This guide will answer many of your questions about working at IBM. Please keep it as a handy reference. We encourage you to contact your Experis-ManpowerGroup representative with any questions or concerns you may have during your assignment.

**ABOUT IBM-TULSA**

Manpower is the sole supplier of finance and accounting contingent labor for this IBM site, providing Consultants to meet the various F&A needs of IBM’s clients.

It is important to know and comply with IBM’s policies and procedures. We have summarized a few of these requirements in this brochure.

**INITIAL ASSIGNMENT**

It is critical to note that you are not an employee of IBM; rather you are a Consultant of Experis-ManpowerGroup. You should contact the Experis Program Manager, your employer, with any question you have regarding your assignment, pay, job duties, etc.

Experis will provide you with the details of your specific assignment at IBM, including the name and location of your IBM Representative and any other information pertinent to your success on your assignment.

**DRESS CODE**

Consultants assigned to IBM-Tulsa are required to comply with IBM dress code policy. Consultants can wear “business casual” attire Monday – Thursday, this does not include denim jeans or athletic shoes or flip-flops Mon.-Thursday. Nice jeans can be worn on Friday’s unless you are meeting with an IBM client or customer always verify with the IBM Representative.

**GETTING PAID**

Experis consultant’s pay is processed bi-weekly. You are required to enter your time through the Manpower Direct Time system called PeopleNet. You will receive instructions via email to access and submit your time on-line.

Once you submit your time, your IBM Representative will receive a system-generated email message alerting them that they have timecards to review. In parallel, you will also be required to enter time worked into IBM’s ILC Claim system. Questions related to the usage of the IBM Claim system should be directed to your assigned IBM Representative.

**NOTE:** It is critical that your time entry within the Claim system and PeopleNet be identical. Otherwise, discrepancies may impact your pay.

For questions regarding your pay or other concerns, please contact your Experis Representative.

**ATTENDANCE**

Good attendance, punctuality, and being able to work a flexible schedule are essential to your success. If you are going to be late or cannot report to your assignment, call your Experis Representative or the Program Manager at 918-606-8170/ 918-610-5507. You will also need to notify your IBM representative as well or we can contact them for you.

**Scheduled time off**

To schedule for an absence, you must give a minimum of 48-hour notice to Experis and the IBM Representative. Please send a formal email with your requested time off to Allison Holbrook and cc: the IBM manager for approval.

**HOURS AND OVERTIME**

IBM workweek is Saturday through Friday. Specific daily start and finish times are designated by individual departments. Work hours are 8 hours per day, or 40 hours per week, unless specifically changed and authorized by your assigned IBM Representative. It is possible that additional work hours may be required during closing activities or critical projects.

Overtime is paid after the first 40 hours worked each week and must be authorized in advance. You are responsible for immediately reporting any proposed or requested change to your assignment including shift, department, or work duties to Experis.

**Travel**

In the event that you are asked to travel as part of your assignment at IBM, you must comply with IBM’s travel policy. Please work with your assigned IBM Representative to understand the policies surrounding business travel while on assignment. Although you will follow IBM’s travel policies, you will have to submit your expenses to Experis for reimbursement. Please contact the Experis Program Manager on how to complete an expense report or any travel arrangements.

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Welcome to Experis-ManpowerGroup’s Program at IBM-Tulsa! As a Consultant of Experis and one of IBM’s Preferred Partners, you play an important role in client satisfaction. Experis-ManpowerGroup, the world’s largest staffing service, employs over 4.4 million people in more than 4,400 offices in 73 countries. Our commitment to quality performance has helped us achieve our reputation for excellence in providing service to our clients.

As part of our total solution, you’re assigned to work at a very prestigious company — IBM. We have placed you on assignment at IBM because of your skills and your attitude toward producing quality work. We’re sure you are going to enjoy your assignment and be successful. While working at the IBM site, you will support many of IBM’s clients. Being sensitive to and understanding the work you are asked to perform will help you be successful on assignment at IBM.
SAFETY
Before your assignment, Experis will discuss Safety. It is our intention to provide a safe and healthy working environment, and to establish and insist upon safe working practices at all times. Federal and State Occupational Safety and Health Acts require that all employers provide safe and healthy working conditions.

