

WOODY'S WORLD

ALWAYS USE DATA

as a basis for making adjustments in your process. Data also ensures if the adjustment was effective or not. Using intuition can cause errors or defects.



**QUALITY &
CONSISTENCY
ARE A TEAM
EFFORT**

IN-PERSON TRAINING RESUMES!

HOLLY ANDERSON, TECHNICAL SALES/ TRAINING COORDINATOR

After a year of not seeing anyone, and 3 more months of staring at a group of people seated around a conference table through my computer screen, we finally welcomed customers back into the building for in-person training!

Right after the 4th of July, we had a group of 5 here for our standard repair class. They were with the company Sure Steel, an Insulated Metal Panel installation company. I think they had a rough holiday weekend



Instructors are the best students because they are the most engaged participants which makes my job a lot easier!

and a tough time traveling because they were a very quiet group with not much in the way of participation.

The following week, July 14-15, we welcomed 11 instructors from different Glazing Trade Schools around the country. Two years ago we had our 1st Trade School class and it was received very well, so it was exciting to have another group come through. Instructors are the best students because they are the most engaged participants which makes my job a lot easier! They were taught how to troubleshoot and rebuild hand cups, how to care and maintain lifters and how to throw an axe during our evening activity at Ox Axe Throwing.



HAPPY BIRTHDAY

SEPTEMBER BIRTHDAYS

Wade Schmier	1
Darin Eggert	3
Steven Hiller	4
Dustin Dozhier	8
Rachael McCandless	10
Barry Wood	14
Iver Hovland	16
Dan Currier	19
Curtis Hartman	22
Briana Mills	23
Thurman Gerber	26
Millissa Langve	27

OCTOBER BIRTHDAYS

Mary Wallace	1
Byron LaRue	3
Daniel Schlecty	4
Karla Feller	10
Ruben Estien	10
Nathan Frickel	13
Kelsie Dolman	14
Kyle Fritz	15
Stacy Lawver	19
Isaac Manders	19
Barbara Murphy	27
Wyatt Tschacher	28
Angela Brennan	29



PROCESS ENGINEERING UPDATES

TREVER PANKRATZ, PROCESS ENGINEERING MANAGER

It's been a fairly busy year for the Process Engineering department. I have been focused mainly on the equipment side of things lately, getting new stuff up and running as well as keeping our old stuff going.

We replaced our old rubber preformer with a new one that came from VMI out of Holland. This unit was their demo machine, so it's a few years old. But, it was rarely used and it's been updated to a basically new machine. It has given us the capability to put out much larger preforms at twice the rate of our old one. If you know anyone looking for a well-used 2004 model, let me know – I have one for sale.

We also got our new Emmegi CNC machine up and running, which was a process. But once we got the right technician here to give the guys proper training, we are now making many of the parts that go on our lifters with less labor input than was previously possible.

In order to address some safety concerns we put in an overhead lifting system in the metals area along with specialized racking to reduce the heavy lifting of big raw materials.

We made an investment in new screwdriver systems for the hand cup assembly cells. The new ones are electric instead of air powered, which give us a more consistent torque, and feature an error detection



system that can alert the operator if a fastener didn't go in correctly or if they missed one.

We have some more equipment updates to make in the molding room if we ever get caught up to the point where they can let us work on them again. And we are hoping to order a new cell-brazer machine soon for hand cup production.

Kazz has been busy getting new employees trained in basic lean concepts and 5S. Working on a implementing a TPM (Total Productive Maintenance) system, to reduce downtime. This will be a big push coming up which will require help from everyone in production. There will likely be some training coming up in the near future on how all this will work.

We did some value stream mapping of a few of our core lifter products and found areas where improvements in our processes can be made. This has led to Kazz, Allison, and frame assembly team members

to work on testing an assembly line concept to assemble lifters rather than one person building them start to finish. This is an ongoing project but has shown some promising results on reducing the overall throughput time.

