

function — of beauty

We want your feedback!

We are kicking off a **Workplace Survey!**

A *confidential survey* so we can learn more directly from you to ensure we are doing all we can to create a workplace where everyone feels valued and included. We are taking an *evidence-based* approach by aiming to translate this research into practical and effective tools, turning learnings into clear actions moving forward.

The Workplace Survey will only succeed with your participation. Next week you will receive an email from Diversity Science, inviting you to participate in the survey, we will be giving each shift 15 minutes of dedicated time to complete the survey on your phones. Your Managers will follow up with specific details.

Thank you for participating and helping us make this a great place to work!

josh

CO-FOUNDER, + CHIEF OPERATING OFFICER

zahir

CO-FOUNDER + CEO

hien

CO-FOUNDER, RESEARCH + DEVELOPMENT



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Twelve Common Human Error Preconditions

-Ed Nolter—Director, EHS

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We are proud to welcome Alec Weaver to the EH&S Team as our Summer intern from Indiana University of Pennsylvania

More from Alec in the coming months.
alec@functionofbeauty.com

The Human Factors “Dirty Dozen” refers to twelve of the most common human error preconditions, or conditions that can act as precursors, to accidents or incidents.

These twelve elements influence people to make mistakes. It has since become a cornerstone of Human Factors training courses worldwide.

The original list, developed for aircraft maintenance, includes the following 12 common human errors:

- Lack of communication
- Distraction
- Lack of resources
- Stress
- Complacency
- Lack of teamwork
- Pressure
- Lack of awareness
- Lack of knowledge
- Fatigue
- Lack of assertiveness
- Norms



Consider these factors in your daily routines while at work or home, and you'll begin to understand how important human factors are and the role they play in Behavioral Based Safety.

While engineering and administrative controls go a long way in mitigating accidents and injuries, the human element is the piece of the formula in flux and the most likely to result in a missed opportunity or failure.

Stay safe everyone.

Keep your head in the game, we're only human.



"Oh for crying out loud! Just knock it off the table already so we can get back to work!"



Stay safe!
-Ed

-Grant DenBesten

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Hey everyone!

In case you haven't heard, all Function of Beauty sites have been issued a new personal electronics and music policy, designed to set some formal guidelines for what is and what is not acceptable while on the job.

The major changes are listed here:

- No personal electronics are allowed to be used at any time when operating any company vehicles, including PIT equipment.
This includes headphones or earbuds.
- In production, maintenance, and warehouse areas, personal electronics (including headphones and earbuds) are not permitted.
If you have to make a personal phone call for whatever reason, let your supervisor know first
- In place of headphones, music may be broadcast from a personal electronic device.
Media broadcast using personal devices to a Bluetooth speaker, from a radio, or by any other means must be free from inappropriate content and profanity.
- Volume levels must be held to a conversational level. If you can't hear the person next to you, turn it down!



Personal electronic devices may be used by operations managers, senior operations managers, vice presidents, HR, and EHS in production, maintenance, and production areas for work purposes only.

If there are any questions regarding these policy changes, reach out to your Supervisor, Human Resources, or the EHS Department for further information or a copy of the full policy.

Thank you!



-Randi Davis Director, Human Resources | randi@functionofbeauty.com

Function of Beauty is excited to announce that we will be transitioning our HR, Benefits, and Payroll systems to an all-in-one powerful system known as Ceridian – **DAYFORCE**.

What is Dayforce?

Dayforce HCM will give you access to your personal information and relevant HR, payroll, and benefits information, anytime and anywhere. Everything will be in one place. Dayforce will replace Zenefits and Dominion in the coming months.

Why the change?

As our company grows, we must have systems and processes in place, to ensure our employees are taken care of. Dayforce brings together various processes, to make your life easier and ensure you get paid correctly & on time.

What's next?

Stay tuned for more communications in the coming weeks regarding system details and training.

-Randi

Service Anniversaries

- Dianne Garancosky — 5 years
- Mike Hess — 1 year
- Neha Kharche — 2 years
- Leslie Shadle: Sat, May 08 -- 1 year
- Micah Trout — 1 year
- Liv Conaty — 1 year
- Alyssa Ferree — 1 year
- Samantha Mang — 2 years
- James Garringer — 2 years
- Dave Fagerstrom — 1 year
- Victoria Roys — 1 year
- Melissa Yadlosky — 1 year
- Nick Gravelin — 1 year
- Bren Hart — 1 year
- ♦ Ashley Friedman — 1 year working for the company

Upcoming Training & Drills

Courses are sent via ThinkHR on a variety of topics, please complete them promptly when assigned.

Manager & Supervisor EHS Training — May 26th @ 3pm Topic: Accident Reporting & Investigation

Sessions reoccur monthly

**May - Accident Reporting and Investigation
1.0 Hours**

Required: All Supervisors

June - All Season Temperature Control & Related Illnesses 1.0 Hours

Required: All Supervisors

July - Ergonomics and Safe Lifting 1.0 Hours

Required: None, based on interest

August - Spill Response 1.5 Hours

Required: All Production, Building Maintenance, Production & Warehouse Supervisors

September - Powered Industrial Truck Classroom 1.5 Hours

Practical Recertification (.25 Hours)

Required (classroom): New PIT Operators

Required (recertification): As designated by Certification Records

October - Practical Fire Extinguisher Training (Classroom & Live Fire) 1.5 Hours

Required: Emergency Response Team Members, Supervisors

November - Warehousing Safety (All Aspects) 1.0 Hours

Required: Materials Handlers, Warehouse, Inventory Control, Production Maintenance

December - Working at Heights 1.5 Hours

Required - Building Maintenance, Production Maintenance, Inventory Control



Safety Committee Corner

Safety Committee Meeting Dates 2021

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

Michigan | June 17th at 2:30pm in the Customer Service Area

Pennsylvania | May 18th & June 15th 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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