

# ODYSSEY

## Olympic Steel Employee Newsletter

2nd Quarter 2020

### FEATURED NEWS

## Fe Award Recognizes Employees for Implementing Great Ideas



“That’s the way we’ve always done it” is never a good reason to continue a process.

Working smarter, offering solutions for everyday issues and suggesting ways to improve processes is always a good idea. The Flawless execution (Fe) Award of Excellence recognizes those who embrace the concept of continuous improvement and put their ideas into action.

*How can we make this process safer?*

*What can we do to improve this process?*

*Why have we always done it this way?*

Asking these types of questions and thinking outside of the box to come up with solutions is the first step to winning an Fe Award.

### What is the Fe Award?

Fe is a quarterly program that lets employees nominate themselves or their co-workers to recognize projects and initiatives that

- ✓ **Improve safety**
- ✓ **Control expenses**
- ✓ **Perform flawlessly for internal or external customers**

### What type of project wins an Fe Award?

Matt Berglund at our Bettendorf, IA facility saved more than \$71,500 by refurbishing and retrofitting an old, unused VMC table to increase capacity and eliminate the need for outsourcing. A team in Detroit also increased capacity by converting a press that was sitting idle to safely operate in a way that had not previously been attempted, so they could use it for a new job without impacting production on the other machines.

Another recent winner was Matt Worthington at McCullough Industries. He knew there was a more efficient workflow he could use for his job. He reassessed his workspace, utilizing 5S techniques to be more organized, work safer and establish a new schedule format. He improved efficiency, safely

doubled his daily production and increased revenue annually by over \$350,000!

While the challenges vary, one thing remains the same – these employees saw an opportunity for improvement and put their ideas into action. When you believe there’s a better way to get something done, follow your gut – share your idea, and make it happen!

### How do I submit a nomination?

Submit a nomination any time by visiting the Success Stories page on [IamOlympicSteel.com](http://IamOlympicSteel.com).

**Submit your nominations now!**

The deadline for 2<sup>nd</sup> quarter 2020  
Fe Award of Excellence nominations is  
**Thursday, July 2.**

**FEATURED NEWS**

**Get to Know the Corporate HR Team and the Services They Offer**



To say the responsibilities of a Human Resources professional are ever-changing is an understatement. Helping employees, recruiting, payroll, benefits, training and so much more.

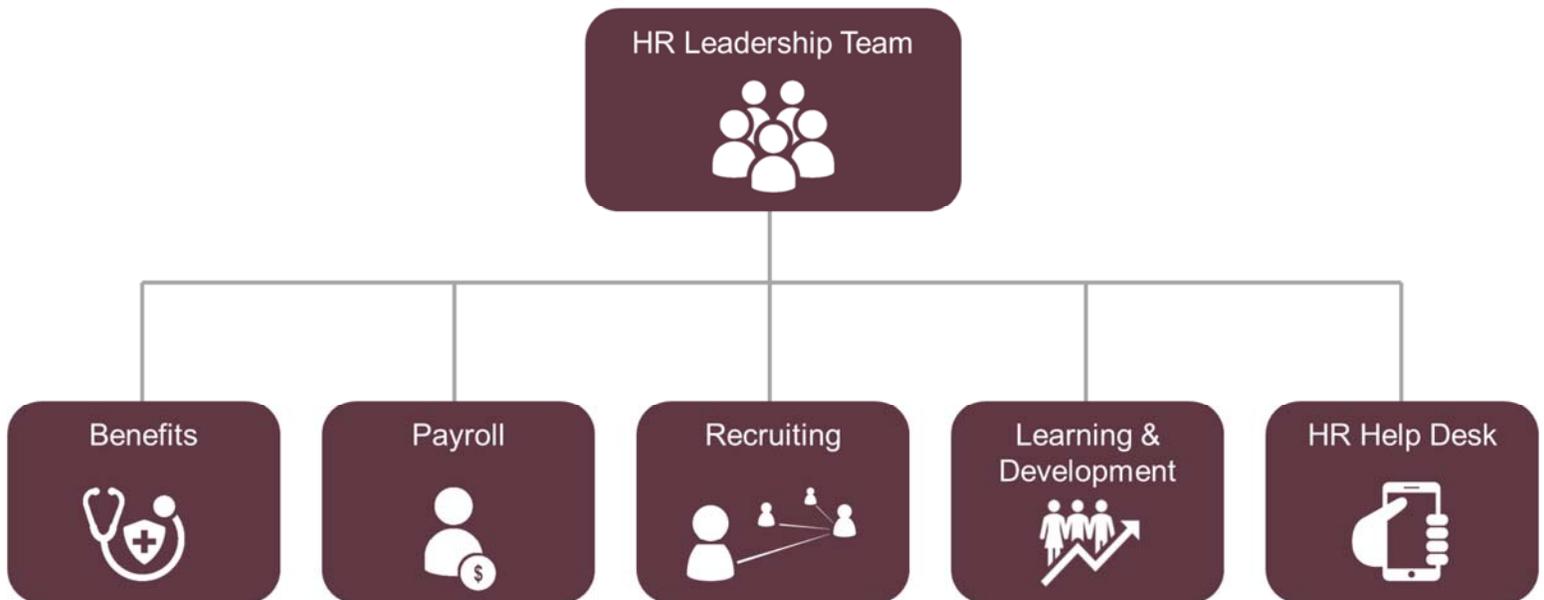
Now insert a worldwide pandemic.

