

ITEMS NOT DISCUSSED (I FORGOT)

- Payroll: Please note I will be on vacation June 22- July 8 and
- For the pay period of June 11-24 I will run a payroll with straight time (80 hours) Please give all time sheets to Flavius and if needed I will adjust on the next pay period (June 26- July 7)
- Our website contains a lot of info.
- Log in <http://www.sofokitchens.com/employee-login.html> use log in code Sofo_123 to see pay periods, time sheet cut off dates, calendar with important dates

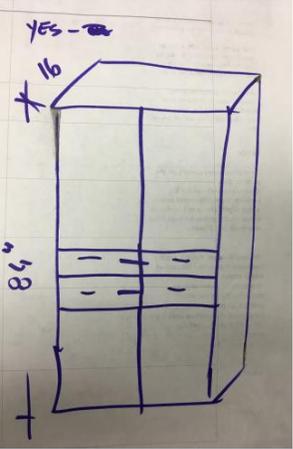
ITEMS DISCUSSED :

1. Paint department doesn't get the parts on time :
 - Scheduling is the problem. If there are 2 different colors sometimes I think the job is done but then I get another set of the same job in the same color -> Jeff will get the parts list from now on and highlight what HE needs to get done
2. Ordering seems to be the big problem, especially special orders which might take up to 1 month to arrive. Matt receives list from P but only looks at it 3 weeks
 - Radu will push clients from now on choose their hardware quicker-> info passed along to F or Y -> will get ordered ASAP -> P will be happy :)
 - Shipper/ Receiver doesn't tag the hardware that arrives (EX cabinet maker comes to ask where something is, I have to go to computer, figure out what I ordered, go track it down, give to Nicu I could even end up ordering it again, OR Richelieu will not reimburse or reship at no cost)
 - From now on we will have 2 Shippers/ Receivers
 - Mario: all of the sheet goods. Please mark on the sheets the PO name. If it is not stock goods and you are not sure what to tag them, ask Flavius
 - For EVERYTHING ELSE: it will be Nicu. Nicu, as soon as you get the boxes, write the PO name on the box. Remove the packing slip and hand to Yoshi
3. Wrapping takes too long (up to 2 hrs/day) also the delivery guys scratch items, we should package the doors on cabinets to eliminate damages
 - Monika Is getting quotes on wrapping machine
4. maintenance
 - We will make excell sheets for the maintenance
5. there are no Standard Operating Procedures
 - Should we have monthly meetings to make SOPs again? Will review next time
6. We're reactive not proactive reactive not proactive
 - People when you see something that's out of place, that is not right with a job, don't just push the job to the next station saying "it's not my job" let the next guy fix it. Make the changes yourself. TAKE OWNERSHIP
7. organization of time - deadlines are too short, I am expected to do in 10 hrs takes 15 hours (HWY 99 was 20 hrs and actually took 40)
 - People please fill out the Velocity "Time Travellers" otherwise Flavius cannot estimate the time properly
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8. Less "piggy-backing" of jobs (I start a job and in the middle of it I am told to start another one, then we're scrambling to finish the first job)
 - Flav Radu, Matt and Patrice will have more discussions to improve things
9. Tools keep disappearing
 - Francis will go around every station to figure out what tools everyone needs. Make a list , hand out tools and then no more sharing of tools!
10. Index?!
 - Yoshi will start working on it

We have a new Anti Harassment Policy. Please See attachment

Next Meeting: Tuesday, August 2, 2017

AGENDA for next meeting:

WHO	DOES WHAT	DESCRIPTION	BY WHEN
Cipi	Cabinet for edge tape		Aug 1,17
Cipi	Binder for edge tape	Organized alphabetically by PO name. One sheet of paper/job; include: PO name, staple small edgetape sample with item#, supplier & section (bathroom, kids desk, laundry, spice kitchen, entertainment unit ETC.)	Aug 1,17
Monika	Quote for tankless compressor	Waiting for reply from Ross @ Wiseworth	
Mario	edgebander	Get trained on edgebander for when Cipi is on vacation (Aug 8-29 Aug)	August 1
Francis	Figure out & color code tools for each deptmt	1. Figure out which station we have - color code it 2. Figure out what tools it needs - color code it 3. Get the tools for each department Everyone responsible for their departments' tools. NO MORE BOWWOWING! NO MORE DISAPPEARING DRILLS!	Jun 21,17
Flavius	Tool shed	8' tall x 4' wide with 2 shelves 	Fr Jun 23,17
Nicu	Build storage cabinet for hardware	Right now everything is on the floor and disorganized	Fr June 23,17
Nicu	Organize hardware storage		
Iacob+ Peter	Need a rack for CNC cut -offs	Iacob and Peter to take time to build something	Fr June 30,17
Flav Radu	Discuss deficiency procedure		
everyone	Morning meetings	Double check drawings in the morning, have a quick follow up meeting to discuss key points	always
Flavius: Cornel Roby Mario	Clean up shop	Flavius to guide them in what needs to be cleaned up	Fr June 30,17
Yoshi	Parts Binder	Binder with most common used parts – extract info from CV.	Sept 2017



Workplace bullying and harassment policy statement

1. Workplace conduct

Bullying and harassment is not acceptable or tolerated in this workplace. All workers will be treated in a fair and respectful manner.

2. Bullying and harassment

(a) includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but

(b) excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Examples of conduct or comments that might constitute bullying and harassment include:

- verbal aggression or insults
- calling someone derogatory names
- harmful hazing or initiation practices
- vandalizing personal belongings
- and spreading malicious rumours.

3. Workers must:

- not engage in the bullying and harassment of other workers
- report if bullying and harassment is observed or experienced
- apply and comply with the employer's policies and procedures on bullying and harassment

4. Application

This policy statement applies to all workers, including permanent, temporary, casual, contract, and student workers. It applies to interpersonal and electronic communications, such as email.

5. Annual review

This policy statement will be reviewed every year. All workers will be provided with a copy.

Date created June 11, 2017

