



Manpower

TEMPORARY EMPLOYEE HANDBOOK

**People...Knowledge.....
Innovation.....**

Las Vegas, NV - Bullhead City and Kingman, AZ

Please Note:

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.

Revised 07/01/2010



WELCOME

Welcome to the staffing industry leader – Manpower. Every day, all around the world, Manpower employees fill millions of jobs. We serve over 400,000 customers from more than 4,000 offices worldwide.

This handbook is designed to help you understand some of Manpower’s policies. You will be responsible for complying with our policies. Your Staffing Specialist or Recruiter can answer your questions personally.

Variety and Flexibility. Working on assignments for Manpower enables you to work for one employer, but in many different environments. You may prefer the flexibility that different assignments provide, as well as the ability to explore different work environments. Or, you may prefer a direct-hire position. There may be opportunities for both at Manpower.

Predicting Success. By using our Predictable Performance System, we are able to match your specific skills, abilities and work preferences to the work needs of our customers. You can begin work knowing you have the skills and abilities to perform well.

MANPOWER

AT-WILL EMPLOYMENT:

Your employment with Manpower is “at-will”. This means your assignment and/or your employment can be terminated by you or Manpower for any reason, with or without cause and/or with or without notice. At termination of your employment, Manpower is liable only for wages or salary you earned to the date of termination.

MANPOWER IS YOUR EMPLOYER:

Whether you are on a short-term or long-term assignment with our customer, you are a Manpower employee. Call your Staffing Specialist/Recruiter if you have any questions or concerns about your assignment.

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OFFICE HOURS

MONDAY – FRIDAY
8:00 A.M. - 5:00 P.M. - Staffing
8:00 A.M. - 5:00 P.M. - Professional

During all other hours, please leave a message on our cell phones. If you must speak to a Staffing Specialist, please call him or her. Our cells are not active from 9:00 p.m. – 6:00 a.m. The cell number is on our voice mail. For Bullhead City, please call 1-800-338-5571 and Kingman 928-753-1113 after hours.

OFFICE LOCATIONS

EAST LAS VEGAS
6615 S. EASTERN, SUITE #100 > LAS VEGAS, NV 89119
(702) 893-2626

CONVENTIONS, EVENTS & HOSPITALITY SERVICES
2535 W. CHEYENNE, SUITE 105 > NORTH LAS VEGAS 89032
(702) 242-2675

NORTH LAS VEGAS
2535 W. CHEYENNE, SUITE #100 > NORTH LAS VEGAS, NV 89032
(702) 399-5200

PROFESSIONAL/IT/LEGAL/ACCOUNTING
8170 W. SAHARA AVE., SUITE #204 > LAS VEGAS, NV 89117
(702) 893-2323

KINGMAN, ARIZONA
1308 STOCKTON ROAD, SUITE C > KINGMAN, AZ 86401
(928) 753-1113

BULLHEAD CITY, ARIZONA
2250 S. HIGHWAY 95, SUITE #550 > BULLHEAD CITY, AZ 86442
(928) 758-3434
1-800-338-5571



ASSIGNMENTS

When you accept an assignment with Manpower, we will provide you with:

- The client's company name and location
- Directions to the worksite
- Start date, time and 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

If you have any other questions about your assignment, ask them before you go. When you do accept an assignment both Manpower and the customer are counting on you to successfully complete it!

Manpower is Your Employer. Whether you are on a short-term or long-term assignment with our customer, you are still a Manpower employee. Call your Staffing Specialist or Recruiter 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're asked to do is substantially different from the work described to you by your Staffing Specialist or Recruiter, or the work environment appears unsafe.
- You're sick or injured on the job, or feel you cannot complete the job.
- You're unavailable for a period of time. Let us know in advance if you need time off for any reason.
- You have changed your address or telephone number.
- 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.** Failure to do so may have an adverse impact on your unemployment benefits.

If Injured on the Job. It is our sincere hope that you are never injured on the job. If you are injured at work, notify your worksite supervisor **immediately** and call your Manpower Staffing Specialist or Recruiter as soon as possible the same day. We will ensure that prompt and proper medical treatment is provided.



