

WOODY'S WORLD

TEAMWORK divides the task and multiplies THE SUCCESS



QUALITY &
CONSISTENCY
ARE A TEAM
EFFORT

COVID19 IN YELLOWSTONE COUNTY

BRYAN WOOD, PRESIDENT & CEO

Recently I participated in a remote meeting with business and health professionals from around the Yellowstone county area. We all know that, for the state of Montana, Yellowstone county has become kind of a hotbed of COVID-19 transmission. Yellowstone county is home to around 16% of Montana's population and currently accounts for about 25% of active COVID-19

Please continue
to be conscientious
about staying out
of other people's
personal space
when attending
any type of
gathering.



cases in the state. Unfortunately it is getting to the point where some people are becoming reluctant to visit Yellowstone county. This is being felt by local business. They are also hearing that, if there are fall sports, some schools are debating if they will allow their teams to participate in events in Yellowstone county.

The bulk of the transmission in our area is being traced to personal gatherings between family and friends as well as between co-workers. As difficult as it may be, please continue to be conscientious about staying out of other people's personal space when attending any type of gathering. Just a little extra distance between you and those around you can make a huge difference in slowing the chain of transmission.



HAPPY BIRTHDAY

SEPTEMBER BIRTHDAYS

Wade Schmier	1
Darin Eggert	3
Steven Hiller	4
Dustin Dozhier	8
Barry Wood	14
Dan Currier	19
Curtis Hartman	22
Briana Mills	23
Millissa Langve	27

OCTOBER BIRTHDAYS

Mary Wallace	1
Brodee Ward	2
Byron LaRue	3
Daniel Schlecty	4
Alex Poore	9
Karla Feller	10
Ruben Estien	10
Nathan Frickel	13
Kelsie Dolman	14
Stacy Lawver	19
Isaac Manders	19
Barbara Murphy	27
Angela Brennan	29



FROM THE OFFICE

BRENDA LAWVER, PAYROLL & OFFICE SUPPORT COORDINATOR

1) When can I sign up for the 401K?

You become eligible on your 1-year anniversary, if you worked at least 1,000 hours in the past year and are 21 years of age. Once you become eligible, you can start contributing the first pay period of the following month. You can update your contribution the first pay period of any month. You can sign up at www.netbenefits.com or contact Tarra Grazley-Pfister at TTG Financial Services (406-256-6112 or tarra@ttgfinancial.com).



2) When does my pay raise go into effect?

Your pay raise will go into effect the first full pay period after your anniversary date. If your anniversary date is August 9, your raise would go into effect August 16 and show on your September 4 paycheck.

3) Who do I need to inform about my address change if I move?

You can let either Human Resources or Payroll know. We will ask you to sign a Payroll Change Notice form and we will update your address in all the necessary areas.

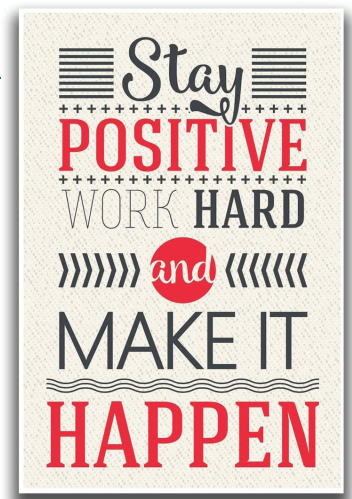
HOLIDAY PAY REMINDER

Even though it feels like summer has just started, there are only a few weeks until Labor Day! Thanksgiving and Christmas shutdown aren't too far behind. Remember, "if you are absent for any part of your last scheduled shift before a holiday, or first scheduled shift after a holiday, for any reason other than **APPROVED PAID COMPANY LEAVE**, you will not receive holiday pay" (if you were scheduled to work). Please keep this in mind when scheduling time off.

WEDDING DAY

☒ Date ☒ Dress ☒ Flowers ☒ Cake

... so many things to plan for your special day! Don't forget to let Payroll know or mark your Schedule Deviation Request form. "As a wedding gift from WPG, any employee married after completion of the probation period will be given one paid wedding holiday."



