

# MONA ELECTRICAL SERVICE, INC. NEWSLETTER

April 10, 1992

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## Tighten Up Security

Please tighten up security - A TV/VCR unit was stolen from 7915 Malcolm Road last week. If you notice any strange person (s), vehicle or anything out of the ordinary, notify someone whether it be your manager, office manager, a coworker or the police - tell someone. Mona is not responsible for any personal items stolen. Make sure you lock them up - whether it is in your car or in the office. It is your responsibility. Let's all stay aware of our environment and help prevent crime.

## Wedding Bells Are Ringing

### Love is in the air -

- Paul Warren's daughter Danielle is getting married Saturday, May 16th.
- Bill Millholland's son Peter will be wed on November 7th.
- Bill Cates son Patrick is getting married on September 19, 1992.
- Camille Latini, accounts receivable, married Joe Camponeschi in December 91.

## To All Mona Employees Share The Knowledge

We will be holding a "Fault Finder" course on Thursday, April 16th at 4:00 p.m. on the first floor of 7915. Matt Lambert will explain the sequence of operation in using the fault finder. This will be a hands on seminar.

On Thursday, April 30th, we will be holding a "Basic Fire Alarm" seminar instructed by Paul Warren and George Adcock. The seminar will be held at 4:00 on the first floor of 7915.

We need your input on topics you would like to have training on. Please give Barbara Huber a call at #330 if you are interested in attending one or both of the above seminars. Remember - these classes are for you!

## Welcome Aboard

If you have heard a new voice on the VA radio, it is voice of David Cowherd. David is our new Virginia Project Coor-

dinator - A hearty "Welcome Aboard" is sent out to you, Dave!

## Equal Opportunity Policy

It is the policy at Mona Electrical Service, Inc. to comply with all Equal Employment Opportunity regulations including the Civil Rights Act of 1964, Vietnam Era Veterans Readjustment Assistance Act of 1974 and the Rehabilitation Act of 1973. It is our policy to comply with and support Q.F.C.C.P. Affirmative Action requirements for employment of women and minorities in the company. We take pride in offering equal employment opportunities at Mona to any qualified person without prejudice as to race, creed, color, religion, sex, age, national origins, veteran status, or handicap.

Discrimination will not be tolerated at Mona. If it is proven that you are being discriminatory, you will be fired. A copy of our Affirmative Action Plan is placed in the kitchen for you to view whenever in the office. If you have a complaint or concern, contact our EEO Officer, Barbara Huber, at #330.

## Attention Mona Drivers

Just a reminder that you are restricted to use the Company vehicle for business ONLY and for driving directly home to work and directly from work to home. Any employee not acting in compliance with the above rule does so at his own risk and expense and assumes sole liability and responsibility for any and all events which may occur while said employee is using a Company vehicle beyond the scope of his employment. Violation of Company policy, in the proper use of Company vehicles, is grounds to lose the vehicle furnished to you and/or termination of employment.

## Kicking the Habit

A supportive "Good-Luck" goes out to Wendy Wilburn who recently stopped smoking. Wendy has been smoke-free for 3 weeks now.

## Expecting Parents

Lester Shutt of our Technical Department and wife are expecting their second child in July.

## Fascinating Fact

Most jams and jellies are about half fruit, half added sugar (sucrose). Fruit-only preserves are usually sweetened with fruit juice concentrate, which contains fructose, a form of sugar with just as many calories as sucrose and minimal nutritional differences.