



## SHARPLINE MISSION

To be the leader in the field of designing / developing / marketing and manufacturing graphic image products. Through team cooperation and superior service, build a safe, secure, and profitable business for the benefit of all employees and customers.

## SHARPLINE QUALITY STATEMENT

Sharpline is committed to continuous quality improvement of product and process through the review of Sharpline goals, preventative actions and corrective actions. Management shall ensure that the importance of meeting customer, as well as regulatory and legal requirements, is effectively communicated to the organization.



## Sharpline Texting

There are occasions when employees will receive text messages from Sharpline.

These messages will provide valuable information to recipients regarding meetings, events or other relevant news. Sharpline has recently changed our text service provider to help ensure that sent text messages get delivered to everyone.

To help identify the texts as coming from Sharpline, please make note of this designated phone #:

**1-316-251-0621**

Please put this number in your contacts and identify it as the Sharpline Text #.

When you do receive a text from Sharpline, please do not respond to that number. The line is not monitored, and texts sent to that number will not be returned.



## JULY 4

Sharpline will be closed on Tuesday, July 4th and will pay 8 hours holiday pay to all eligible employees.

2nd Shift employees who normally work 10 hours will work 8 hours on Monday, July 3rd and Wednesday – Friday, July 5th – 7th.

Weekend Shift will be off Sunday, July 2nd and will work the normal scheduled shift on Friday, June 30th and Saturday, July 1st.

## Labor Day

Sharpline will be closed on Monday, September 4th and will pay 8 hours holiday pay to all eligible employees.

2nd Shift employees who normally work 10 hour shifts will work 8 hours on Tuesday, September 5th – Friday, September 8th.

Weekend Shift will be off Sunday September 3rd and will work the normal scheduled shift on Friday, September 1st and Saturday, September 2nd.

# Holiday Schedule

## Birthdays

Luis Lopez	06/03
Yen Nguyen	06/04
Tim Melcher	06/04
Ngo Vu	06/05
Rex Fry	06/10
Hue Chi Vuong	06/10
Enza Dreyer	06/12
Hoa Tran	06/13
Jonathan Oberg	06/14
Maria Mata	06/17
Juana Fitch	06/19
Vernell Johnson	06/19
Michael Karcher	06/20
Thi Bao Pham	06/21
Phyllis Bandasack	06/21
Brian Brummett	06/24
Kody Bissantz	06/24
Karen Ray	06/25
Eric Snyder	06/25
Thuy Thao Tran	06/26
Jennifer Curry	06/26
Jackie Bailon	06/27
Phung Lai	06/28
Jim Kasper	06/28
Sandra Gonzalez	06/30
Thao Truong	06/30

June

Denise Handy	07/01
Mike O'Connell	07/02
Tressa Mashaney	07/03
Ashley Focht	07/05
Teresa Roberts	07/05
Goretty Favila	07/06
Tom Adams	07/07
Jeff Peterson	07/11
Maria Sanchez	07/11
Johnny Keolavone	07/13
Lorenzo Brooks	07/15
Isael Pineda	07/18
Ramon Munoz	07/18
Hal Purkey	07/19
Kenny Snyder	07/23
John Le	07/26
Jake Jarvis	07/27
Alec Cazel	07/27
Norma Hernandez	07/28
Martha Leal	07/28
Shari Smiththisler	07/31

July

# Anniversaries

## 5 YEARS

Xinh Dang 07/23  
Tam Tran 07/15

## 10 YEARS

Ryan Jackson 06/19

## 25 YEARS

Nho Nguyen 06/03

### 1ST SHIFT

Alec Cazel, Marketing – 1st  
Macaria Garcia, Finishing – 1st  
Justin Trammel, Maintenance – 1st

## New Hires

As of Monday, **June 5th**, 1st shift has gone **18** working day(s) without a reportable injury. 2nd, 3rd, and Weekend shift have gone **83** days.

### Safety Bingo Winners:

#### 1st Shift

None

#### 2nd Shift

An Huynh – Screening – Weekend - \$100  
Ana Orellana – Roll Bagging – 2nd - \$100

## Safety Bingo

# Sharpline OTC



Past 4 Weeks

OTC GOAL - 95%	97.72	97.52	96.13	96.71
AUTO BACKORDERS < 25	4	7	3	5
CM ORDERS % > 28 DAYS	93.9	83.3	79.0	82.8
CM ORDERS % > 42 DAYS	37.2	43.8	10.6	9.2
CM ON TIME GOAL: > 95%	97.54	97.68	99.80	99.25
YIELD GOAL: 97%	95.9	94.7	96.7	95.4

## Improve Flexibility And Mobility

**Being able to move well is critical for your health. It helps you meet the physical demands of your daily life. It also allows you to exercise so you can continue to meet those demands over time.**

Two keys to being able to move well are mobility and flexibility. Good mobility means your joints can move as they're supposed to (and without pain) through their full range of motion. Good flexibility, on the other hand, means your muscles are able to lengthen fully (also without pain).

### ***Tips to improve mobility and flexibility:***

- **Exercise regularly** The “move it or lose it” concept definitely applies here. The less you move, the more ground you’ll lose in terms of mobility and flexibility.
- **Stretch before and after any physical activity** Pre-and post-activity stretching are great for your joints and your muscles. Just warm up a bit first before your pre-activity stretches.
- **Use proper form** Whether you’re running, lifting weights, or doing another type of exercise, good form will help you reap more rewards while lowering your risk of injury.
- **Try yoga** Yoga helps to lengthen and strengthen your muscles—and it’s easy on your joints, too.
- **Maintain a healthy weight** Extra pounds are hard on your joints, which can cause mobility issues.
- **Use good posture** Standing and sitting correctly can help you gently stretch your muscles and avoid pressure on your joints. Walking also helps to improve your posture.
- **Listen to your body** Pain is the body’s warning system. If something hurts, stop doing it.

### ***A personal trainer can help***

If you’re not sure how to best improve your mobility and flexibility, a certified trainer can walk you through the process. They can also make sure you use good form and answer your questions along the way.