SCHEDULE DEVIATION FORMS

If you are planning to use any personal leave or vacation in the current week, please try to get any Schedule Deviation Request forms turned into payroll as soon as possible. If an employee is leaving during their work shift, please make sure they complete a form before they leave the building. If the supervisor wants to hold onto it until the employee gets back so they can fill in the time, that's fine. At least **GET ONE STARTED BEFORE THEY LEAVE** because quite often you both get busy and it gets forgotten.

There are 3 ways to access a Schedule Deviation Request Form:

1. Fill it out **online** at wpgteam.com and email it directly to your supervisor.
2. Fill it out **electronically** and print or email it to Payroll once it has been approved by your supervisor. [\\JUMBO\\Everyone\\ScheduleDeviationRequest Form.pdf]
3. Fill out the **paper version** and turn it into Payroll once it has been signed by your supervisor.



2020 WPG HEALTH FAIR

KATIE WHITMOYER, HR/SAFETY MANAGER

were last year. You may recall that we simplified the process last year, changing the requirements to only two things:

By participating [employees] can qualify for the discounted premium for the following year (2021)

1. Get an annual blood test panel drawn
2. Make an appointment at miCare (or with the primary care provider of your choosing) to discuss those blood test results, and for an annual "check-up".

That's it! It's that simple!

While the dates have not been solidified, we are looking at a mid-October date for the blood draws to happen on-site, and provider follow-up opportunity shortly after. HOWEVER, you don't have to wait for these dates to be set to begin the process. If you'd like, you can get these requirements done anytime between now and then. If you're unsure of how to make an appointment at miCare, stop in and see me and I'm happy to help with that.

Please come see me in HR if you have any questions about any of this, but otherwise stay tuned for the exact dates to be announced in the very near future.

WPG 401K PLAN CHANGES

KELCIE LOHOF, STAFF ACCOUNTANT

A few of you have noticed a recent change in the way fees are displayed when looking at your 401k statements. Last fall (seems like so long ago), Tarra held a group meeting in the break room and discussed the upcoming fund changes. As a plan, we switched from Class A shares to

Class I shares. The basic difference is that Class A share fees were part of the overall expense ratio that the mutual fund charges, whereas Class I shares have lower mutual fund expense ratios and the advisor/recordkeeping fees are



shown as a separate line item. This switch allows our plan to access a much broader range of funds. Participants will start seeing the fees as a separate line item now, but the fees are actually less now than they were before, and more transparent. These fees can also be monitored and benchmarked on a regular basis to make sure WPG is paying the most favorable rates. If you have any questions regarding this change, please feel free to ask me, or Tarra (406-256-6112 or tarra@ttgfinancial.com).

CARDBOARD CREATION CHALLENGE



There were not too many entries for the Cardboard Creation Challenge in June. In fact, they all came from the same family, but we can all agree it would have been hard to compete with Holly and her kids. WOW their skills blew us away! Nicely done!

CONGRATULATIONS HOLLY & KIDS!

NICE WORK



December 2019

Your Account Summary

Beginning Balance
Your Contributions
Change in Market Value

Ending Balance

Additional Information

Vested Balance
Dividends & Interest

January 2020

Your Account Summary

Beginning Balance
Your Contributions
Fees
Change in Market Value

Ending Balance

Additional Information

Vested Balance
Dividends & Interest



LABOR DAY

WPG Holiday
Monday, September 7

GlassVE 5K

Employee Event
Wednesday, September 9

WELLNESS BLOOD DRAW

Mid-October

WOODY OPEN

Employee Golf Tournament
Saturday, September 26

THANKSGIVING

WPG Holiday
Thur -Fri, Nov 26-27

CHRISTMAS PARTY

Bighorn Resort
Friday, December 11

SHUTDOWN

WPG Holiday
Thur - Fri, Dec 24-Jan 1



EMPLOYEE ENGAGEMENT SURVEY

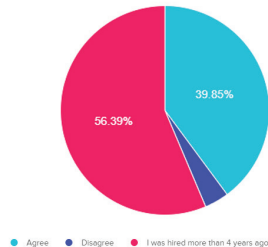
KATIE WHITMOYER, HR/SAFETY MANAGER

At the end of June, we conducted a company-wide WPG Employee Engagement survey. First of all, I want to thank everyone for their participation. We had 115 complete responses, and 27 partial responses! The data from the survey is still being analyzed for the next steps, but I wanted to share some of the results with everyone.