GETTING PAID

Ensuring that you are paid correctly and on time is one of our most important commitments to you. But, we need your help. **It is your responsibility to report your time by:**

- Accurately tracking the time you arrive and leave work, and how long you take for lunch.
- Reporting your time weekly (Manpower's standard work week is Monday through Sunday).
- Submitting your time for approval by one of the methods included in this Handbook.
- Completing your time card accurately in a timely manner. Time cards submitted late or inaccurately may cause a delay in your pay.

Time Reporting. Depending on the customer and area where you work, you will be asked to report your time using one of the two methods detailed here.

1. **Paper Time Cards.** Instructions for the completion and submission of paper time cards are located on every time card. To ensure prompt pay, time cards **must** be signed by the customer representative and yourself and submitted to arrive in our Payroll Department by 5:00 p.m. each Monday. (See Sample on Page 7)
2. **Electronic Timekeeping.** At certain customer sites, you may be issued a badge that will be used for both access to the work area and for electronic timekeeping. In such cases, you will be afforded an opportunity to review your weekly hours prior to their electronic submission to our Payroll Department. Directions on how to use electronic timekeeping devices will be given by your Staffing Specialist or Recruiter.

About Your Pay. You will be paid a wage determined both by your skills and our customer's work requirements. Your hourly wage may vary from job to job. Your Staffing Specialist or Recruiter 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 card. As your employer, Manpower will deduct from your pay the mandatory FICA, Federal, State and Local taxes. Only legally required deductions and other deductions authorized by you in writing are withheld from your pay.

Our Customer's Costs. You should know that our customers are charged an hourly rate that is more than your hourly rate of pay. Our bill rate to the customer includes the additional costs of selection, administration, and employer contributions for Social Security, Medicare, Unemployment taxes, Worker's Compensation insurance, corporate taxes and profit.

TIME CARDS

Time cards **must** be received in our office

By Monday at 5:00 P.M.*

Manpower employees must fill out their time card accurately and completely and have their supervisor sign it. Please leave the pink copy with the company where you are assigned, retain the yellow copy for your records and return the two office copies to the **nearest** Manpower office. There is an after-hours drop box at each Manpower office.

*Kingman/Bullhead City timecards **must** be received by Monday at noon.

Manpower vigorously prosecutes employees who submit fraudulent time cards.

RECEIVING YOUR PAY

As a Manpower employee, you may work a variety of assignments for our customers; however, you will be paid by Manpower. Pay is based on an hourly rate.

You have a choice of **Direct Deposit or Pay Card**.

Manpower's standard method of payment is through Direct Deposit into your checking or savings account in your bank or credit union. When you use Direct Deposit, you don't need to wait for your paycheck to arrive in the mail, wait in line to deposit it and wait again for the check to clear. Direct Deposit offers you convenient, reliable, safe and easy access to your pay.

Manpower provides Direct Deposit at **no cost to you**. To enroll, complete the Direct Deposit Authorization Form available from your Staffing Specialist or Recruiter. Staple a pre-printed voided check to the form for verification of all financial institution information. Return both the form and the pre-printed voided check to your Staffing Specialist or Recruiter. All information is confidential and is used by our Payroll Department only.

If you do not have a checking or savings account, Manpower also offers a Global Pay Card. This debit card allows you convenient access to your funds at ATMs, retail locations and can be used to make purchases wherever Master Card is accepted.

PAYDAY – Payday is Friday

Under our new system, pay stubs and W-2 will be available on-line. See your Staffing Specialist or Recruiter for information.

To ensure prompt payment, you should contact Manpower immediately if you have a change of financial institution. Manpower is your employer. Any questions about your pay must be directed to Manpower, not the customer.

BENEFITS

Manpower offers a comprehensive benefits program. Please contact your Staffing Specialist or Recruiter with any questions regarding our Benefits Program.

Paid Holidays. Manpower employees are eligible to be paid for these holidays:

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

To qualify for each paid holiday, you must have worked 1,800 hours during the 12 months preceding the holiday and work the assigned workday prior to and immediately following the holiday.

