



With you wherever you go

BUSINESS UPDATE

The business climate still shows strength and recovery. We are staying focused on growing the Bedford Paper Brand and bringing on new customers within the Midwest. To support this our additional paper supply from ST Paper Duluth has started and we have been running different grades of paper from this facility.

We are still seeing an increase in demand for contract converting type business. The M-Fold and 550 are back running at full schedule plus needing overtime. The C-Fold is softening a little and will be running at 1 or 2 shifts pending demand. We see the 800 building over the next 2 months as our additional paper from ST Paper Duluth has started.

Our 2023 Paper supply is in place to support our continued growth. We are well positioned for continued success with the help of each of you.

Again, thank you all for your support.

Steve

PRODUCTION

Overtime: We are still trying to get as much Multifold weekend production as possible. If you are interested in picking up some overtime and are not trained or if the current hours don't work for you, talk with Kevin or Mike - We can get creative to pick up additional shifts.

Paper Supply: We have begun running parent rolls of paper from ST Duluth, and all signs look good! The manufacturing team from Duluth has been looking for feedback (good or bad), so as it makes its way through the different machines, please communicate your thoughts to Mike or Brian.

HR & MISC.

- Reminder - all tax forms (W-2's and 1095-C) are accessible in ADP. Paper copies are also available. See Jodi for pick up.
- All employees that elected the HSA Medical Plan as of 2/1/2023 should have received their first Employer Contribution on 2/10/2023. Please check your accounts.
- We are still recruiting for a 3rd Shift Machine Technician.
 - Earn up to \$1k!



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SAFETY

How is our Safety at Bedford?

We are doing well on all fronts, both internally and industry wide. Great job to EVERYONE! *Five Years No Lost Time 1/17/2018 - 1/17/2023.*

What is the DART Rate?

DART is an acronym for *Days Away, Restricted, or Transferred*. It's one of the metrics the Occupational Safety and Health Administration (OSHA) uses to measure the impact of workplace injuries.

Standard Manufacturing Rate: 2.88

2022 Bedford Paper Rate: 0.0

What is LTIFR?

LTIFR is *Lost Time Injury Frequency Rate*, this is the number of lost time injuries that occurred during the reporting period. Most companies choose to calculate LTIFR per 1 million man hours worked. For metrics, the Occupational Safety and Health Administration (OSHA) uses this to measure the impact of workplace injuries.

What is a KPI?

KPI stands for *Key Performance Indicator*. Bedford Paper posts this each week in the breakroom slideshow.

No Lost Time Days 2022	Old Bedford Record	New Bedford Record
0	851 days	1849 days
Injury Recordable: 2022	Old record of Number of days between recordable injuries.	New Record number of days between recordable injuries.
1	183 days	324 days

What is an Insurance Mod Rate?

Insurance Modification Rate is a safety metric that's commonly used for by insurance companies as a measure that calculates a specific company's insurance premium.

Standard Industry Rate: 1.0

Bedford Paper's Rate: 0.79

QUALITY

Customer Complaints

The customer found a cookie in one of the cases. Just a reminder to check those scales and cookie bar height is correct.

Quality Hours

Nikki's hours will be Monday, Tuesday, Thursday, and Friday from 7am - 4pm. Nikki will be in the office on Wednesdays from 5am - 3:30pm.

SOP Updates

SOP Updates are completed for February. There have been issues with the tests not showing up. You need to go through the test and purposely fail it and once that happens, the updated procedure will be available to view. We are currently working with BrainSurf to solve this issue.