

Matrix MESSENGER

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Getting involved means rolling up your sleeves and getting your hands dirty but having a real experience along the way.



HR Q&A

Do you have a question about a personnel policy, benefit, or the company? Just submit your question to: hr@cleanforhealth.com

Lynn Domboski, Our Director of Human Resources, will be delighted to help by answering your question. Plus, if the answer to your question is published in our next newsletter we will pay you \$10.00.

We are committed to helping you by keeping the communication lines open.



Tips from HR

Employees Need To Know They Can Ask Questions

Do your employees come to you for advice when they hit a road block at work? If so, be thankful. According to a survey of British employees conducted by the Chartered Management Institute (CMI) and the British Library, 85 percent of workers would go somewhere else—seemingly anywhere else—before asking their supervisors for help.

The good news is that only 23 percent said they turn elsewhere because they don't trust their boss's judgment or ability to help. Instead, 48 percent said they didn't want to bother their managers, while 30 percent said they were afraid of looking incompetent and 20 percent worried about being negatively judged for not knowing what to do.

Remind employees that you're there to assist them, and don't punish them for asking reasonable questions. Your job is to enable them to do their jobs.

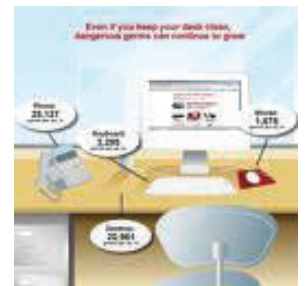


To Your Health

Stay Well At Work

Stuck in the office surrounded by a chorus of constant coughing, hacking and nose blowing? We've all been there. Even though everyone around you has caught the bug, you can keep germs at bay with a few precautions.

- **Wipe out germs.** Think of how many people touch the fax machine, doorknobs and coffemaker. These and other workplace surfaces, including your desktop, keyboard and phone, are crawling with germs. (Some studies show that such objects are actually more germ-laden than a toilet seat.) Keep bugs at bay with antibacterial wipes and wash hands frequently.
- **Give yourself a (clean) hand.** Germs can't penetrate unbroken skin, but they do enter your system when you touch your eyes, nose and mouth, so keep hands away from your face. Wash after shaking hands, between meetings, after your morning commute, and before eating. Keep a small bottle of alcohol-based sanitizer on your desk and apply to hands often.
- **Drop the pen.** Ever notice how many people absentmindedly chew on pens and pencils? Yuck. Use your own—don't share or borrow.
- **Distance yourself.** If a coworker is coughing or seemingly under the weather, call or email. If you must chat in person, discreetly position yourself several feet away.
- **Air things out.** Ensure adequate ventilation. A stagnant, stuffy environment causes germs to recirculate. If you don't have a window to open, keep a small fan on your desk for fresh airflow—just make sure the sneezer in the cubicle behind you isn't fanning his germs in your direction.
- **Take care of you.** A well-balanced diet, exercise, and sufficient sleep keep the body functioning well and help the immune system perform in top form. On top of that, it's important to schedule downtime at the end of the day doing something you look forward to. It will help minimize stress and maintain a positive attitude, both important aspects of fostering good health.





Better/Faster

Be A Winner At Work

You can't take your job for granted these days. If you want to become irreplaceable and move up in your organization, you've got to take an active role in your workplace. Get started with this advice:

- Be productive. The first step to success at any job is to prove you can do it. Go beyond the job's minimum expectations to prove your potential.
- Be a problem solver. When you see something that needs fixing or a process that could be improved, don't just tell your manager about it. Deliver a solution along with the news, and you'll showcase your creativity and commitment.
- Be positive. Your attitude has an impact. Employees and managers want to work with people who are upbeat and enthusiastic. Even on bad days, remember to smile and be nice to those around you.
- Be a team player. Support the people you work with. Find out their goals and help them meet their objectives. Offer assistance when your co-workers have a problem to solve.



Safety The Right Step: Stay Safe on Escalators

Escalators are everywhere, and it's easy to take them for granted. But that doesn't mean you should be careless when using them. Follow these basic safety tips for ascending and descending without mishaps:

- Make sure your shoes are tied. A dangling shoelace can snag or get trapped in the escalator's grooves or sides.
- Keep an eye on loose clothing so it stays clear of steps and sides.
- Always hold the handrail. When carrying packages, keep one hand free so you can safely hold on.
- Stand in the center, not the sides.
- Face forward so you can watch where you're going and when to step off.
- Step on and off carefully. Watch the steps as they move so you're sure of where you're going. When you step off, get clear of the area right away to prevent collisions with people behind you.
- Use the proper escalator. Walking (or running) up the "down" escalator, or vice versa, is dangerous.



Go Green By Taking The Stairs Instead Of The Elevator

Taking the stairs instead of the elevator not only saves energy but burns extra calories as well.

Per floor (one direction, 3 meters): That is approximately 1/2 the amount of energy it takes to re-charge a cell phone battery.

When you think about this on an individual level, the numbers don't seem that high, but if millions of people do this, it adds up.



Grins & Giggles

Golf—a good walk spoiled...

Golfer: "I'd move heaven and earth to break 100 on this course."

Caddy: "Try heaven—you've already moved most of the earth."

Golfer: "You've got to be the world's worst caddy."

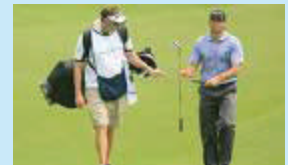
Caddy: "I don't think so. That would be too much of a coincidence."

Golfer: "Please stop checking your watch all the time. It's a terrible distraction."

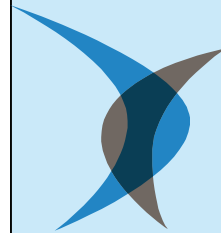
Caddy: "It's not a watch—it's a compass."

Golfer: "This is the worst course I've ever played on."

Caddy: "This isn't the golf course. We left that an hour ago."



There are times in everyone's life when something constructive is born out of adversity—when things seem so bad that you've got to grab your fate by the shoulders and shake it.



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