Vacation Pay

- You are eligible to receive 40 hours of vacation pay when you have worked 1,800 hours in the twelve-month period that ends on the day before your anniversary date. A new twelve-month period will start on each anniversary date and hours worked for calculating vacation pay will reset to zero. Vacation pay will be paid in a lump sum in lieu of time off with pay.
- To receive your vacation pay, you must request it within one year from the date it is earned or it will be forfeited.
- To request your vacation pay, you must submit a time slip for 40 hours with "Vacation Pay" entered as the Customer Name.
- Vacation pay is calculated as 40 hours at the straight-time hourly rate that you were earning at the time you qualified. Vacation pay will be issued as a separate payment and cannot be issued in increments of less than 40 hours. You do not have to take time off to receive your vacation pay.
- All hours accrued towards the vacation pay will be forfeited if there is a break of 90 or more calendar days in your Manpower employment.

Free Training. One of the benefits of working for Manpower is access to our free training programs at www.manpowertdc.com. Based on our customer's requirements, Manpower currently offers training in the following areas:

- Office Technology
- Contact center
- Data entry
- Good manufacturing practices
- Medical terminology
- Business skills
- Service quality
- Soldering
- A wide variety of software packages

Career Development. Because we are committed to enhancing the skills and careers of our employees, we developed the Training & Development Center (TDC) at www.manpowertdc.com. The TDC offers invaluable access to our skills training, career guidance materials and more. You can keep current in the latest software through e-learning at your convenience and for no charge. If you are interested in increasing your skills, ask your Staffing Specialist or Recruiter for more information.

Health Benefits. Manpower Inc. of Southern Nevada offers a limited health benefit plan to all temporary employees that covers the employee and all of the employee's dependents. To qualify for the plan there is a thirty-day waiting period that begins on the date of the employee's first assignment. The employee does not have to be continuously employed during the thirty-day waiting period. Upon completion of the waiting period, the employee must enroll in the plan or sign a letter declining coverage in the plan. If the employee elects not to enroll within thirty days after the date he/she qualifies, he/she will have to wait until the open enrollment period in June of each year to change their mind unless a qualifying event, such as divorce, increase in dependents, or marriage occurs. The employee may enroll in the plan within 30 days after the date of the qualifying event.

The plan is funded in part by Manpower and the cost to the employee will not exceed 10% (ten percent) of gross wages with a maximum of \$.90 (ninety cents) per hour.

The plan, administered by Symetra Select Benefits, is a limited medical reimbursement plan and is **not** a major medical health plan. Details and qualifications for this plan may be obtained from your Staffing Specialist.

Manpower also offers a limited health benefits plan through CIGNA Starbridge which has affordable health benefits for employees and families. There is a 60 day waiting period that begins on the date of the employee's first assignment. Manpower does not participate in the cost of this. For more information please see your Staffing Specialist or Recruiter.

Policies

It is essential you thoroughly understand Manpower's policies. Please review the ones presented here and discuss any questions or concerns with your Staffing Specialist or Recruiter. You will be required to indicate your understanding of our policies by signing an acceptance form on the back of this Handbook.

Equal Opportunity Employment. Manpower does not discriminate against any employee or applicant for employment because of **race, color, sex, sexual orientation, religion, national origin, age, disability, veteran status**, or any status protected by local, state or federal law and executive orders. This applies to all areas of employment, including, but not limited to, recruitment, hiring, training and compensation.

Harassment-Free Workplace. All Manpower employees are entitled to work in an environment that is free from harassment, hostility, and intimidation. Manpower does not tolerate discrimination, sexual harassment, or other types of harassment directed at an applicant, employee, customer or vendor. To further support this policy, Manpower may periodically require training of employees. Sexual harassment is defined, as the unwelcome conduct of a sexual nature that makes an employee feel compelled to comply with the harassment as part of job betterment or continued employment. In addition, sexual harassment may be an intimidating or hostile work environment. Examples include unwelcome physical contact or requests for sexual favors, displays of a sexual nature, such as calendars, photographs or magazines, or unwelcome conversation of a sexual nature within hearing of an employee.

Discrimination includes harassment such as intimidation or ridicule based on gender, race, color, national origin, sexual orientation, pregnancy, age, religion, disability, veteran status or any other basis protected by law. Examples are jokes or offensive comments based on race, sex, etc., whether said verbally or sent by email.

Manpower requests you report all incidents of discrimination or harassment to your Staffing Specialist/Recruiter or any Manpower supervisor or manager immediately.

Manpower endorses an open door policy where all employees should feel free to discuss concerns or other work-related issues with management. Manpower's response to a sexual harassment or discriminatory conduct complaint includes:

Confidentiality. It will be maintained to the extent possible under the specific circumstances.



