



## 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.

## Holiday Schedules

**Christmas Eve:** Sharpline will be closed for 4 hours on Thursday, December 23rd for the Christmas Eve holiday. Eligible employees will receive 4 hours holiday pay.

- **1st Shift** Production personnel will work 7:00 a.m. – 11:00 a.m. Office Personnel will work 8:00 a.m. – noon.
- **2nd Shift** will work 11:00 a.m. – 3:00 p.m.

**Christmas Day:** Sharpline will be closed for Christmas Day on Friday, December 24th and will pay 8 hours holiday pay to all eligible employees.

- **2nd Shift** employees who work 10 hour days will work 8 hours Monday, Tuesday, and Wednesday.
- **Weekend Shift** employees will be off Friday, December 24th and Saturday, December 25th and will work the normal scheduled shift on Sunday, December 26th.

**New Years:** Sharpline will be closed on New Years's eve, Friday, December 31st and will pay 8 hours holiday pay to eligible employees.

- **2nd Shift** employees who work 10 hour days will work 8 hours Monday – Thursday.
- **Weekend Shift** will be off Friday, December 31st and will work the normal scheduled shift on Saturday and Sunday.

## Birthdays

### NOVEMBER

|                    |       |
|--------------------|-------|
| Son Pham           | 11/12 |
| Mai Tang           | 11/12 |
| Aaron Magathan     | 11/12 |
| Irina Saenz        | 11/14 |
| Eleazar Villalobos | 11/15 |
| Joyce Lane         | 11/15 |
| Cindy Jennings     | 11/20 |
| Steve Hogue        | 11/20 |
| Van Long Nguyen    | 11/20 |
| Felicitas Avalos   | 11/20 |
| Klarissa Felt      | 11/21 |
| Tam Tran           | 11/22 |
| Thu Oanh Stites    | 11/23 |
| Jeffery McCrory    | 11/26 |
| Michael Bohn       | 11/27 |
| Ashley Berryhill   | 11/29 |
| Zenaida Brady      | 11/30 |

## Birthdays

### DECEMBER

|                   |       |
|-------------------|-------|
| Anthony Jordan    | 12/01 |
| Francisca Marquez | 12/02 |
| Yokmee Senthong   | 12/03 |
| Rhonda Rudrow     | 12/05 |
| Xinh Dang         | 12/05 |
| Jeremy Van Ness   | 12/05 |
| Wes Little        | 12/06 |
| Tim Stouder       | 12/06 |
| Roxana Alfaro     | 12/07 |
| Thuan Garancosky  | 12/07 |
| Gwen Hunt         | 12/07 |
| Myrna Armendariz  | 12/08 |
| Robert Worley     | 12/10 |
| Cody Hanson       | 12/11 |

## New Hires

### WICHITA FACILITY - 1ST

|                  |           |
|------------------|-----------|
| Marcella Ramirez | Screening |
| Maria Sanchez    | Finishing |
| Phuong Ho        | Finishing |
| Yen Doan         | Finishing |
| Bill Comstock    | Sheeting  |

## Safety Bingo

As of Monday, November 8th, 1st shift has gone 18 working days without a reportable injury. 2nd, 3rd, and Weekend shifts have gone 434 days.

### Safety Bingo Winners:

|                  |       |
|------------------|-------|
| <b>1ST Shift</b> |       |
| Juan Bailon      | \$25  |
| <b>2ND Shift</b> |       |
| Jonathan Oberg   | \$250 |
| My Hanh Tran     | \$250 |

## Anniversaries

### 5 YEAR

Jonathan Oberg 11/14  
Tien Tran 11/28  
Lourdes Monjaraz 11/28

### 30 YEAR

Dawn Comstock 10/21

## New Arrivals

Congratulations to Victor Arguelles (Screening – 2nd shift) who welcomed a new baby girl. Katherina was born on September 12, 2021.

| Sharpline OTC          | PAST 4 WEEKS |       |       |       |
|------------------------|--------------|-------|-------|-------|
| OTC GOAL - 95%         | 89.04        | 79.38 | 75.98 | 75.51 |
| AUTO BACKORDERS < 25   | 9            | 14    | 15    | 12    |
| CM ORDERS % > 28 DAYS  | 89.6         | 97.6  | 92.2  | 97.3  |
| CM ORDERS % > 42 DAYS  | 27.8         | 20.7  | 10.0  | 12.4  |
| CM ON TIME GOAL: > 95% | 89.76        | 89.41 | 91.15 | 87.64 |
| YIELD GOAL: 97%        | 94.0         | 96.5  | 96.7  | 94.6  |

## Sleep Schedules For A Happier World

Sticking to a sleep schedule—even on weekends—carries some pretty substantial health benefits. Getting enough sleep has been shown to improve immune function, reduce stress, and promote a healthier weight.

According to the Centers for Disease Control and Prevention, most adults need at least seven hours of sleep each day, but almost a third are not getting enough rest on a regular basis.

Your Circadian rhythm is your natural internal clock that runs in the background, helping you to shift between feeling tired and alert. When your sleep schedule is more consistent, your clock functions at its best. Thankfully, these rhythms can adjust themselves, but it does take time.

When you move between time zones or deviate from your normal daily routines, it takes a little time to catch up.



Having a sleep routine can help ensure you get adequate sleep consistently. Here are some ways you can create a sleep schedule that supports your wellbeing:

### Pick a bedtime

Pick a bedtime, and stick to it. Set an alarm if you need to. The more consistent you are with getting to bed, the easier it will be to ease into your new routine.

### Avoid sleep disruptions

Caffeine, alcohol, nicotine, high-intensity exercise, and large meals can interfere with sleep, so do your best to avoid them just before bedtime.

### Create a sleep zone

Remove distractions like TV and electronic devices from your bedroom if you have a tendency to lose track of time in the evening.

### Make changes slowly

Shift your sleep schedule gradually. For example, go to bed 15 minutes earlier every day until you reach your desired bedtime.