Curtis has been busy with all sorts of things: building fixtures and carts where needed; processing ECN's, keeping us up on waterjet programming; and helping John Waters make improvements in M1 to make everyone's work lives a little easier. They have built a cool display that can be seen in the break room to display real time metrics out of M1, such as where is each department at with their schedules, our On-Time delivery report, employee absences and announcements. They are really learning how to do some neat stuff with this display and we hope to implement more displays throughout the building to show pertinent information to each department.

WE ARE
HIRING!
REFER A FRIEND

- 1 Full-Time Molder
- 3 Full Time Production Technicians [Night Shift]
- 2 Full Time Night Molders
- 1 Full Time Production Technician [HC Assembly]

HEALTH & WELLNESS FAIR

Each year WPG gives employees the opportunity to get a discount in the price they pay for insurance. By completing 2 requirements, each employee* can save a significant amount on their out-of-pocket premiums.

1. Get blood drawn
2. Follow-up with physician/provider

* If you are electing Employee + Spouse or Employee + Family coverage, BOTH the employee and spouse must meet the requirements to qualify for the discount.

On-site blood draws will be **Tuesday and Thursday, October 12 & 14 from 6:00 AM-10:00 AM**. Sign-up at the tall tables by the TV in the downstairs breakroom. Watch your huddle board for more information.

REMEMBER: These are fasting labs, so **do NOT eat or drink anything but water for 12 hours** before your blood draw. If you choose to have labs done on your own, be sure to have them completed before **Friday, November 12**.

Everyone must follow up with a primary care provider.

Following up with a wellness coach is NOT an option.

Follow-up visits will be **Tuesday, October 26 (7:00 AM-5:00 PM) and Tuesday, November 2 (7:00 AM-5:00 PM)**. The visits will be held in the downstairs conference room. Follow-up visits can also be done **at your convenience at the miCare Health Center** with any provider there. Each employee is granted 30 minutes of special leave for the clinic visit (mark "HRA" under "Other" on a Schedule Deviation Request Form). However, you must use personal leave for any additional time needed for the visit.

Both the blood draw and follow-up visit must be completed by **Friday, November 12** in order to qualify for the premium savings.

If you have questions, **contact Katie Whitmoyer**.

ON-SITE BLOOD DRAW

Tuesday, October 12 | 6:00AM - 10:00AM
Thursday, October 14 | 6:00AM - 10:00AM

ON-SITE FOLLOW-UP

Tuesday, October 26 | 7:00AM - 5:00PM
Tuesday, November 2 | 7:00AM - 5:00PM

FINAL COMPLETION DATE

Friday, November 12

NEW EMPLOYEES



KYLE FRITZ
Powder Coating



JERRY LLOYD
Powder Coating



BRIAN GAHAGAN
Handcup Assembly

Welcome to
our **TEAM**



LABOR DAY

WPG Holiday
Monday, September 6

WOODY OPEN

Employee Golf Tournament
Saturday, September 11

WELLNESS BLOOD DRAW

Tuesday, Thursday
October 12 & 14

WELLNESS FOLLOW-UP

Tuesday
October 26 & Nov 2

BLOOD DRIVE

WPG Event
Thursday, November 18

THANKSGIVING

WPG Holiday
Thur - Fri, Nov 25-26

CHRISTMAS PARTY

Bighorn Resort
Friday, December 10

SHUTDOWN

WPG Holiday
Thur - Fri, Dec 24-Jan 2



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.

4) What do I do if I forget to clock out for lunch or for the day?

Go ahead and clock out when you get back from lunch or first thing in the morning and then clock right back in. Complete and sign a schedule deviation form and give to your supervisor to sign and turn in to me. Follow the same procedure if you forget to clock in - clock in and then right back out.

* Don't forget to turn in a schedule deviation form if you are out or if you've missed a punch. Remember you can submit both of these electronically using the intranet.



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

- | | |
|---|---|
| <input checked="" type="checkbox"/> Date | <input checked="" type="checkbox"/> Dress |
| <input checked="" type="checkbox"/> Flowers | <input checked="" type="checkbox"/> 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\ScheduleDeviationRequestForm.pdf]
3. Fill out the **paper version** and turn it into Payroll once it has been signed by your supervisor.

