

f Employee Newsletter

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Supply Chain

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What does Function's Supply Chain team do? Well, that is a great question, glad you asked. We cover indirect and direct procurement, management of 3rd Party Manufacturers, and all material supply planning. Simply put, we make sure Function has what it needs, when it needs it, to keep the business running.

The Indirect Procurement team, Ebony, works to source and negotiate the cost of goods and services to enable us to maintain and develop our day to day operations. Indirect purchases are all of the things that the customer will never see but are required to produce our fabulous product. This includes things such as purchasing and repairing equipment, purchasing consumables that are used daily like gloves, printers, and storage bags for our material. This also includes acquiring services such as the janitorial services, vending machines, and uniforms.

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Ergonomics & Proper Lifting

-Ed Nolter Director, EHS | ednolter@functionofbeauty.com

Despite all of the equipment, tools, and machinery that is used in manufacturing, manual labor is still needed to get most work done.

What this means is that every worker is exposed to potential injuries to their back by simply doing the normal every day tasks they often don't think about.

Tasks that can cause or aggravate an existing back injury include:

- ◆ Shoveling, twisting, or awkward body positions
- ◆ Bending, stooping, or squatting
- ◆ Kneeling for long periods of time
- ◆ Placing materials overhead
- ◆ Lifting materials from the floor
- ◆ Pushing heavy materials



Cut down on carrying materials whenever possible by having them delivered close to where they will be used.

When you must lift or carry materials:

1. Keep the load as close to your body as you can.
2. Try not to twist, turn your whole body instead.
3. Lift with your legs, not your back.

4. Lift the load using a solid two handed grip.
5. Lift and lower materials in a smooth steady way, try not to jerk the lift.

Back injuries can be extremely debilitating and have life long implications. It's essential that we don't take our backs for granted and follow the guidelines and policies put in place to help reduce the likelihood of this type of injury. Human factors play a predominant role as well when it comes to injuries regarding tasks, workload and work patterns. Working environment and workplace design. Workplace culture and communication. Leadership and resources. Policies, programs and procedures. Worker competency and skill. Employee attitude, personality and risk tolerance.

Stress management and proper rest, along with exercise and diet are all important as well, in reducing the risk for potential muscle skeletal disorders (MSD's) and acute injury.



Stay Safe!
-Ed

PIT Safety

CFR.1910.178

-Grant DenBesten

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Powered **I**ndustrial **T**rucks (or **PITs**) are a part of life in our operation.

They are excellent devices to move loads and save time, but they can be very dangerous if operated recklessly or by untrained personnel.

All Function employees must be certified and trained BU being allowed to operate any PIT equipment, **regardless of prior experience**.

Forklift accidents tend to be very serious, involving both personal injury and property damage. These accidents can be avoided if operators use common sense and follow safe operating procedures.

Here are a few safety reminders to follow during operation:

1. Use all appropriate safety devices - especially seat belts. It will keep you safe in the event of a tip-over.
2. Always ensure that a pre-shift inspection has been completed and any deficiencies are noted and repaired. PITs should be taken out of service if repairs or maintenance are required.
3. A PIT is considered "unattended" if the operator is more than 25 feet away or if the forklift is out of the direct vision of the operator. Unattended PITs should be parked with the power turned off.
4. When traveling, keep the forks approximately four to six inches off the floor.
5. A parked PIT should always have the forks flat against the floor with the controls set to neutral with the parking brake engaged (if applicable).
6. Stop at all blind corners, regardless if there is a stop sign. Check for other traffic before proceeding (both pedestrians and other PITs). Honk when crossing all aisles, paths, and walkways.
7. If carrying a load that blocks your forward vision, drive in reverse and turn your head so you can see where you are going. If this is not practical, ask another employee to act as a spotter during travel.
8. If operating around other PITs maintain a three length distance between other units.
9. Never drive a PIT up to someone who is unaware that the PIT is behind them.
10. Never allow anyone to walk underneath a raised load, or leave the vehicle with a load or forks in the air.
11. Always move at a safe speed, and if you can't see where you're going or where you're placing a load, get a spotter.

