



# 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 People. This includes our employees, associates, contractors, visitors, and people in our community where we live and work. We are committed to meet and, when possible, exceed Alberta's legislated and Certificate of Recognition standards.

Everyone is responsible and accountable for achieving safety excellence through participation. All Manpower team (including internal team management, non-management, and workers) are expected to be aware of and comply with these expectations. This Policy Statement and all the policies that support this Statement are intended to focus on competency, excellence in communication, establish our commitment, and set the foundation for continuous improvement of our safety management system. The objectives of our program include:

- **COMPLIANCE and COMPETENCY** –We are committed to meet, and when possible exceed, the *Alberta Occupational Health and Safety Act, Regulation and Code*, as well as other applicable legislation. This relates to physical, psychological and social well being. Each and every individual is responsible for knowing legislation (including regulation and codes), policies, programs, procedures and best practices. Manpower undertakes to provide a robust program of continuous learning and educational opportunities, to support individuals to act in compliance with all expectations. We establish the competency of each individual through review of their actions. Knowledge sharing is the first step. Evaluation of actions and behaviors is the second. Continuous improvement will be achieved through annual review/audit as well as system maintenance.
- **OBSERVATION** - within the scope and role of providing staffing services, Manpower will endeavor to minimize worker exposure to the risks associated with employment. We accomplish this by understanding and knowing the work environments that are under our direction and control. In addition, we undertake ongoing review of the work environments where our workers will complete their usual work activity. Our program to ensure annual review of worksites will be enforced.
- **ORIENTATION** - all employees, associates and contractors will be oriented, providing them with the information required to complete their work activity safely. On worksites under the direction and control of Manpower, this shall include full site orientation. We will work with our Client Partners to establish that appropriate orientation is managed on all sites where workers may be placed on assignment.
- **COMMUNICATION** – Health, safety and worker well-being is our top priority. Our health and safety management system establishes multiple information sharing points. We will maintain our role as an industry leader by striving to the highest possible standard. Our senior leadership will directly communicate regarding our health and safety management system within each calendar year.
- **VALUES** - our health and safety management system reflects our corporate global values. People, Knowledge, and Innovation will be adopted as primary motivators for all health and safety actions.

**It is our belief that all injuries are preventable!**

Dated – March 15, 2019

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

Randy Upright, Chief Executive Officer