Although COVID-19 is like no other obstacle this team has ever faced, it hasn't stopped our HR Team from supporting Olympic employees.

No matter the crisis, no matter the concern, our Corporate HR Team remains an advocate for employees. They've partnered with leadership and first response teams to navigate COVID-19 challenges from every level, at every division.

Despite the additional work created by this pandemic, this team remains focused on projects planned for 2020 - projects that will enhance the employee experience and support Olympic Steel's strategy of safe and profitable growth. Some of the work this team is focused on now includes new supervisor training, performance management, the update to the Fe Award program and a number of wellness initiatives. From answering questions at each division to staying up-to-date with regulatory issues and everything in between – they are working hard for you, in person and behind the scenes.

The Olympic Steel Corporate HR Team is made up of individuals as unique as each of us. We asked them why they chose Human Resources. See what they said and get to know your HR Team. Visit [lamOlympicSteel.com](http://lamOlympicSteel.com), and click on the **"Meet Our HR Team"** newsfeed article.



## ABOUT THE BUSINESS

### Olympic Steel's Buford, Georgia Division is Open for Business



Growth is part of our mission at Olympic Steel. Look no further than our southeast region for the most recent example!

Since opening the southeastern sales office in 1983, the region has continued to steadily grow with Olympic Steel's customers. In 1997, the Winder, GA office opened with the acquisition of Southeastern Metal Processing, expanding our presence and processing capabilities in the region. In 2011, the Chicago Tube & Iron's Locust, North Carolina facility joined the team, adding pipe and tube laser fabrication, bending and welding services to the mix. Just last year, the region's metal sheet and plate distribution grew again with the opening of the facility in Hanceville, Alabama.

Most recently, all eyes are on our newest facility in Buford, Georgia – the flat roll fabrication hub of the region. The location streamlined operations within the region and allows Olympic Steel to offer additional just-in-time services to our customers.

The path to the Buford opening began in 2019 when the Winder division kicked off the work to optimize material and process flow, which would accommodate the addition of a stamping press and immediately satisfy demand for automotive manufacturing facilities in the southeastern region. To make room for this improvement, fabrication processes moved to the new Buford, Georgia facility, making the Winder facility the region's center for first stage metal processing, in addition to its continued role as a metal distributor.

From food service to heavy equipment manufacturers to after-market parts, the increased fabrication capacity, combined with the state-of-the-art upgrades, has positioned the region to competitively meet the needs of the area's growing customer base.

## SPOTLIGHT ON SAFETY

### Making Big Strides in Safety in 2020



Been hearing a lot about Safety? Good! There's a reason for that: Safety is our #1 priority at Olympic Steel. And, we've been taking some big steps forward in our Safety journey. Following are a few updates:

#### **We Announced a New Safety Tagline**

After receiving dozens of great tagline suggestions from employees across the company, we identified a new Olympic Steel Safety Tagline – a combination of a few great submissions – that best emphasize our Safety philosophy and the culture we continue to foster here at Olympic Steel.

And so, our new Safety tagline was born:  
**Safety First. Always. And, it starts with me.**

We must remain relentlessly dedicated to Safety by making it our first priority – always. And, the only way we'll be effective at keeping everyone safe is if we each assume personal responsibility for the Safety of ourselves and everyone around us. Remember our new tagline and incorporate it into your work routine each and every day.