Investigation and Discipline. Manpower will promptly and thoroughly investigate all discrimination and harassment complaints. If it is determined inappropriate conduct has occurred, including retaliation, Manpower will act promptly to ensure the conduct is eliminated and appropriate corrective action is taken. False allegations may also be considered violations of this policy.

Family & Medical Leave Act. Manpower's Family and Medical Leave Act (FMLA) Policy complies with the mandates of the Federal FMLA and applicable state law. To be eligible for FMLA benefits, you must have worked for Manpower:

- For at least 12 months
- A minimum of 1,250 hours during the 12 month period immediately prior to the beginning of leave
- At a location where at least 50 employees, including both temporary and permanent employees are employed by Manpower within a 75 mile radius.

Eligibility is determined as of the date leave is requested to begin and is counted by a "rolling" 12-month period measured backward from the date an employee used any FMLA.

An eligible employee 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 (may be taken intermittently, subject to Manpower's approval)
- The care of a spouse, child, or parent with a serious health condition (may be taken intermittently when necessary)
- The care of oneself because of a serious health condition (may be taken intermittently when necessary). 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. Leave for childbirth, adoption or foster care must conclude within 12 months.

When seeking FMLA leave, you are required to provide:

- 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, generally within no more than one or two working days after learning of the need for leave.
- Medical certifications supporting the need for leave due to a serious health condition affecting the employee or an immediate family member.
- Second or third medical opinions and periodic re-certifications (at Manpower's request and expense).
- Written notification on a monthly basis of intent to return to work.

Manpower will 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. For more information, please contact your Staffing Specialist or Recruiter.

Alcohol and Drug Free Workplace. The Company does not allow the consumption of alcoholic beverages at any time during business hours. This includes on or off Company premises, including during lunch. Furthermore, the Company is committed to safety, security, and quality work. Employees are expected to maintain the highest standards and to report to work unimpaired and capable of performing their duties in a safe and proficient manner.

The Company strictly prohibits the use, possession, solicitation for or sale of illegal drugs, alcohol, or the use of prescription medication without a prescription on Company premises or while representing the Company at any time.

Being impaired by legal or illegal drugs or alcohol at any time on Company premises or while representing the Company at any time is prohibited. Drugs and alcohol adversely affect the performance of the employee, his or her own safety, and the Company's image and reputation. The legal use of prescription or over-the-counter medication prescribed by a physician for the employee taking the medication that does not impair the employee's performance is permitted.

Violation of the above mentioned items are grounds for immediate disciplinary action, which may result in the employee's immediate termination. The Company has a **ZERO TOLERANCE Policy** concerning the use of illegal drugs or alcohol in the work place.

The Company reserves the right to request a drug/alcohol test of any employee for the following reasons:

- Probable cause. When management suspects that an employee is currently under the influence of an illegal or legal drug or alcohol or that a problem with drugs or alcohol is impairing the employee's work performance.
- An accident or injury in the work place or while representing the Company away from the worksite will result in a mandatory drug test.
- Random drug testing. If Manpower conducts a random test it will be done without bias or discrimination against any employee.

Employees who refuse to submit to a drug/alcohol test when requested by management will be immediately suspended pending investigation and will be subject to further disciplinary action.

Employees who admit to a drug or alcohol problem **prior to the company requesting a drug test** for any of the above reasons will be given the opportunity to enter a voluntary rehabilitation program. Failure to enter or progress in a rehabilitation program will result in immediate termination.

The results of all drug/alcohol tests will be kept strictly confidential and will not be released to any person or organization, other than those individuals within the company's management who have a need to know, except with the written release of the employee or a requirement under the law. The Company will use the results of drug/alcohol tests solely for making employment related decisions.



SMOKING. Company offices are non-smoking environments. Employees who smoke must do so outside of the office, away from all openings such as doors and windows, and all matches, cigarettes/cigars, and ashes must be discarded in appropriate receptacles.

Smoke breaks should be limited to no more than a total of twenty minutes per day whether the employee takes four five minutes breaks or two ten minute breaks.