MAIN SECTIONS TRAINING:

There was overall very positive feedback in this section regarding training procedures, continuing education, and new employee training/orientation. Great job everyone! As a nod to our wonderful trainers throughout the building, a couple results to share with you:

My trainer(s) methods were effective and helpful.
Answered: 133 Skipped: 9



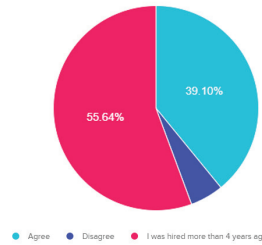
WORK EXPECTATIONS/ EVALUATIONS:

It was also generally positive in responses for this section as well. However, some of the responses do seem to indicate that information is not being passed on adequately in regards to processes and procedures, so this is definitely something we'll take a closer look at to follow-up on.

WORK CULTURE:

Again, fairly favorable responses with most questions in this category. As always, however there does seem to be room for

I felt welcome as a new employee.
Answered: 133 Skipped: 9



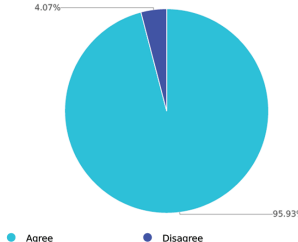
improvement in a couple areas- which we intend to delve a little deeper into. One particular positive result I wanted to share with everyone, however, was:

As you can see almost 96% of respondents to this question (which was 118 people) felt they were proud to work for WPG. WPG would not be the place it is without each and every one of you here, so thank you all for helping make WPG a place that many are proud to work at!

BENEFITS:

Based on the results from this section, it appears that the benefits currently offered by WPG are valued by most. There was not much suggested in the way of additional benefits/events that others felt would be valuable, but there were a few we will try to take a closer look at.

I am proud to work for WPG
Answered: 123 Skipped: 19



WORKPLACE SYSTEMS:

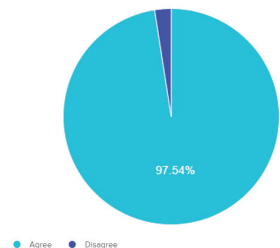
This section reinforced that it appears most of you feel the current systems and protocols

in place do not negatively impact your ability to get done what needs to be done. This is really great, however as we have learned with Lean/5S, there will always be room for improvements.

SAFETY:

Over 97% of respondents (119 individuals) responded that they feel their workplace is safe. This is fantastic! I anticipate and hope that this number increases as more hazard assessments are being performed and, as Les put it, we get to have everyone add "Safety Specialist" to their titles!

My workplace is safe.
Answered: 122 Skipped: 20



INDIVIDUAL FOLLOW-UPS

The open ended/comment questions also provided us with a lot of great insight and detail. While we definitely noticed some trends from these sections, there were a couple little "housekeeping" items I wanted to make sure to address with everyone right away:

1. There were a few comments about people not being trained in 5S yet. Kazz and Allison do have a list of folks who still need to go through this training, and will be getting to that in the very near future. If you are one who is concerned about this, please don't hesitate to stop one of them and they can confirm for you whether or not you're on their list for the next session.

EMPLOYEE SURVEY(CONT.)

CONCLUSION

2. Suggestion Box: As a reminder, there is a suggestion box currently located next to the Safety Station, in the HR/Safety hallway. This box is routinely checked, so feel free to utilize it whenever you'd like!

3. Safety Concerns: There were a few specific safety concerns mentioned in the comments section that Les is actively looking into.

Overall, I have to say that the survey results came back much more positive than I anticipated- which I hope is a genuinely good thing. Although I know there were some concerns with the anonymity of the responses, I assure you that we did not look at, or even pursue looking at, any individual responses. The responses are being looked at in three different, distinct ways: as a whole group, by department, and by longevity.

As for where we go from here—as I mentioned, we are still analyzing results for specific trends and obvious opportunities for improvements. It is possible we may put out another survey that hones in on some of the more trending, or negative issues that were discovered, to try to get to the root of them as much as possible and attempt to find solutions to improve upon those areas.

