CANDLE TALK

**2015 – April 24th –** Volume 1 1

All – Thank you for making my first week enjoyable at JIC. You are an awesome group of folks and have done great things in a short period of time. Within a couple of days of getting my feet wet I was approached about a rumor. Let me share my thoughts about rumors. They are detrimental to any workforce and are counter-productive. However, I am not oblivious to human nature thus I feel it is imperative that we have a medium that gives you valuable information and minimize shop talk. So welcome to the first edition of CANDLE TALK that provides transparency and aids in maintaining an open line of communication - Darryl

**SAFETY**

* Reminder, Monday, April 27th –no phones at your work station, only one ear bud in, no texting, etc.
* We are exploring ways of making the place a safer place to work. High on the list is slippery floors – PLEASE BE CAREFUL

**QUALITY**

* Super job by all, keep up the good work
* We did have a few mishaps but I understand we have several new people – huge thank you to those who help train
* Critical to Quality – Make sure when putting labels on the bottom of the candle that you indicate what jewelry piece is inside
* Critical to Quality – When affixing stickers to the outside of clam shells, 1) place on left-hand side and 2) make sure the sticker is centered and straight
* Critical to Quality and Production – if you have a known defect, please correct in your area, it is what is called In Station Process Control (ISPC). Let’s make it a habit of fixing problems, not moving them to another area

**DELIVERY**

* Great, great team effort this week. Production is doing their thang; Jewelry department is sparkling; Inventory is a well-oiled machine and Shippers are Rock stars! Every area and everyone is doing a fantastic job to meet customer demand.

**JIC HAPPENINGS**

* Production – two new adjustable wrenches and one extension cord have been purchased – we need to replace the one that has electrical tape. OSHA code is not to use cords that have been repaired
* Days off request – You must put your request in one-week in advance for review, Jacob or myself will advise whether or not your request has been approved
* Break room – is under construction! We need to order eleven more chairs. Under the proposed set-up that will seat twenty-one folks. Bobby and I are experimenting; however, if you have ideas for an improved break area please let me know.
* We appreciate everyone’s hard work and plans are being developed to take appropriate steps to recognize folks for exemplary performance.
* Overtime notice, when given, will be enforced even if you do not work when the day the notice was announced, i.e. you were out on vacation, excused day, or sick, etc.