INJURY OR ILLNESS ON THE JOB
If you get hurt during the workday or feel too ill to continue your work, report to your assigned IBM Representative and the Manpower Program Manager. Get medical attention, if required. Check with Experis about the policy for reporting any injury or illness. Follow the policy thoroughly.

SMOKING POLICIES
The Tulsa IBM Center is a "smoke-free" site with the exception of a specifically Designated Smoking Area (located at the south end of the Philcade complex along 6th Street). The smoking area is identified with a "Designated Smoking Area" sign and this is the only area where smoking is permitted. The Designated Smoking Area is adequately furnished with smoking and trash receptacles, which are serviced on a regular basis. All cigarette butts, matches, wrappers and other trash must be properly disposed of in the appropriate receptacles. Let's all work together to help keep the Philcade building a clean environment for you, IBM and its customers to use.

CONFIDENTIALITY/INFORMATION SECURITY
IBM business information is company property, which may not be disclosed outside of IBM, unless it is released to the public by IBM. If you disclose information about existing, new, or proposed products or processes, you can hurt IBM competitive position and jeopardize Research and Development efforts.

If you store IBM data on a personal computer or workstation, you are also responsible for protecting that information. Under no circumstances should you disclose information to third parties without prior approval. If IBM business needs require you to disclose information, you must complete appropriate confidentiality agreements. You should also be careful when releasing prototypes or models. Failure to comply may result in the termination of your assignment.

SECURITY PROCEDURES
A badge will be issued to you the first time you report to your assignment. It must be worn above your waist and displayed at all times while on IBM property. Do not tailgate or allow anyone else to tailgate into IBM premises or floors. You are also expected to show your badge to the security guard when you enter any IBM facility. Should you forget your badge, please sign in with the security guard and request a temporary, day-use badge.

INCLEMENT WEATHER NOTIFICATIONS
The decision to close or delay opening due to inclement weather will be made by local IBM senior management and communicated accordingly.

Any personal concerns about leaving if IBM remains open are between you and your employer.

HARASSMENT POLICY
It is Experis policy that all contract workers are entitled to a harassment-free work environment and will have management support in addressing any type of harassment or related inappropriate behavior they may encounter. Therefore, Experis expects each Consultant to act in accordance with this policy at all times. You may obtain a copy of this policy from the Experis Program Manager.

Drug Policy & Alcohol Policy
Experis and IBM have a policy to maintain a drug-free and alcohol-free workforce and workplace. Therefore, you are prohibited from the use, possession, consumption, exchange, delivery, manufacture, distribution, dispensation, sale, or purchase of narcotics, drugs, alcohol, or any illegal or controlled substances.

As with their own staff, IBM reserves the right to request Experis and its vendor partners to conduct random drug and alcohol tests on any of their Consultants.

Workplace Security Policy
Clean Desk Policy
All Consultants working at IBM’s facility must comply with the Clean Desk Policy. Under this policy, all confidential, sensitive and private materials must be removed from your workstation and secured in a locked location at the end of each workday.

10 Steps to Clean Desks Checklist
Call in numbers on printed calendars secured?
- no conference numbers or pass codes
Laptop locked away or taken with you?
- must be locked in drawer or cabinet
- cable lock must be on at all times
Enable locked screen saver and power on password?
- Always password your computer when leaving your desk
Any confidential paper in trash?
- No personnel information left out?
- Salary information, PBC’s, IDP’s, ID Numbers
Drawers, credenzas, file cabinets, binder bins locked?
- Erase your white board?
Secure company, supplier and partner confidential info?
- Keys secured?
- Secured recordable media?
- No new or used diskettes or CD’s left unsecure

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