WPG'S TRANSITION TO 6S

LES FISCHER, SAFETY AND TRAINING SPECIALIST

6S is essentially the 5S System, with a 6th, and very important, S added: SAFETY!

What are the benefits of 6s in production?

6S uses its process to create and maintain an organized, clean, safe, and efficient setting that enables the highest level of value-added performance. This means eliminating search, travel, transporting materials, inventory, and hazards.

NOW, FOR 6S WE ADD:

- Safety – Make sure to keep safety at the forefront of every process and action taken.

We all know what safety is, but how do you make your work environment more safe?

OSHA has set forth certain standards which improve safety, but there is more that can be done beyond just meeting "standards".

In order to keep your facility, warehouse, or office safe, you need to visually mark all hazards, stay organized, and

put tools and equipment back in their place after use. In order to make sure all employees work to keep this organization, visual cues are key.

While adhering to the 5S principle of Sort, Set in order, Shine, Standardize, and Sustain, the 6S method adds the concept

**As of August 3rd
WPG has
gone 81 days
without a lost
time recordable
incident. Keep up
the great work!
And, continue to
STAY SAFE!**

of Safety. 6S not only helps organizations promote efficient working environments but also establishes a sustainable culture of safety.

Situational Awareness: Is your mental picture of what is going on around you. It involves

picking up information and cues from the environment, putting those pieces of information together so you can develop a good idea of what is going on, and then using it to predict what might happen next. Research shows that when we get nervous or stressed, our attention narrows, causing us to concentrate on just a few things at a time. A narrow focus can therefore cause us to miss important details in our environment. So, naturally we want to avoid as much stress as possible. Situational Awareness Will be a significant component of our Safety Culture going forward.

Organizations that reported low employee engagement experienced 49 percent more accidents and 60 percent more errors. This is not only unsafe for the employees, but can simultaneously impact an organization's bottom line.

As of August 3rd, WPG has gone 81 days without a lost time recordable incident. Keep up the great work! And, continue to STAY SAFE!



FREE!

**Make your
sports physical
appointment
today!**

miCare Health Center
410 Colorado Ave.
Laurel, MT 59044

Phone: 406-628-3340
Fax: 888-851-5401
Email: laurel@micareclinic.com

Hours:

Mon. 11 a.m. – 2 p.m.
Tues. 3 p.m. – 6 p.m.
Thurs. 7 a.m. – 10 a.m.
Fri. 12 p.m. – 3 p.m.

*For Health Plan
Members Only





SUPPORTS
ST. JUDE'S CHILDREN'S
RESEARCH HOSPITAL

GET READY TO RUN!

JOIN WPG IN THIS **VIRTUAL 5K** TO SUPPORT
ST. JUDE'S CHILDREN'S RESEARCH HOSPITAL

WHAT: Run For Glass VE 5K

WHEN: 7:00 AM - Wednesday, Sept 9

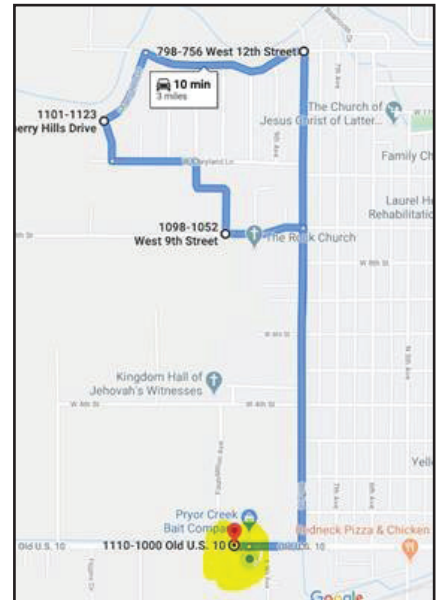
WHERE: Laurel - Starts/Ends at WPG

WHY: To Benefit St. Jude's
Children's Research Hospital

Because many Glass Trade Shows have been canceled this year, the team at US Glass and Glass Expo are organizing this virtual run to support St. Jude's. Wood's Powr-Grip will pay the \$35 registration fee for any employee that wishes to run. **Sign up by Friday, Aug. 21 at the front desk!** Let's RUN (or walk) for St. Jude's and support our glass industry.



