

Employee Handbook briefing

This handbook, along with your SED forms your contract of employment.

It is important that you review all of the details contained within this handbook, as whilst being essential in terms of your employment with Manpower, there are also useful sections that it is important you understand.

[Section 1](#) sets out your general terms of employment, including what this means for you as an employee of Manpower.

[Section 2](#) includes confirmation of the hours that you may work and our expectations of you in relation to your attendance and punctuality when you are on an assignment with our client.

Pay is set out in [section 3](#) – you will see how we will pay you for the time that you are on assignment, and [section 4](#) explains how our holiday process works, including your expectations of us, and ours of you in following the procedure.

If for any reason you are ill and unable to attend your assignment, this is set out in [section 5](#), along with the qualifying periods for statutory and company sick pay.

Please review [section 7](#) to familiarise yourself in the event that you are required to drive a client vehicle whilst on assignment, and also Manpower's email policy and alcohol and drugs policy.

Health and safety is covered in [section 12](#), and we ask that you acquaint yourself with this section prior to your first assignment, and as a point of reference during your employment with us.

Manpower's grievance and disciplinary processes are detailed in [sections 13](#) and [14](#), in the event that reference to these points is required by you at any point.

In the event that you require further detail, or you have questions in relation to the content within your handbook, please refer to your Manpower consultant who will be more than happy to answer any questions that you may have.