



INTRALOX BALTIMORE EMPLOYEE UPDATE

REMINDER: 2023 PREFERRED PREMIUM DEADLINE OCTOBER 15

Don't pay more for your health insurance next year! Complete the Preferred Premium Process by the **Oct 15, 2022** deadline and earn the 2023 Preferred Premium. Complete process can be found on page four of the document located [HERE](#).

If your spouse is on the plan, he/she must also complete by the deadline.

- Checking Your Status:**
- You can check your status by logging in to www.marathon-health.com
 - New to the plan? Click on "Register Now"(green arrow).
 - To check status, click on "Incentives". Scroll down to the bottom of the page to see completions. (Example below). Please note: completions can take up to three weeks to post on the website.

- Useful Links**
- [Preferred Premium Process Overview](#)
 - [Biometric Screening & Annual Physical Provider Verification Form](#)

ATO OPERATIONS MOVE TO SPARROWS POINT

The ATO Operations, Materials Management, and ATO supporting office team members are preparing to move from Ridge Road to Sparrows Point by November 18. Our goal is to move while ensuring we maintain a safe work environment, fulfill customer ship dates, and maintain and preserve our critical assets.

This move is part of the initiative to make sure we have the correct space and facilities for our current business. It was decided to move Ridge Road to Sparrows Point to accommodate the number of employees and space requirements Ridge Road was unable to offer.

Following are key target dates related to the move:

| | Line | Last Assembly Date | Pack Up and Move Date | Report to Sparrows Point |
|---------|--------|---|-----------------------|--------------------------|
| Phase 1 | A02 | Oct 4 th – 6 th | Oct 7 th | Oct 10 th |
| | A06 | Oct 4 th – 6 th | Oct 7 th | Oct 10 th |
| | PSR | Oct 4 th – 6 th | Oct 7 th | Oct 10 th |
| | Subs | Oct 4 th – 6 th | Oct 7 th | Oct 10 th |
| Phase2 | A01 | Oct 11 th - 13 th | Oct 14 th | Oct 17 th |
| | RnR V3 | Oct 11 th - 13 th | Oct 14 th | Oct 17 th |
| | RnR V4 | Oct 11 th - 13 th | Oct 14 th | Oct 17 th |

There will also be an end of project event to celebrate the completion of the move in November. More details will be provided.

- What does this mean for my team?**
- ATO Operations: continue to focus on daily work and quality as we prepare for the last assembly dates
 - Office personnel that support ATO: a seating chart in the new Sparrows Point layout will be communicated within the next week by your managers. Further details will be provided to assist in the move as we get closer to the physical relocation.
 - A reminder that:
 - R&DTO will continue to operate from the Ridge Road building in Hanover and will be joined by LCS and Integration.
 - ETO operations will remain in one of the buildings in Hanover.
 - The Finished goods team currently at Business Parkway will also operate in one of the Hanover facilities.

What resources are available to me to support me in the move?
As always, your HR and LCI teams are here to support you. Any questions may be directed to your supervisor.

OPENING 9/21: INTRALOX HEALTH & WELLNESS CENTER AT SPARROWS POINT

The new Health & Wellness location, powered by Marathon Health, is scheduled to open its doors on **Wednesday, Sept. 21.**

[CLICK HERE](#) to meet Denise Lewis, our dedicated provider at Sparrow's Point



BACK TO SCHOOL RESOURCES

EdNavigator

[The Busy Family's Guide to School](#), is EdNavigator's primary resource for questions about your child's education journey—from grade school to graduation!

[CLICK HERE](#) to learn more about EdNavigator.

Remote Reading Support

Children or grandchildren of Intralox employees in grades K-2 are eligible for Ready, Set, Read program. If you would like get started today you can register your student here: [Ready, Set, Read Registration](#) For more information contact karyn.kearney@intralox.com / 504-329-2444.

FLU SHOT CLINICS COMING TO INTRALOX BALTIMORE

As flu season approaches, it's important to take actions to safeguard your health & prevent against the flu. The Intralox Health & Wellness Center will be offering flu clinics on the following dates:

- **Ridge Rd:** Oct 4 & 6
 - **Sparrows Point:** Oct 3, 5, & 7
- More info to come next week!

LCI CORNER: BE THE BEST YOU CAN BE

Be the Best You Can Be is not just a positive mantra or a "nice" way to think. It is a standard of living and approaching each situation life and work bring you. It's also a preventative force to save us from over-extending ourselves, and a medicine to heal us when we do let life get the best of us.

In a recent article published by McKinsey & Company, *Make Stress Your Ally, not Your Enemy*, the author explores an analogy between strength workouts and stress and the importance for being aware of your own unique stress management system to navigate it better. [CLICK HERE](#) for the full article.

For instance, when you are working out, you are acutely aware of how far to push your muscles. You know when it is okay to push harder for continued growth and flexibility and when to stop because you've pushed yourself enough. This conscious awareness is exactly what we need to build to maintain our standard for being the best we can be.

For continued support and a helpful ear, consider making an appointment with one of our in-house behavioral health practitioners via the [Marathon Health Portal](#) and/or call our Employee Assistance Program at 1-866-252-4468.



SAFETY SECTION: SAFETY DURING A BUILDING MOVE

As we get closer and closer to the ATO move to Sparrow's Point, it is important for all of us to remember that we put safety first in all instances. One of my favorite quotes is the Management Policy Statement from our company's founder:

"The policy of this company is to conduct all phases of the business in a safe manner for the protection of employees, other workers, and the general public. No job, large or small, is so urgent that it is to be conducted in an unsafe manner."

- J.M. Lapeyre

As we've learned through previous moves, moving brings hazards and risks that we may not normally see. So we in EHS feel that this is an excellent time to remind everyone that safety is everyone's responsibility. If you see a hazard, please don't hesitate to a) do something about it and b) contact Clifton Bray at 504-259-6168 or Clifton.Bray@intralox.com so we can institute good corrective action to prevent that type of hazard from occurring elsewhere. Our goal here at Intralox – Baltimore is to make sure everyone goes home every afternoon just as healthy and as safe as they were when they arrived that morning. You can help us meet that goal by reaching out to your supervisor and EHS if you have safety concerns. Finally, let's all make an effort to work quickly, but do not rush. Rushing can lead to missteps that could potentially lead to an injury. You are all our greatest resource, and we want to protect that resource.