WPG'S INCIDENT & NEAR MISS REPORTING

LES FISCHER, SAFETY AND TRAINING SPECIALIST

INCIDENTS:

An incident, is an unintended event that disturbs normal operations. An employee involved in an incident, or the Supervisor, will complete the form. WPG's, incident reporting form is in the Inspection-Template section, of the 5S i-auditor tablets. The Incident Report needs to be completed within 24 hours of the incident, whenever possible. Even when an event does not cause injury, it should be reviewed as an incident, particularly if there was any damage to property or equipment. Maintaining careful

review procedures can help prevent future harm to workers and proactively eliminate workplace hazards.

Maintaining careful review procedures can help prevent future harm to workers and proactively eliminate workplace hazards.

NEAR MISS:

A Near Miss is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so. An employee involved in a Near Miss, or the Supervisor, will complete the form. WPG's, Near Miss reporting form is in the Inspection-Template section, of the 5S i-auditor tablets. The Near Miss Report needs to be completed within 24 hours of the event, whenever possible. Reporting Near Miss's can help rectify potential hazards and injuries.



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



DISCOUNT MOVIE TICKETS

amc
THEATRES

VISIT AMCTHEATERS.COM FOR
THEATER LOCATIONS AND SHOW TIMES

\$9.00

USE AT ANY AMC THEATER.
NO EXPIRATION DATE!
AVAILABLE AT RECEPTION

* Senior (60+), child (2-12), and matinee prices are less expensive at the box office.

5S SERVERS

Thank you Allison
and Kazz for all your
work on the delicious
5S Lunches!



HIGHWAY CLEANUP

Thank you to all our
awesome volunteers
who helped clean up the
highway. Especially the
tiny ones!



WOODY OPEN 2021

KATIE WHITMOYER, HR MANAGER

LOCATION: Stillwater Golf Course,
Columbus, MT

DATE: September 11, 2021

Estimated Tee Time: 9:00 a.m. Shotgun Start
Everyone tees off from an assigned starting
hole. Please arrive by 8:30 a.m. at the latest
to get assigned tee, etc.

FORMAT: Scramble- everyone drives, pick
the best shot from there on in

FOUR MAIN RULES TO THE TOURNAMENT:

1. HAVE FUN! We have players each year of all skill level- so don't be shy about participating if you've ever been hesitant in the past.
2. Actual employees will have first preference when it comes to filling available spots
3. Family and Friends of WPG employees must have at least one WPG employee on their team (foursome). Preferably we are looking for teams where the majority of the players are WPG employees, however teams of one WPG employee and three non-employees MAY be okay, depending on how many employees wish to play.
4. Once everyone who is interested has signed up, preference will be given to employees in filling available spots. Groups who do not have an employee with them will be assigned an employee or two who have signed up as individuals or as pairs.



Although WPG picks up the majority of the cost for the tournament, costs to participants will be the same this year as they were last year (YAHOO!):

• **\$17.00 per employee**

• **\$27.00 per non-employee**

Please pay your entry fees ASAP to HR. Checks will be accepted, but cash is preferred so that it is easier to pay off group winners and flag prizes immediately at the tournament.

We anticipate an event similar to last year (including the beautiful weather!). The amount of prize money is designed to give people a chance in one way or another to win back their entry fee (most of it)- so they end up with a free round of golf, some friendly competition, a couple of free drinks, some free food, and most of all some good FUN!!

The sign-up sheet is currently out in the downstairs breakroom on the tall tables near the TV. Once all of the spots are filled, we do create a waiting list, so please don't hesitate to get your name on there ASAP.

From: ACSG Purchasing - John T <purchasing@americancustomsneezeguards.com>

Sent: Thursday, June 24, 2021 8:00 PM

Subject: RE: Invoice 46053 Receipt

Your company is a great throwback to earlier times where you could send your important items to someone, get them fixed like new and be billed very fairly. I wish I had more vendors like you.

