

Conaway Weekly

Issue 101

Stock Price: (CRX) \$23.23

March 5, 2020

John Leo joined our team on February 5th. He will be assisting



Lisa Parsons to develop our new employee safety and education programs. Mr. Leo has a vast amount of past experience, most recently working at ABC Solutions in Stamford, CT, in a similar role. He enjoys skiing, mountain biking, and generally anything that includes the outdoors. Take a moment to stop by his office in Human Resources and introduce yourself.

John Leo says ...

GLAD TO BE A PART OF THE TEAM!



Blood Drive

We will be holding our annual blood drive to help support the local blood bank on March 3. All donations will remain local and may be used to help your neighbor, friend, or co-workers in the future. Pizza and drinks will be provided courtesy of Brick Oven Pizzeria. You can register in the cafeteria all of this week or through the intranet site under the **Blood Drive** link. Please sign up today!

Word Training

The IT group is pleased to announce the newest installment of office training. They will be conducting training in Word March 6th and 7th in the training lab. The topics covered will include:

- New Features
- Formatting Text and Paragraphs
- Working with Graphics
- Document Templates

Please contact Marge Shillings at extension 5-2331 to register.

Internet Use at Work

As a reminder, please be sure to follow all company policies and procedures when using the Internet at work. Employees are permitted to use the Internet for approved personal use before/after work and during lunch breaks. For a list of approved uses and sites, please refer to the employee handbook or contact Human Resources.

Blood
Drive

Word
Training

Net @
Work

Employee Quote of the Day: Be better today – Larry Wood