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 employees, vendors, or customers will not be tolerated. Examples include, but are not limited to:

- Hitting or shoving an individual.
- Threatening harm to an individual or his/her family, friends, or associates

- The intentional damage or destruction of, or threat of damage or destruction to, property.
- Harassing or threatening phone calls.
- Harassing surveillance or stalking.
- The suggestion or intimidation that violence is appropriate.
- Possession or use of firearms or weapons under any circumstances on Manpower or customer property or elsewhere while performing duties in connection with employment with Manpower will not be tolerated.

Violations of this policy will lead to disciplinary action up to and including termination and/or legal actions as appropriate.

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

The Use of Information Technology Resources. Because you may be performing job tasks on laptops, desktops, network stations, mainframe and other Information Technology (IT) resources that belong to our customers, you **must** comply with these rules:

Do not:

- Use customer's IT equipment for non-job-related activities.
- Use another person's user ID, attempt to use a user ID for unauthorized purposes or give your user ID or password to an unauthorized person.
- Add, change, delete, download, upload or copy software to or from any customer 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 customer.
- 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 that would harm Manpower, its customer or their images.

- Send email to random recipients, email with executable software attached or email anything that contains or has attached any private, confidential or proprietary information belonging to either Manpower or our customer.

Manpower and our customers 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.

At-Will Employment. Your employment with Manpower is “at-will”. This means your assignment and/or your employment can be terminated by you or Manpower for any reason, with or without cause and/or with or without notice. At termination of your employment, Manpower is liable only for wages or salary you earned to the date of termination.

Assignment Availability. To maintain employee status with Manpower, you must contact your Staffing Specialist/Recruiter and advise them of availability to work. When you complete an assignment, notify your Staffing Specialist/Recruiter by phone within 48 hours. You are required to call weekly to inform us of your availability status. If you do not call every week until a new assignment is started, we will consider you unavailable for work and to have voluntarily resigned from employment. Further assignments may not be offered.

Unemployment Compensation. When you are unemployed or working less than full time and are ready, willing, and able to work, you **may** be eligible to receive Unemployment Insurance benefits. To file for Unemployment Insurance benefits, please refer to the “white pages” of your telephone directory. You are encouraged to file your claim for such benefits promptly. You may lose benefits to which you would otherwise be entitled if you delay in filing your claim. However, if you fail to comply with the policies contained herein, your Unemployment Compensation benefits may be adversely affected.

Recreational Activities. As a Manpower employee, you are not expected to participate in recreational activities during your assignment. Manpower does not preclude you from doing so; however Manpower is protected from worker’s compensation claims where an injury arises out of voluntary participation in a recreational, social, or athletic activity not constituting part of the employee’s work-related duties. Therefore, participation in such activity is considered non-work related and you will enter into such activities at your own risk.

SAFETY POLICY AND GUIDELINES

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

To make the workplace safe for you and your fellow employees, it is your responsibility to:

- Notify your Manpower Staffing Specialist/Recruiter of any requested changes in your job duties.
- Notify your Manpower Staffing Specialist/Recruiter if you are 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 will perform. If you have questions about what to wear – or what not to wear – ask your Staffing Specialist/Recruiter.
- Operate only those machines, tools or vehicles that your Staffing Specialist/Recruiter has indicated are part of your assignment and for which you have received instruction or training.
- Tell your Supervisor that you must first contact your Staffing Specialist/Recruiter if you are asked to perform an unsafe task, to work on unsafe equipment, or to work on equipment for which you have not received proper training, such as a forklift. Then, contact Manpower immediately. If you are working during a time when you are unable to reach your Staffing Specialist/Recruiter, inform the customer that you cannot perform those tasks without approval from Manpower. Then, contact your Staffing Specialist/Recruiter as soon as possible.

Company Policy for On-the-Job Injuries. Manpower is self-insured and self-administered for worker's compensation in Nevada. In Arizona we provide coverage through AMIC. The Company has established the following procedures for you to follow if you are injured on the job. To assure proper medical treatment, our policy requires you to inform your Staffing Specialist or Recruiter of all injuries immediately. For more details about your rights and benefits under Workers' Compensation laws, please refer to the section titled "Facts About Workers' Compensation".

What to Do if You Have Been Injured on the Job. Reporting your injury ensures your rights and benefits are protected.