FREE T-SHIRT FOR ALL REGISTERED PARTICIPANTS!



US Glass Magazine is sponsoring a virtual 5K with proceeds benefiting St. Jude's Hospital. WPG will pay the \$35 registration fee for any employee who wishes to participate in this event. **Please sign up at reception by Friday 8/21.** The race will take place at 7AM Wednesday, September 9 (route shown above).

If this conflicts with your work schedule, please fill out a Schedule Deviation Request Form and let your supervisor know to work around your schedule. If you would like to participate, but that day/time doesn't work for you, please coordinate with Barbara or Stacy in Marketing to report your results of your individual run/participation.

Slots fill
up fast! See
Katie W. to
sign up!

WOODY OPEN GOLF TOURNAMENT

SATURDAY, SEPT. 26

LOCATION: COLUMBUS STILLWATER GOLF COURSE

FORMAT: SCRAMBLE

TEE TIME: 9:00AM SHOTGUN START (please arrive by 8:30AM)

WPG hosts an annual golf tournament - the Woody Open! Employees are invited to bring friends and family for a day of fun on the golf course.

Important Information:

- Players compete in team of 4
- Each team must have at least one WPG employee
- Each player takes a tee shot
- For shots after the tee, players shoot from the best shot of the last turn
- The team score is the total of the best shots
- 2 beverage tickets and 1 sack lunch per golfer are provided



PHOTO CONTEST

2020 PHOTO CONTEST ENTRIES

STACY LAWVER, GRAPHIC DESIGN AND VISUAL PRODUCTION

This year's photo contest marked the 11th Annual WPG Employee Photo Contest! We had 19 employees participate with 92 entries. Thank you all who participated! **Congratulations to Josh, Daniel and Sharon for taking home the cash prizes!**

Start planning for next year's contest! I've already received some entries for 2021! Remember you can turn in your photos anytime between now and the July 6 deadline.



SHARON KRUG



STACY LAWVER



PATTI FYFE



BEN MADDY



MIKE LONGBOTTOM



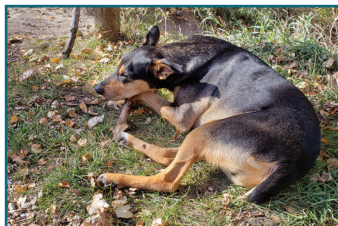
PATTI FYFE



TONY STORY



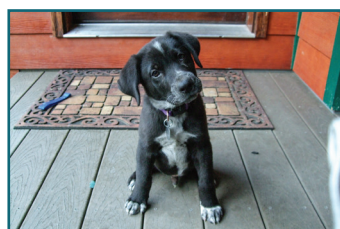
BEN MADDY



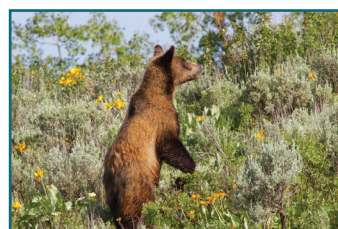
MIKE LONGBOTTOM



DANIEL MEUCHEL



BEN MADDY



SHARON KRUG

NOW HIRING

ENGINEERING

1 Full-Time Design Engineer
1 Full-Time CADD Drafter

FRAME ASSEMBLY

2 Full-Time Production Technicians

HAND CUP ASSEMBLY

3 Full-Time Production Technicians



Know someone who would be a perfect fit for WPG?

With our **Employee Referral Program**, you can

**EARN UP TO
\$200**

for each referral who is successfully hired!

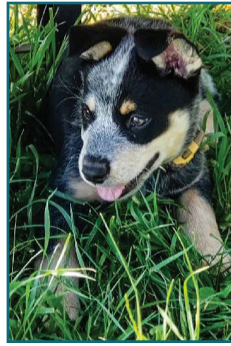
See HR or wpgteam.com for more information