Best Regards

John K Taylor, Founder / Senior Managing Member



PHOTO CONTEST

2021 PHOTO CONTEST ENTRIES

STACY LAWVER, GRAPHIC DESIGN AND VISUAL PRODUCTION

This year's photo contest marked the 12th Annual WPG Employee Photo Contest! We had 21 employees participate with 98 entries. I don't remember the voting ever being as close as it was this year. All three categories winners won by just one vote. Thank you all who participated in submitting photos and in voting! **Congratulations to Ben, Kelcie and Sharon for taking home the cash prizes!** Start shooting for next year's contest! Remember you can turn in your photos anytime between now and the July-2022 deadline.



DANIEL MEUCHEL



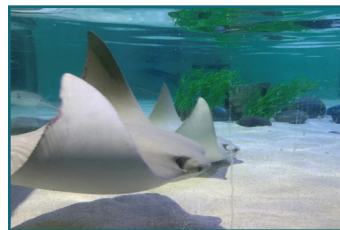
BEN MADDY



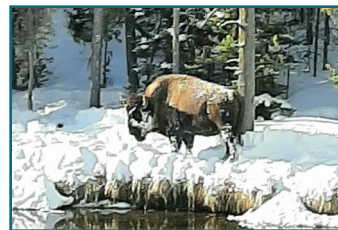
DANIEL MEUCHEL



BARRY WOOD



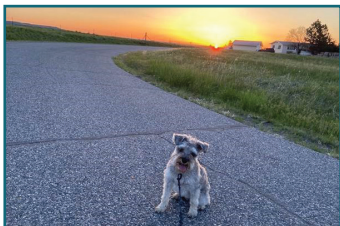
BRENDA LAWVER



ANGELA BRENNAN



JOSHUA EICKHOFF



LACEY THOMPSON



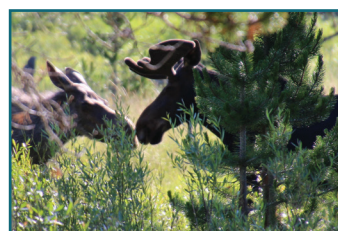
LEE ANN WOOD



SHARON KRUG



STACY LAWVER



VALERIE SEYMOUR

SUMMER EMPLOYEES



DAVLIN SCHWARM
Powder Coating



KIETRICH SCHWARM
Handcup Assembly



IVER HOVLAND
Process Engineering



LUCAS FISCHER
Process Engineering



DANIEL MEUCHEL



KELLY KOONTZ



BARRY WOOD



STACY LAWVER



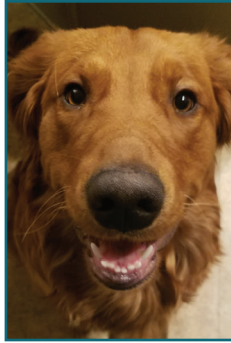
JODI SCHREINER



BARRY WOOD



BRENDA LAWVER



JOSH EICKHOFF



VALERIE SEYMOUR



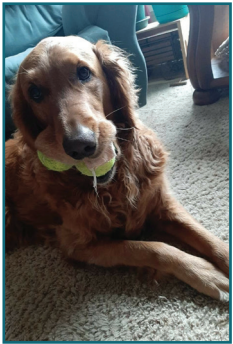
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SHARON KRUG



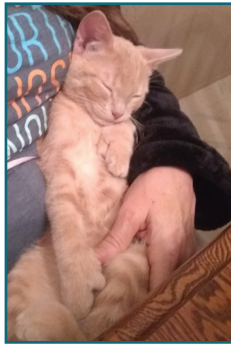
STACY LAWVER



ANGELA BRENNAN



SHARON KRUG



BEN MADDY



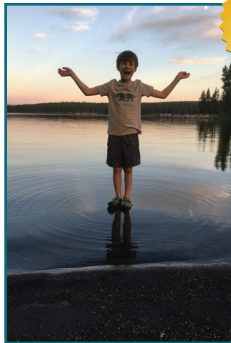
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JODI SCHREINER



