



# 3rd Party Labour Ledger

3PL Inc.

Issue - I  
Spring 2008

## A Message From 3PL inc.

2008 has started off with a bang for 3PL. Our internal staff is focused on bringing on new clients and ensuring that we have the pool of labor that is needed!

As the summer ramps up, so will our business and more positions will become available. In order to ensure that we have the labor that is needed, 3PL will run another Recruit—a—thon!

What does that mean???... Opportunity for all of you—our present employees. Please read below for details on how you can take advantage of this offer!



Yes it's that time of the year again! 3PL would like to get to know some of the people you know...who are looking for work.

### How does it work?

As a current 3PL employee you are encouraged to promote 3PL to people you know. Simply ask these people to come into 3PL

3PL is also proud to announce that our Permanent placement division is growing in 2008. Success with Temporary to Permanent placement lead 3PL to open and grow a Permanent placement division in order to continuing to use our recruiting and placement talents and skills.

2008 we look forward to continuing to build strong relationships with our employees and our clients. These relationships will only be possible with everyone's effort. A reminder to our employees that keeping open communication with our staff is important in

ensuring that you maintain your placement and that we keep our customers happy.

In 2008 we have a Zero Tolerance to "no shows"....help us to hit our monthly goal of **"NO NO SHOWS"**.

We hope that you will enjoy our quarterly publications of the 3rd Party Labour Ledger, our effort to keep you informed!



## Recruit - a - Thon 2008

and fill out an application and mention your name so that you can receive credit for the referral.

### Qualifications for Recognition:

1) Your referral must be placed at one of our clients and work for 40 hours.

### How 3PL will recognize your efforts!

1) 3PL will enter your name in a draw for a **Portable DVD player**—to take place on May 22nd—for all employees who made successful a referral having worked 40 hours for 3PL!



## Important Updates

### Ontario Public Holidays

*\* most of our clients are open and running during these holidays—please check your schedule before making personal plans*

### Holidays

#### Coming Up:

**Victoria Day—May 19th**  
**Canada Day—July 1st**  
**\*Civic Holiday—Aug 1st**  
**Labour Day—September 1st**

\*Civic Holiday does not fall under the same regulation as Statutory Holidays

## 3PL inc. Contact Information

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## HEALTH & SAFETY SECTION

### Your Responsibilities as a Worker:

#### **Work Safely**

Don't take risks. You might injure yourself or another worker

#### **Report Unsafe Conditions**

If you see anything that looks unsafe, tell your supervisors or employee immediately. Don't wait until someone gets hurt.

#### **Wear the Right Safety Equipment for the Job**

Wear your protective clothing and equipment, and get trained to use it properly

#### **Ask Your Employer First**

Your employer needs to know about your concerns and questions

### Your Rights as a Worker:

#### **Know about Danger**

Your employer must tell you about hazardous materials or

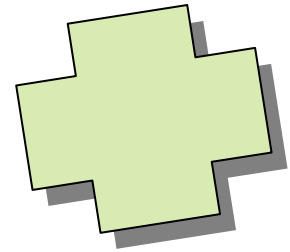
equipment used in your workplace

#### **Participate in making your Workplace Safe**

You're an important part of workplace safety. Ask your employer or contact your worker health and safety representative to find out how you can help. They have information and materials you can use to make a difference.

#### **Refuse Unsafe Work**

If you believe your work is unsafe you can refuse that work until the situation is corrected.

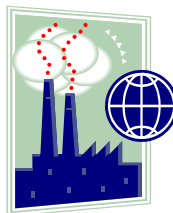


## Let's Learn

### Subject: Lean Manufacturing

**Lean manufacturing** is the production of goods using *less* of everything: less waste, human effort, manufacturing space, investment in tools, inventory, and engineering time to develop a new product. Lean manufacturing is a generic process management philosophy derived mostly from the [Toyota Production System](#)

(TPS) and also from other sources. It is renowned for its focus on reducing waste, in order to improve overall customer value but has some key new perspectives on how to do this. Toyota's steady growth



from a small player to the most valuable and the biggest car company in the world has attributed a lot of its success to Lean Manufacturing. Over the last few years and looking into the future, many more companies will be implementing Lean as a means to continue to stay competitive in this global market place! Keep your ears open!

### EMPLOYEE HIGHLIGHT!

3PL would like to highlight 2 employees this month for their exceptional work ethic. Both of these employees have demonstrated quick response times when called to take a shift., consistently arriving on time to every shift and never missing a day of scheduled work!

Thank you to:

**Jose Atabay**  
**Raman Thaper**

## WHAT IS GOOD WORK ETHIC?

Having a good work ethic can take you a long way in your career! People often refer to someone who works hard as having "good work ethic" but there is a lot more to work ethic than just that!

#### Let's look at some basics:

- 1) Communication—good communications is very important
- 2) Taking pride in your work
- 3) Taking initiative
- 4) Having a good attitude
- 5) Following through

#### Things to remember when you are working for 3PL:

- A) You must call in if you can not make it to a scheduled shift—before the start of your shift
- B) You must disclose any regular appointments so that we can make arrangements to cover your shift



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