LACEY THOMPSON



JOSH SCHREINER



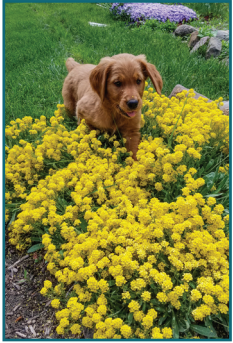
JODI SCHREINER



PATTI FYFE



SHARON KRUG



JOSH EICKHOFF



LEE ANN WOOD



MIKE LONGBOTTOM



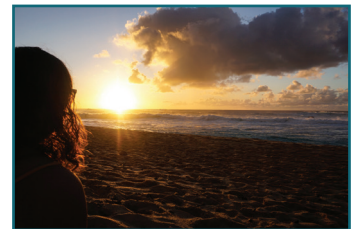
LEE ANN WOOD



MIKE LONGBOTTOM



PATTI FYFE



KELLY KOONTZ



SHARON KRUG



SHARON KRUG



TREVER PANKRATZ



MIKE LONGBOTTOM



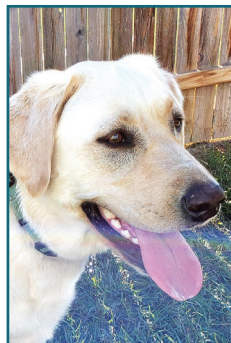
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TREVER PANKRATZ



LACEY THOMPSON



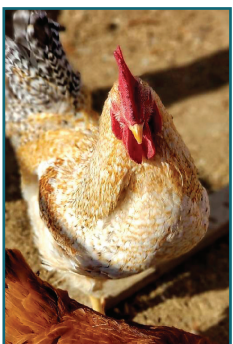
JODI SCHREINER



MIKE MANDERS



STACY LAWVER



JODI SCHREINER



JOSH SCHREINER



DANIEL MEUCHEL



PATTI FYFE



DANIEL MEUCHEL



KELLY KOONTZ



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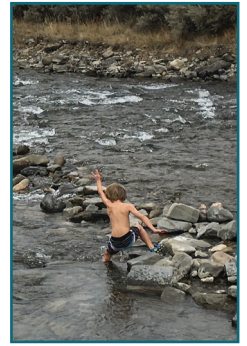
DANIEL MEUCHEL



JACK KERR



JODI SCHREINER



LACEY THOMPSON



SHARON KRUG



BEN MADDY



DANIEL MEUCHEL



BRENDA LAWVER



PATTI FYFE



BARRY WOOD



LEE ANN WOOD



PATTI FYFE



BARRY WOOD



DANIEL MEUCHEL



SHARON KRUG



BEN MADDY



JOSH SCHREINER



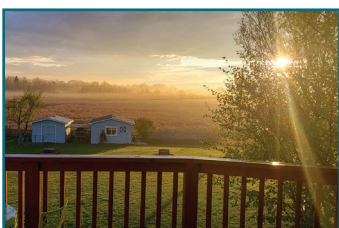
JUSTIN SMITH



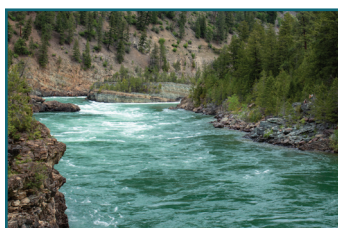
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STACY LAWVER



TREVER PANKRATZ



LEE ANN WOOD



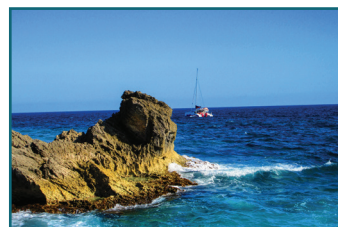
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SHARON KRUG



LACEY THOMPSON



BARRY WOOD



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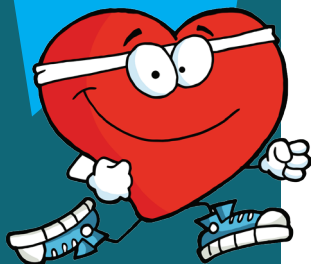


Start down the road
to a new level of fitness

HOURS OF OPERATION:

MON: 5:30AM-9PM
TUES: 5:30AM-9PM
WED: 5:30AM-9PM
THUR: 5:30AM-9PM
FRI: 5:30AM-8PM
SAT: 8AM - 6PM
SUN: 8AM - 6PM

Wood's Powr-Grip
employees are able to
purchase passes to the
Laurel Locomtion Fitness
Center. The passes are
\$10 for 10 sessions,
and can be purchased at
the fitness center.