ANGELA BRENNAN



CURTIS HARTMAN



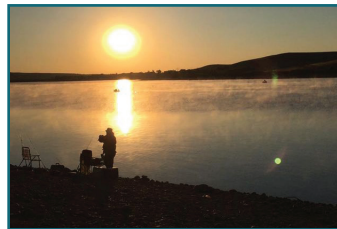
KELCIE LOHOF



MIKE LONGBOTTOM



BARRY WOOD



BRENDA LAWVER



LEE ANN WOOD



JACK KERR



JOSH SCHREINER



ANGELA BRENNAN



DANIEL MEUCHEL



MILA BECKER



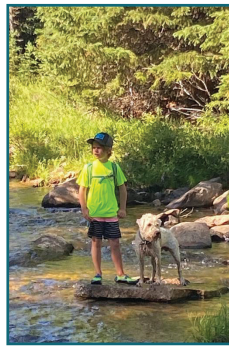
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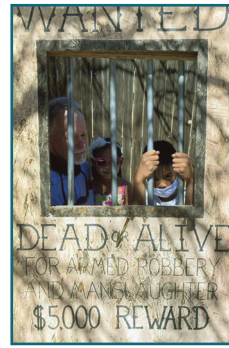
SHARON KRUG



LEE ANN WOOD



LACEY THOMPSON



MILA BECKER



DANIEL MEUCHEL



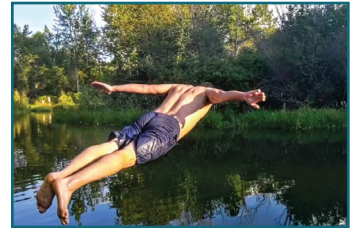
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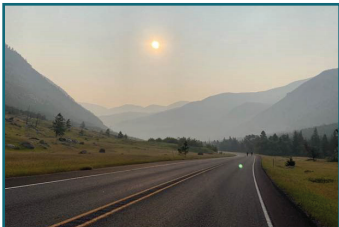
KELCIE LOHOF



LEE ANN WOOD



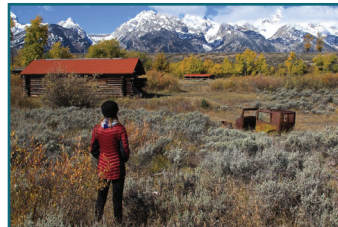
DANIEL MEUCHEL



LACEY THOMPSON



DANIEL MEUCHEL



SHARON KRUG



STACY LAWVER



SHARON KRUG



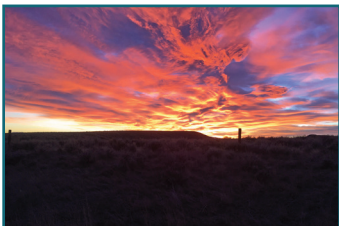
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LACEY THOMPSON



BRENDA LAWVER



CURTIS HARTMAN



JOSH EICKHOFF



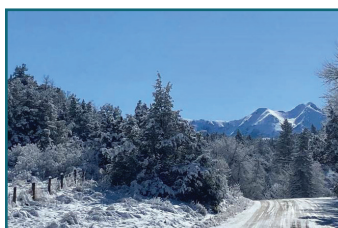
JOSH EICKHOFF



STACY LAWVER



SHARON KRUG



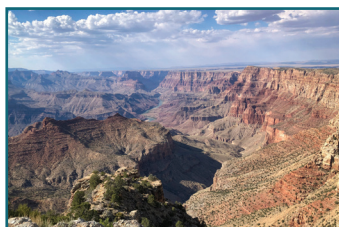
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HOLLY ANDERSON



BEN MADDY



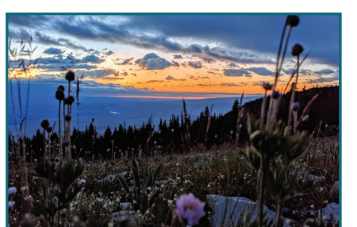
LEE ANN WOOD



KEITH BEVAN



DANIEL MEUCHEL



DANIEL MEUCHEL



KELCIE LOHOF



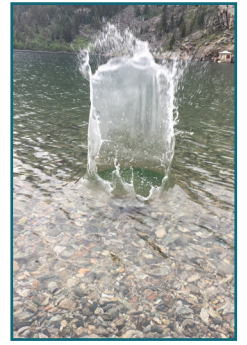
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KELLY KOONTZ



