



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, neighbours, and all people in our community. We are committed to meet and then exceed Alberta's WorkSafe and Certificate of Recognition standards. This includes all opportunities to promote safety and the well-being of people in our industry. Everyone is responsible and accountable for achieving safety excellence through participation. All Manpower team (all categories – including management, non-management, contractors, and associates) shall be aware of and meet or exceed regulatory requirement. 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 programs. 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. Each and every individual is responsible for knowing legislation (including regulation and codes), policies, programs, procedures and 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. Individual continuous improvement is achieved through ongoing training and development opportunities. Manpower management program continuous improvement will be achieved through annual review/audit as well as system maintenance.
- **OBSERVATION** - within the scope and role of providing staffing, Manpower shall take all steps 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 Associates and Independent contractors will complete their usual work activity. Our program to ensure annual review of worksite shall be enforced.
- **ORIENTATION** - all employees, associates and contractors shall 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. For sites where employees, associates and contractors may work, we will establish with our Client/Partner the standards that will apply, that shall be in keeping with the standard established by our policy.
- **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. Our senior leadership shall undertake to directly communicate regarding our health and safety management system within each calendar year.
- **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 – January 1, 2018

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

Randy Upright, Chief Executive Officer