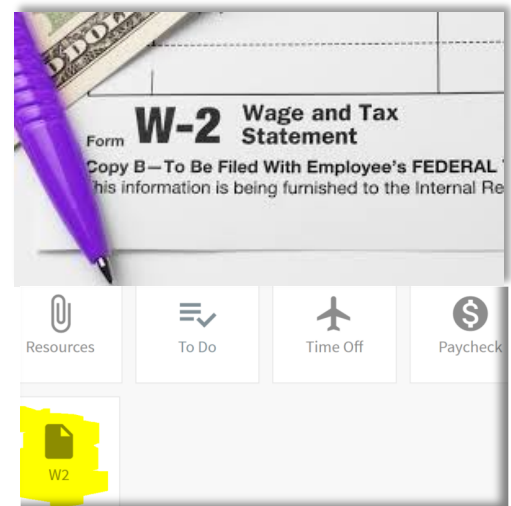
Most importantly, take your time. PIT operation isn't a race! Practicing PIT safety is for everyone's benefit!



W-2 Forms

-Randi Davis

Director, Human Resources | randi@functionofbeauty.com



It is that time of the year!

W-2 forms will be mailed to your home on or before February 1, 2021 which is the deadline (postmarked) to provide W-2 forms in accordance with the IRS.

You may also access your W-2 form in Dominion on the main page.

You will not be able to access them for your mobile app. You must login on a computer.

Pictured is where you will find the icon on your main page.

If there are any questions, please contact Payroll at payroll@functionofbeauty.com.

-Randi

Supply Chain: Continued from Page 1

The Direct Procurement team, Shaina and Anna, order all Raw Materials (e.g. batching ingredients), Physical Materials (e.g. bottles, boxes, caps), and Finished Goods (e.g. Retail Hair Goals) used in all Function products. Currently the team is evaluating and materials. We are also always looking and implementing, with MI Operations, the optimal container sizes to eliminate waste and ease receiving and storing of materials. We are also always looking for cost saving initiatives through various procurement practices.

The Supply Planning team, Shaina and Joelle, analyze the usage rates for two separate areas of the business: DTC (Direct-To-Consumers) and Retail (Target) to determine the correct purchasing levels.

For Retail, Joelle, also plans production for the fill line and batching schedule hand in hand with MI Operations. We also work hand in hand with Target on upcoming Purchase orders and ship outs.

5S Floor Marking

-Jeff Brown

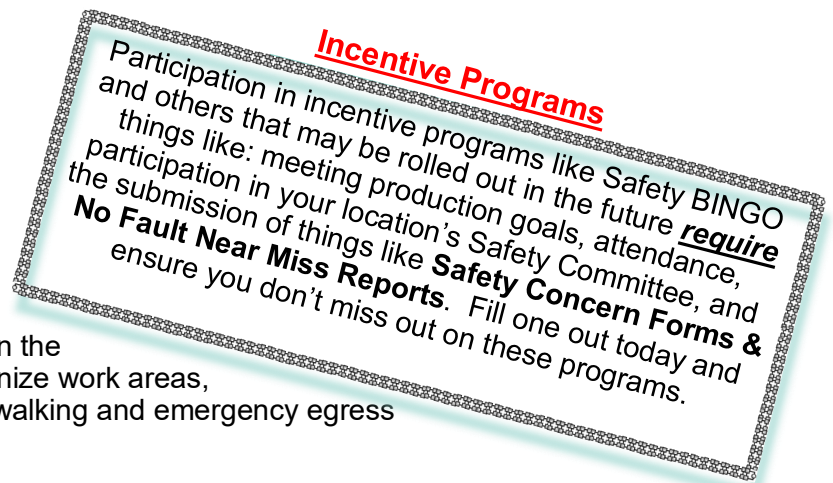
EHS Specialist—PA

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Floor markings are utilized throughout industry in the United States and other countries to better organize work areas, warn employees of potential hazards, maintain walking and emergency egress paths, and other work processes.

Not only do floor marking enhance safety for employees, but they also communicate to visitors and vendors who may not be as familiar with the environment where safe zones are located, where they can walk, and what, Personal Protective Equipment is necessary & required where hazards exist.

Maintaining floor markings in industrial and warehousing locations also helps employers comply with The Occupational Health & Safety Administration's Walking and Working Surfaces general requirements (CFR 1910.22).