(406) 628-8387
406locofitness
@gmail.com

122 1st Ave. South
Laurel, MT



LEE ANN WOOD



JOSH EICKHOFF



DANIEL MEUCHEL



SHARON KRUG



MIKE LONGBOTTOM



MIKE MANDERS



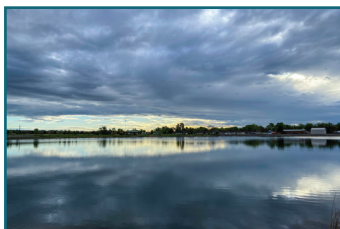
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TONY STORY



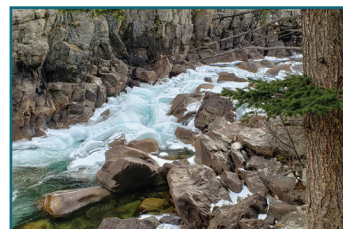
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KELLY KOONTZ



MIKE LONGBOTTOM



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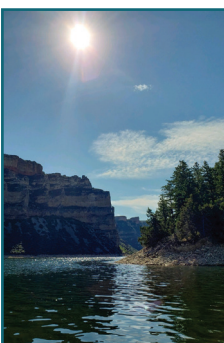
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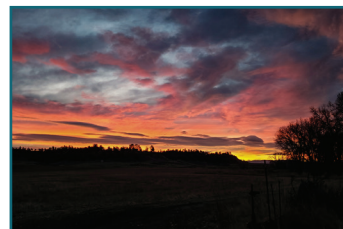
JODI SCHREINER



MIKE LONGBOTTOM



JOSH EICKHOFF



TONY STORY



JODI SCHREINER

2021 HOLIDAY CLOSURE & SHUTDOWN SCHEDULE

JAN 1	FRIDAY	NEW YEAR'S DAY
APRIL 2	FRIDAY	GOOD FRIDAY
MAY 31	MONDAY	MEMORIAL DAY
JULY 5	MONDAY	INDEPENDENCE DAY
SEPT 6	MONDAY	LABOR DAY
NOV 25-26	THURSDAY-FRIDAY	THANKSGIVING
DEC 24, 2021 (FRI) - DEC 31, 2021 (FRI)		WINTER SHUTDOWN

Note: The last day of work before Winter Shutdown will be Thursday, December 23, 2021. Off 11 days - Friday, December 24, 2021 through Sunday, January 2, 2022. Return to work on Monday, January 3, 2022.]

HOLIDAY CLOSURES

If an employee is scheduled to work on a posted holiday, they will receive the day off and the paid holiday benefit for that day. If an employee is not scheduled to work on a posted holiday, they will not receive the paid holiday benefit.

All full-time employees who are employed as of January 1, 2021 and work the entire calendar year of 2021 will receive 80-hours of paid holiday for 2021. Reduced-hour full-time employees, regular part time employees, and employees who have not worked the entire year, will receive a proportional number of holiday hours based on their scheduled work hours in 2021.

WINTER SHUTDOWN

The number of paid holiday hours an employee will receive during the winter shutdown will be determined by the number of paid holiday hours they received prior to the shutdown. Each employee will be paid the balance of any eligible hours of paid holiday remaining for the year, during the shutdown, taking into account their full-time, reduced full-time, or proportional part-time status.

Vacation or Personal Leave may be used to cover any non-paid days/hours during the winter shutdown. Employees who do not have sufficient paid leave must take the remaining days/hours as approved time without pay.

MON-FRI (8 HOUR DAYS)	MON-THU (10 HOUR DAYS)	TUE-FRI (10 HOUR DAYS)
7 Holidays before Shutdown	4 Holidays before Shutdown	4 Holidays before Shutdown
3 Holidays during Shutdown (12/24, 12/27-28)	4 Holidays during Shutdown (12/24; 12/28-12/29)	4 Holidays during Shutdown (12/24-12/25; 12/29-12/30)
3 UNPAID days during Shutdown (12/29-12/31)	0 UNPAID days during Shutdown	1 UNPAID day during Shutdown (12/31)