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## SPOTLIGHT ON SAFETY

### Making Big Strides in Safety in 2020 *(continued)*

#### Our Efforts Yield Results

Safety results through May showed OSHA recordable incidents **DOWN 60%** over the previous year. And, the Chambersburg, PA team hit 6-months without an OSHA Recordable Injury or Illness!

These are significant accomplishments worth celebrating. But, we can't lose focus. We've built great momentum that we need to maintain. This is especially true as teams are returning to work and business levels continue to pick-up. We all need to remember to **be intentional, be present and be careful.**

#### We've Got a Clear Vision Forward

Individually, we're responsible for working safely each day. Collectively, we work hard to maintain a safe work environment. And, it begins by establishing and accomplishing specific goals, like our five baseline safety requirements for each division:



#### 2020 Baseline Safety Requirements for All Olympic Steel Divisions

1. Create a Safety Committee/Team
2. Create or review and update all Job Safety Analyses (JSAs)
3. Create or review and update all Lock-Out, Tag-Out (LOTO) policies and machine-specific procedures
4. Complete all required Safety training
5. Conduct weekly (at a minimum) Safety/5S/Housekeeping Walks

## CORE VALUES IN ACTION

### Getting Creative with Corporate Citizenship



Now, maybe more than ever before, our communities and charitable programs need support. Despite the challenges of our current environment, we're getting creative across the Company to support first responders and organizations in our local communities.

But, getting involved may feel daunting with COVID-related health and safety regulations in place and resource constraints that many of us may be experiencing. The good news is you don't have to dig into your pocket to have an impact!

Here are some ways you, your team and/or your family can make a big difference in your community:

- **Consider non-cash donations** – for example: clothing, books, pet supplies, home goods or sports equipment
- **Identify opportunities to donate your time or expertise** – for example: walking

dogs at the local shelter, serving food at a shelter, packing boxes at a food bank, delivering meals to elders or bell ringing (around the holidays)

- **Offer other "in-kind" contributions** – for example: airline miles, rewards points or building supplies

When in doubt, call your favorite local charity and ask them what would be most helpful. It's even easier if you organize a team!

Many thanks to employees across the Company who continue to live our Core Values inside and outside of work and demonstrate that our commitment to Corporate Citizenship never quits – even when times get tough.

**YOUR BENEFITS**

**Take a Day to Take Care of Yourself**



Your annual physical is important. So important that Olympic Steel's UHC medical plan covers the exam and other age-appropriate preventive care testing and services at 100% for those enrolled in Olympic Steel's medical plans.

To top it off, if you complete your 2020 annual physical by September 30th, you'll receive a Wellness Incentive (a single lump-sum payment - \$550 for single coverage and \$1,100 for dependent coverage) during the fourth quarter of 2020 for the 2020 plan year.

**Can't find time to schedule your annual physical?**

Take a **Healthy Day Off** – get PAID to complete your physical! Learn more about these incentives on [steelperks.com](http://steelperks.com). And, while you're out, consider scheduling your other annual wellness check-ups, including your regular dental cleaning and vision checks.

[NOTE: The above programs are available to employees enrolled in the Olympic Steel UnitedHealthcare benefits plan.]

**Make the most of your visit, and Know Your Numbers!**

Make the time with your doctor count, by discussing the key indicators of overall health:

- Blood pressure
- Cholesterol
- Waist size
- Body Mass Index (BMI)
- Blood sugar

These five factors can help identify possible medical issues and determine your overall health. Your doctor will check these numbers and others during your annual physical exam.

Take time to ask questions and understand what the information means and how you can positively impact these numbers and your overall health.

Visit [SteelPerks.com](http://SteelPerks.com) for everything you'll need from finding a physician on [myUHC.com](http://myUHC.com) (or their app) to submitting the information for your wellness exam and, of course, getting to *Know Your Numbers*.

**Don't delay, schedule for your visit today!**

Download a copy of this handy "cheat sheet" for yourself on [IamOlympicSteel.com](http://IamOlympicSteel.com)!