	BLACK/YELLOW	Areas which present physical or health risks to employees. Indicates that extra caution is to be exercised.
	RED/WHITE	Areas to be kept clear for safety reasons (around emergency access points, electrical panels, firefighting equipment, etc.)
	YELLOW	Aisleways & Traffic Lanes; 'Paths of Egress'; Work Cells
	WHITE	Production -OR- Racks, Machines, Carts, Benches, and other equipment that does not fall under any other color guidelines
	RED	Defect/Scrap Area; Red Tag Area
	ORANGE	Material or Product Inspection -OR- Energized Equipment
	GREEN	Materials & Manufacturing: Finished Goods
	BLUE	Materials & Manufacturing: Raw Materials
	BLACK	Materials & Manufacturing: Works In Progress
	BLACK/WHITE	Areas to be kept clear for operational purposes (non-safety related)

At function of beauty locations the 5S standard of floor marking pictured has been adopted to provide continuity throughout all locations where floor marking are required or used.

With our workplaces in an almost constant state of innovation and change as we strive to outpace competitors and provide the highest quality in our products to our customers, floor marking may change periodically, but, using the system above, changes can be demonstrated quickly and efficiently no matter the location without extensive re-training.

While some of these marking may have been painted, the vast majority of them are laid with high quality adhesive tape so that alterations can be made quickly and easily.

Should floor tape in your work area need to be replaced because of excessive wear, or it has pulled up creating a tripping hazard, or needs to be altered due to work area changes, please let your supervisor know and fill out a Safety Concern Form so that it can be rectified as soon as possible.

Service Anniversaries

- Zahir Dossa: 5 years
- Joshua Maciejewski: 5 years
- Jensen Frederick: 4 years
- Kris Copeland: 1 year
- Tassia Reoutt: 1 year
- Amauris Sandoval-Sanchez: 3 years
- Ricardo Spinola Fresan: 5 years
- Matthew Colehour: 2 years
- Lance Miller: 1 year
- Earl Huling: 2 years
- Helen Hu: 2 years
- Brian Martin: 1 year
- Sue Carl: 3 years
- Ming Wang: 1 year
- Rachelle Viruet: 1 year
- Bobby Frederick: 3 years
- Alaina Johnson: 1 year
- Jon Zeigler: 1 year
- Wayne Miller: 1 year
- Cora Baker: 1 year
- Roxann Grenier: 3 years
- Lewis Barndt: 2 years
- Lena Kahler: 1 year
- Cathy Votaw: 1 year
- Nahid Mondol: 2 years
- Wendie McLouth: 1 year
- Dawn Beute: 1 year
- Kayla Wondoloski: 2 years
- Mary Lolla: 2 years
- Jarrod Dodson: 1 year
- Michelle Green: 3 years
- Diane Mack: 3 years
- Ashlee Reamer: 2 years
- Miranda Benton: 1 year
- Ashley Fruehauf: 1 year
- Valeria Zamora-Guerrero: 1 year

Product Recalls

01-06-21 Name of product: Rust-Oleum Professional Bright Galvanizing Compound Spray **Hazard:** The bottom of the pressurized container can detach unexpectedly, posing an injury hazard. Contact Rust-Oleum at 800-908-4050 from 8 a.m. to 5 p.m. CT Monday through Friday, by email at recall@rustoleum.com or online at www.rustoleum.com and click on Recalls for more information.

12-16-20 Name of product: Can-Am® Off-Road screw jacks **Hazard:** The screw jack can collapse and cause the lifted vehicle to fall on a person, posing a crush hazard that can result in severe injury or death. Contact BRP toll-free at 888-272-9222 from 8 a.m. to 8 p.m. ET Monday through Sunday or online at <https://www.can-am.brp.com/off-road> and click on "Owners zone" and then "Safety recalls" for more information.

For more recall information and news, visit the Consumer Product Safety Commission website at cpsc.gov.

If you have any product recalls, either related to Function or generally for your fellow co-workers, please submit them to one of our editors for inclusion in this section.

Upcoming Safety Training & Drills

- **Powered Industrial Equipment Training**—FoB 10 2/2/21 @1pm, sessions ongoing at FoB 8 as required.
- **Courses are also being sent via ThinkHR on a variety of topics.**
Please complete them promptly when assigned.
- **Lock Out Tag Out Training**— FoB 10 9am, 2/2/21
- **Manager & Supervisor EHS Training**— Feb 26th @ 3pm at FoB 10, Date & Time TBD @ FoB 8
Topic: Personal Protective Equipment
These sessions will reoccur monthly



Safety Committee Corner

Safety Committee Meeting Dates 2021

Each meeting will be immediate followed by the meeting of the Accident Review Board

Michigan | January 13th in the Customer Service Area

Pennsylvania | February 12th at 12:30pm in the FoB 10 Training Room.

Contact our editors if you would like to submit an article or topic.

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