

Summer Is Finally Here

Wow! Summer did arrive, and it seems that everyone has taken notice. Yes, indeed, there are warm, sunny days, and lots of activities that allow you to find your favorite way to spend your free time. What is your favorite summertime activity? Hiking, cycling, baseball, reading, gardening, outdoor concerts, golfing, and hanging with family and friends. It's time to find your happy place. Its summer in Weston, Cape Girardeau, Oshkosh, Jefferson City, Milwaukee, Madison, Maple Grove, Tomah, St Louis, Kansas City, Highland, Springfield and Northlake. *Enjoy!!!*

Safety Rules & Policies

Thought we'd take our July issue of HR Connection to talk about your safety and remind you of specific policy and rules. Our expectation and your responsibility is to adhere to our safety policies and rules 100% of the time.

1. Protective Footwear

- All Drivers and Dock employees must wear protective footwear while operating company equipment to include Tractor-trailer, Straight Truck and Forklift.
- Any employee who must work on or walk across the dock is required to wear protective footwear.

2. Pallet Jacks

- Avoid over-exertion when moving freight to protect your back, shoulders, arms and knees from unwanted trauma, strain, dislocation, bruising and lacerations.
- When possible, push manual pallet jacks during transport. *Pulling may allow better maneuverability but puts considerable strain on the body.*
- Keep your back straight when pulling the pallet jack.
- When descending any ramp, always keep the pallet jack in front of you. Never pull a pallet jack down any incline.
- Never try to stop a pallet jack with hands or feet, this could cause serious injury, especially with a very heavy load.
- Start and stop the pallet jack gradually to prevent the load from slipping.
- Pull manual pallet jacks and push them when going down an incline or passing close to walls
- Always wear the required personal protective equipment; footwear.

3. Safety Vests

All employees performing work within the dock areas, in the yard, near moving vehicles or equipment are required to wear a high-visibility safety vest. The vest is to be closed in the front at all times.

4. Handheld Device

Drivers - Under no circumstances are you to hold in your hands any type of handheld device while operating a commercial motor vehicle. The distraction is too great and the outcome far worse should there be an accident. Wait until you are stopped, with the engine off at your next pickup/delivery location before you decide to see who called you.

5. 3-Point Contact

Always use 3-pt contact when entering/exiting a company vehicle and forklift

6. Never Jump From or Off Of...

Dock, trailers, truck cab or forklifts

7. Backing Up at Terminal Locations

Any vehicle backing up in our yard, has the right-of-way

8. Housekeeping

- Keep your work area clean and organized
- Take responsibility and clean up if you made a mess.
- Ensure a clear and easy route to emergency exits and equipment.

9. General Safety Precautions

- Your **safety** is your personal responsibility.
- Always follow the correct procedures.
- Never take shortcuts.
- Be alert and awake on the job.

10. Sliding Tandems

- Trailer tandems must be slid to the rear each time a trailer is dropped in any of our yards.

July Wellness Focus / Integrity - A Core Value

Our Core Values represent our distinctiveness – our brand identity. Our Core Values are deeply ingrained principles that guide our company's actions and how we behave. They serve as our cultural cornerstones and must never be compromised. Our third Core Value is **INTEGRITY**.

We insist on acting with honesty and honor without compromising the truth. Our integrity involves moral judgment and character, as well as honesty and leadership. Individuals who show integrity in the workplace not only understand right from wrong, but they practice it in all they do.

Why is it important to have integrity in the workplace?

INTEGRITY IS IMPORTANT IN THE WORKPLACE BECAUSE IT:



PROMOTES BETTER LEADERS



HELPS FOSTER AN OPEN AND POSITIVE WORK ENVIRONMENT



PROMOTES AN ETHICAL APPROACH TO DECISION-MAKING



ENCOURAGES DIVERSITY, EQUITY, AND INCLUSION



PROMOTES STRONG AND RESILIENT TEAMS



ACTIVELY BUILDS AND MAINTAINS TRUST

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Having integrity at work means you:

- 1 Are reliable and dependable (i.e., you show up to work on time)
- 2 Are trustworthy, especially with classified information and high-risk tasks
- 3 Practice and encourage open communication with your coworkers and managers
- 4 Are respectful, honest, and patient with your coworkers, managers, and customers
- 5 Have a strong work ethic and strive to produce high-quality work consistently
- 6 Are responsible for your actions, especially when you make a mistake
- 7 Make sound decisions, even under high-stress situations
- 8 Are equipped to provide high-quality service to your customers

Organizations with integrity keep high-value customers, reduce employee turnover, improve productivity, and make smart decisions.



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