplied technology and company-related work records belong to the company and not to the employee. Manpower Richmond 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.**

Social Media – Acceptable Use.

Below are guidelines for social media use.

- Employees may not post financial, confidential, sensitive or proprietary information about the company, clients, employees or applicants.
- Employees may not post obscenities, slurs or personal attacks that can damage the reputation of the company, clients, employees or applicants.
- When posting on social media sites, employees must use the following disclaimer when discussing job-related matters, *"The opinions expressed on this site are my own and do not necessarily represent the views of Manpower Richmond."*
- Manpower Richmond may monitor content out on the Internet. Policy violations may result in discipline up to and including termination of employment.

Confidentiality.

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

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

Intellectual Property.

Any and all discoveries, inventions (including but not limited to improvements or modifications) or literary or other works relating to the work you perform while on assignment or suggested by matters disclosed in conjunction with your assignment, whether or not patentable, copyrightable or otherwise subject to registration or protection which are made or conceived by you, solely or jointly with others, are works made for hire and shall be the property of Manpower Richmond or its designee. You must agree to provide Manpower Richmond 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 Richmond or its designee all other reasonable assistance

necessary to perfect and maintain whatever rights Manpower Richmond or its designee deem appropriate, without charge to Manpower Richmond or its designee but without expense to yourself.

Separation of Employment.

Separation of employment within an organization can occur for several different reasons.

Resignation: Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are encouraged to provide two weeks' notice, preferably in writing, to facilitate a smooth transition out of the organization.

Job abandonment: Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The supervisor shall notify the Human Resource department at the expiration of the third workday and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible to receive accrued benefits and are ineligible for rehire.

Termination: Employees of Manpower Richmond are employed on an at-will basis, and the company retains the right to terminate an employee at any time.

Return of Company Property.

The separating employee must return all company property at the time of separation, including uniforms, cell phones, keys, PCs and identification cards. Failure to return some items may result in deductions from the final paycheck. An employee will be required to sign the Wage Deduction Authorization Agreement to deduct the costs of such items from the final paycheck.

Rehire.

Former employees who left Manpower Richmond in good standing and were classified as eligible for rehire may be considered for reemployment. A new application must be submitted to Manpower Richmond and the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, when required.

An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

Assignment Availability Policy.

This policy only applies after you have been on at least one assignment with Manpower Richmond. To maintain employment status with Manpower Richmond, you must keep us informed as to your availability. When you complete an assignment, notify Manpower Richmond by phone within 48 hours and then every week until you are placed on a new assignment, to inform us of your availability status. If you do not contact us, then we will consider you unavailable for work and to have voluntarily resigned from employment.

Unemployment Compensation.

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

Manpower Richmond Privacy Notice.

Manpower Richmond cares about the privacy of our applicants, employees and clients. This notice contains information about how we handle your personal information. We collect and process your personal information for the following purposes where necessary:

- to maintain our contractual or business relationship with you,
- for employment-related services where applicable,
- to tell you about the products and services we offer,
- to contact and correspond with you,
- for the management and defense of legal claims and actions, compliance with court orders and other legal obligations and regulatory requirements, and as otherwise permitted by law.

Manpower Richmond may disclose your personal information if required by court order.

Manpower Richmond collects, processes, and discloses sensitive personal information, such as Social Security Numbers, only if required to comply with legal obligations, if there is a compelling business reason to do so, or with your consent.

Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA).

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of Manpower Richmond to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to Manpower Richmond. Contact the Human Resource department with any questions or requests for accommodation.

Anti-Harassment/Anti-Discrimination.

All Manpower Richmond employees are entitled to work in an environment that is free from harassment, hostility, and intimidation. Manpower Richmond strictly prohibits any offensive or unwelcome physical, written, or verbal conduct regarding any person's gender, race, national origin, pregnancy, sexual orientation, age, religion, genetic information, disability, or any other basis protected by law.

Harassment is defined as discriminatory conduct such as intimidation or ridicule based on gender, race, national origin, sexual orientation, pregnancy, age, religion, genetic information, disability, or other basis protected by law that creates an offensive work environment. Examples include, but are not limited to: unsolicited or unwarranted remarks, innuendoes, jokes, verbal abuse, threats, bullying and taunting.

Sexual harassment is defined as unwelcome conduct of a sexual nature where an employee feels compelled to comply with the harassment as part of continued employment, job betterment, or where the harassment interferes with an employee's work creating an intimidating or hostile work environment. Examples include, but are not limited to: unsolicited or unwanted physical contact, leering or staring, sexually explicit or derogatory comments, unwelcome questions or conversations about sexual activities, and the display or circulation of sexually explicit or derogatory pictures or other materials.

Manpower Richmond complies with federal and state disability anti-discrimination laws and will engage in the interactive process with qualified individuals with a disability to provide accommodations, as appropriate. Contact the Manpower Richmond office for more information regarding the Disability Non-discrimination Policy and Procedures.

When possible, Manpower Richmond encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. Manpower Richmond recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

Manpower Richmond requests that you report all incidents of discrimination or harassment promptly to us. Contact your Manpower Richmond Representative at 765-966-2664 or 800-432-2664. Manpower Richmond endorses an open door policy where all employees should feel free to discuss concerns or other work-related issues with management.

Complaint Process:

Manpower Richmond's response to a sexual harassment or discriminatory conduct complaint includes:

- Confidentiality.** We will maintain confidentiality to the extent possible under the specific circumstances.
- Investigation and Discipline.** Manpower Richmond will promptly and thoroughly investigate all discrimination and harassment complaints. If it is determined that inappropriate conduct has occurred, Manpower Richmond will provide an appropriate remedy, including, but not limited to, the discipline and/or termination of the offending employee.
- 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.

Anyone who is unsatisfied with actions taken or not taken as a result of a complaint can contact Michael D. Allen, President, at 765-966-2664 or 800-432-2664.