



Manpower Alberta Health and Safety Policy Statement

At Manpower, people are what matters most! Safety is Everybody's business!

There is no part of our business or the company's operation that is more important than the well-being of our employees, associates, contractors and visitors. We are committed to doing our part to meet and exceed Alberta's WorkSafe and Certificate of Recognition standards. This includes all opportunities to promote safety and employee well-being in our industry. The objectives of our program include:

- **COMPLIANCE** – Manpower shall work in compliance with the Alberta Occupational Health and Safety Act, Regulation and Code, as well as other legislation in applicable jurisdictions, with special attention to the Occupational Health and Safety Code. Each and every individual is responsible for knowing legislation, regulation, codes, policies, programs, procedures and practices. Manpower will provide ongoing development opportunities to assist all employees, associates and contractors to comply with this responsibility. Continuous improvement of health and safety management systems will be achieved through annual review/audit.
- **OBSERVATION** - within the scope and role of providing staffing, Manpower (Alberta) shall take all steps to minimize worker exposure to the risks associated with employment. All work environments shall have a site analysis completed by our trained staff, reviewing working conditions and activities. Our program to ensure minimum annual review of sites where employees, associates and contractors will complete activity shall be enforced.
- **ORIENTATION** - all employees, associates and contractors shall be oriented, providing them with the information required to complete their work activity safely. This orientation is mandatory prior to the commencement of any work activity. Within the scope and role of providing staffing, Manpower (Alberta) shall take all steps to minimize worker exposure to the risks associated with employment.
- **COMMUNICATION** – Health, safety and employee/associate/contractor well-being is our first priority. We shall communicate and share this information with all employees, associates, contractors, visitors, and client partners. We will maintain and communicate our role as an industry leader by exceeding the highest standards in all circumstances.
- **VALUES** - our health and safety system reflects our corporate global values. People, Knowledge, and Innovation will be adopted as primary motivators for all health and safety management systems, policies and practices.

It is our belief that all injuries are preventable!

Dated – March 24, 2016

A handwritten signature in black ink, appearing to read "Randy Upright".

Randy Upright, Chief Executive Officer