You **must** follow the five steps detailed below to have your Workers' Compensation claim processed promptly:

1. Report the injury immediately to your job-site Supervisor.
2. Call your Manpower Staffing Specialist or Recruiter without delay. He or she will get the necessary accident information from you.
3. Seek the medical attention you need from our Medical Provider Network. Let your Supervisor or Manpower Staffing Specialist or Recruiter know if you need assistance getting to professional help. Depending upon the type and nature of the injury you sustain, your job-site Supervisor or Manpower representative may either:
 - Suggest first aid treatment at the job-site; or,
 - Refer you to the nearest facility of our Medical Provider Network (See page 19 for locations).
4. Do not treat yourself! Prompt, professional care is the best investment for your recovery.
5. In some instances, the physician or medical facility may ask you for information about your injury. Your cooperation is very important in gathering this vital information. Without complete information, the medical provider cannot properly treat you and your injuries.

We will promptly coordinate the remaining claims procedure with our insurance carrier or claims administrator. You may call Manpower's Safety and Risk Manager with any questions you have about payment or returning to work.

If You Have Questions about Workers' Compensation. You may ask your Manpower Staffing Specialist or Recruiter to help you with any matters that pertain to your claim. However, before so doing, we suggest you read the next section titled "Facts About Workers' Compensation". If you feel your questions have not been answered, you have the right to call the office of your State Workers' Compensation Commission.

FACTS ABOUT WORKERS' COMPENSATION

Who is Covered? All Manpower employees are covered by workers' compensation.

What is Covered? An injury or illness is covered if it arises in the course and scope of your assignment. Some injuries from voluntary recreational, social, or athletic activity may not be covered. Check with your Staffing Specialist or the Claims Administrator if you have any questions.

What You Have To Do? Immediately notify your job-site Supervisor and Manpower Staffing Specialist or Recruiter, so you can get medical help right away. If it is more than a simple first aid injury, you must complete the employers' notice of injury forms and describe the injury and how, when, and where it happened. Manpower will complete the employer section, provide you with a signed copy of the form, keep one copy and send one to the claims adjuster, who is responsible for handling your claim and notifying you about your eligibility benefits.

Benefits cannot be considered until the Claims Administrator knows of the injury so report the injury and file the injury notice forms as soon as possible. Any delay in reporting may result in a delay or denial of workers' compensation benefits. To insure your rights to benefits, report every injury no matter how slight.

Manpower Claims Administrator

Safety and Risk Manager, Manpower Inc. of Southern Nevada, 8170 W. Sahara Ave., Suite 207, Las Vegas, NV 89117
(702) 363-2626; (702) and 363-9461Fax

WORKERS' COMPENSATION FRAUD IS A FELONY – Anyone who makes or causes to be made any knowingly false or fraudulent material statement for the purpose of obtaining or denying compensation benefits or payments is guilty of a **FELONY**.

TIPS FOR SUCCESS

Follow these guidelines to be productive and make your assignments with Manpower 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. Don't discuss your work with anyone other than your supervisor.
- If you don't know how to operate a piece of equipment, ask for help before attempting to use it.
- 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.
- If you have a cellular telephone, keep it off during normal working hours.
- If your cellular telephone has the ability to take pictures, do NOT take pictures at the customer job-site. This is a violation of confidentiality.
- Notify your supervisor immediately when you finish your assigned task. 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. We—not the customer—are your employer and can help you with any job-related problem. Please keep in close contact with us.

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 part, any of its policies, procedures, practices or benefits at any time, with or without notice.

SATISFACTION & RECOGNITION

We periodically ask our customers to rate your work, productivity and work habits. When you achieve a consistent record of excellence and have worked at least 400 hours, you will receive our Circle of Excellence award. Your feedback after an assignment is also very important to us. From time to time, you will be asked to complete a Job Satisfaction Review that asks you to rate your current and/or past assignments, job duties, working environments and Manpower's service delivery. Your candid response helps us to meet your employment needs.



ACKNOWLEDGMENT & ACCEPTANCE OF MANPOWER'S POLICIES

I, _____ have read, understand and promise to adhere to Manpower's policies. I understand that my failure to sign renders me ineligible for employment.

Employee name (please print):

Employee signature:

_____ Date: _____

Witnessed by: _____ Date: _____

If you have access to a computer you will be able to go on-line www.manpowerlv.com/docs/list.htm and review Manpower's Handbook for Temporary Employees.