## DO YOU KNOW YOUR HEALTH NUMBERS?

WHY IT'S IMPORTANT		WAYS TO STAY ON TRACK
High blood pressure can cause a stroke or heart attack	<div style="background-color: #003366; color: white; padding: 5px; border-radius: 15px;"> <b>BLOOD PRESSURE</b>                      Target Range*:                      130/80                 </div>	 <b>EXERCISE</b>
Healthy cholesterol lowers your risk of heart attack or stroke	<div style="background-color: #669999; color: white; padding: 5px; border-radius: 15px;"> <b>CHOLESTEROL</b>                      Target Range:                      &lt;200mg/dL                 </div>	 <b>EAT A HEALTHY DIET</b>
Smaller waist = lower risk of heart disease & diabetes	<div style="background-color: #663333; color: white; padding: 5px; border-radius: 15px;"> <b>WAIST SIZE</b>                      Target Range:                      Women &lt;35" / Men &lt;40"                 </div>	 <b>AVOID SMOKING</b>
Higher BMI = greater risk of heart disease & stroke	<div style="background-color: #669933; color: white; padding: 5px; border-radius: 15px;"> <b>BODY MASS INDEX</b>                      Target Range:                      19-24.9 for most adults                 </div>	 <b>SCHEDULE ANNUAL PHYSICALS</b>
Abnormal blood sugar may signal other problems that need attention	<div style="background-color: #006633; color: white; padding: 5px; border-radius: 15px;"> <b>BLOOD SUGAR</b>                      Target Range:                      60 (low) - 126 (high)                      fasting glucose test                 </div>	

Annual Wellness exams are covered at 100% through Olympic Steel's medical plan. Visit [SteelPerks.com](http://SteelPerks.com) for details, and schedule your exam today!

\*Target Range for BP varies based on gender, race, family history, tobacco use, weight and more, consult your doctor to determine your target range.

## YOUR CAREER

### Take the Lead in Shaping Your Career

Challenges can bring out the best in people. Olympians are no exception.

Together we've faced uncertainty. We've worked through scenarios that no one could have ever imagined. Through these times, leaders emerged. Employees who acknowledged the challenging times and worked through them. With determination and integrity, employees made difficult decisions and rose to the occasion – over and over.

During difficult and uncertain times, you can still find ways to shine, and from a career perspective, here are a few ways to keep building your career and focusing on your personal development:

- **Find ways to embrace and demonstrate the Attitude of an Olympian** - be the person who stays positive, embraces change and new ideas and is fully committed to helping the team reach its goals
- **Volunteer for a new project or team** – take the opportunity to learn something new, share your skills and ideas and show your willingness to chip in when and where help is needed
- **Identify a project that will qualify for an Fe Award or Poka Yoke** – take advantage of the new perspective challenges present to enhance safety, improve a process, accomplish more with less, reduce expenses and make your job easier and your efforts more effective – and, while you're at it, submit for an opportunity to earn a CASH award
- **Take advantage of tuition discounts for distance learning** – use free time you may have available to pursue a degree or certification online (great for social distancing) and at a discount through our Scholarship America partner programs – learn more at [ScholarshipAmerica.org](http://ScholarshipAmerica.org)

*Jumping at several small opportunities may get us there more quickly than waiting for one big one to come along. - Hugh Allen*

#### **“Attitude of an Olympian”**

Olympic Steel employees believe they can do what others cannot. They have a strong desire to succeed and are committed to our Core Values. Olympians are...

- **Relentlessly Dedicated to Safety** – They always set the safety leadership example by how they work.
- **Hard Working** - They have exceptional work ethic and give the company 100% effort. They go the extra mile to achieve our goals, and possess a “whatever it takes” attitude.
- **Positive Thinkers** – They maintain a strong, positive attitude and learn from their experiences. They persevere through adversity and are confident, but not arrogant.
- **Accountable** – They have a clear understanding of objectives, and accept personal responsibility for achieving those objectives, while promoting teamwork, cooperation and collaboration.
- **Continuous Learners** – They are students of the metals industry and the competition. They are coachable, open-minded, and always striving to improve and refine their skills and performance.
- **Committed to Winning** – They display a passion for the metals business and Olympic Steel, and demonstrate a strong sense of urgency to succeed.
- **Unselfish** - They lead by example, support fellow employees, and always promote Olympic Steel.



## ASK RICK

### Watch the Latest Video Message from Our CEO

Rick Marabito, Olympic Steel's Chief Executive Officer, delivers his latest “Ask Rick” message via video. Go to [lamOlympicSteel.com](http://lamOlympicSteel.com) and click on the newsfeed article titled **“Ask Rick - A Message from Our CEO”** to watch as Rick comments on the state of the business and the latest happenings at Olympic Steel.

#### **Feedback or questions for Rick?**

Be sure to share them with your local Leadership team or email [CompanyCommunications@olysteel.com](mailto:CompanyCommunications@olysteel.com).