JODI SCHREINER



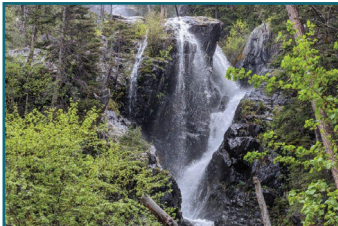
CURTIS HARTMAN



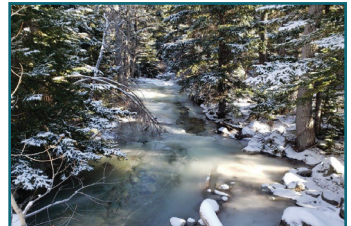
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BEN MADDY



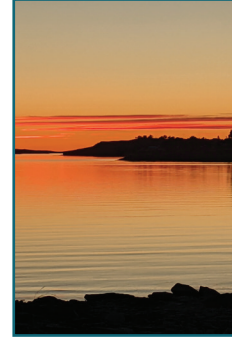
MIKE LONGBOTTOM



MIKE LONGBOTTOM



ANGELA BRENNAN



JODI SCHREINER



ANGELA BRENNAN



LEE ANN WOOD



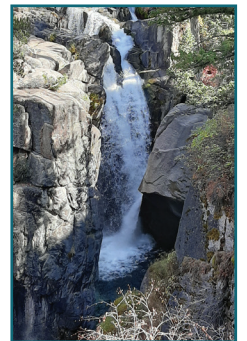
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BRENDA LAWVER



JOSH EICKHOFF



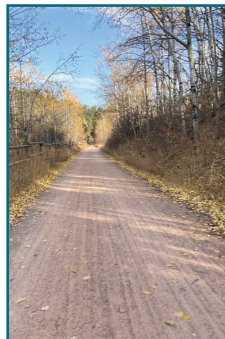
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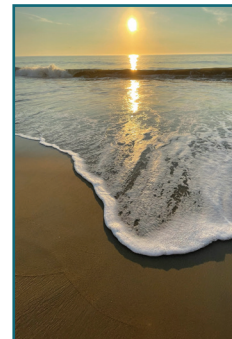
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STACY LAWVER



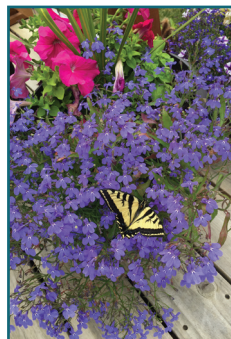
LACEY THOMPSON



KELLY KOONTZ



JODI SCHREINER



BARB MURPHY



BRENDA LAWVER



BARRY WOOD



TONY STORY

2022 HOLIDAY CLOSURE & Shutdown Schedule

APRIL 15	FRIDAY	GOOD FRIDAY
MAY 30	MONDAY	MEMORIAL DAY
JULY 4	MONDAY	INDEPENDENCE DAY
SEPT 5	MONDAY	LABOR DAY
NOV 24-25	THURSDAY-FRIDAY	THANKSGIVING
DEC 23, 2022 (FRI) - JAN 1, 2023 (SUN)		WINTER SHUTDOWN

Note: The last day of work before Winter Shutdown will be Thursday, December 22, 2022. Off 10 days - Friday, December 23, 2022 through Sunday, January 1, 2023. Return to work on Monday, January 2, 2023.

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, 2022 and work the entire calendar year of 2022 will receive 80-hours of paid holiday for 2022. 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 2022.

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)
6 Holidays before Shutdown	4 Holidays before Shutdown	3 Holidays before Shutdown
4 Holidays during Shutdown (12/23, 12/26-28)	4 Holidays during Shutdown (12/26-29)	5 Holidays during Shutdown (12/23, 12/27-30)
2 UNPAID days during Shutdown (12/29-12/30)	0 UNPAID days during Shutdown	0 UNPAID day during Shutdown