



# NEWSLETTER MAY 2025



## EMPLOYEE HIGHLIGHT

# ALEXANDER ROJAS

“An area manager stopped me and said, ‘We can finally focus on production instead of worrying about housekeeping.’ That was the moment I knew it was working.”

With over 20 years of management experience and nearly a decade in operations leadership across facilities, warehouse, and distribution settings, Alexander Rojas is the kind of leader who gets things done—and brings people up with him in the process.

At ABDM, Alex has played a key role in stabilizing and scaling a critical site during one of the most challenging operational handovers. He’s managed teams of over 120 employees and 15 managers, but his approach is always hands-on, people-focused, and grounded in accountability.

Whether it’s implementing new protocols after an on-site fire, responding to issues in real time, or building structure where there was none, Alex brings calm leadership and operational precision to every shift.

Driven by a strong work ethic and a background in both customer service and logistics, Alex leads with clarity, care, and results. He’s not just managing sites—Alexander Rojas is creating environments where teams feel supported, systems run smoothly, and expectations are exceeded.

## LET’S TALK ABOUT PAYROLLS

We know how important it is to understand when and how you get paid—so here’s a quick breakdown of how payroll works at ABDM:

### Pay Periods

- We have two pay periods each month: **1<sup>st</sup> to 15<sup>th</sup>** and **16<sup>th</sup> to the end of the month**
- **Reminder:** Each pay period may include a different number of workdays, depending on how the calendar falls—so your hours and pay might vary slightly from check to check.

### Pay Days

- Paychecks are issued on the **7<sup>th</sup>** and **22<sup>nd</sup>** of each month.

### Work Week & Overtime

- Our work week runs from Monday to Sunday. That’s how we calculate weekly overtime.

If you’re planning to work extra hours, be sure to get approval from your supervisor first. Unscheduled OT must be approved by your Supervisor.

## NEED HELP?

If you have questions about your hours, paycheck, or anything payroll-related, feel free to reach out to the HR team at [hr@a-bdm.com](mailto:hr@a-bdm.com). We’re here to help!

## CELEBRATING YOUR NEXT STEP

Please join us in congratulating the following team members on their recent promotions! Your hard work and dedication continue to inspire us all.

- **Rashan** – Promoted from Janitorial Lead to Maintenance Technician on April 16, 2025
- **Nicholas** – Promoted from Maintenance Technician to Facilities Maintenance Supervisor on May 1, 2025

We’re excited to see the impact you’ll make in your new roles!

## MAY BIRTHDAY CELEBRANTS



Wishing you a fantastic year ahead filled with good health, great memories, and continued success. Thank you for all the hard work you do—we’re lucky to have you on the team!

Christopher	May 9
Kattya	May 17
Elizabeth	May 30

# HIDDEN HAZARDS, REAL CONSEQUENCES

## SAFETY IS EVERYONE'S JOB



Over the past year, teams across several sites walked into environments filled with hidden hazards — things that looked minor but carried major risks. Some were easy to miss. Others were long overdue. But each one taught the same lesson: building safety doesn't start with a reaction — it starts with awareness.

Here's what we've learned by paying closer attention:

### Forklifts Dragging

Low forks were scraping floors and wearing down equipment. It looked small — until a lift was locked out for safety. One adjustment could've prevented downtime and risk.

### Power Strip Chains

Extension cords linked across 20+ feet raised concerns. Weeks later, the fire marshal confirmed they were a code violation. We got lucky — but only because someone spoke up.

### Control Panel Access

Untrained staff were opening high-voltage conveyor panels. No signs, no restrictions — a serious shock risk. The fix? Clear access protocols and proper locks.

### Compactor Fire

A tossed battery exploded inside a cardboard compactor. It was quickly contained, but exposed a bigger issue: there was no clear fire protocol. Now there is.

### No Structure, No Safety

Some sites lacked preventive maintenance schedules, inventory systems, or role clarity. Without structure, safety issues slip through the cracks — and start to feel normal.

### What You Can Do

- If it looks unsafe, it probably is.
- Don't wait — report it.
- Ask questions. Push for clarity.
- Speak up even if it seems small.

None of these stories are about blame. They're about what happens when people care enough to notice. If you've ever said, "That doesn't look right," and acted on it — you made this place safer.

**Let's keep showing up for each other, not just this month, but every day.**

## EMPLOYEE REFERRAL REWARDS

# HELP ABDM FIND GREAT TALENT

At ABDM, we're always looking for exceptional individuals to join our team—and we need your help! By referring someone in your network who would be a perfect fit for one of our open positions, you can earn up to \$150.

### How It Works

When you refer a qualified candidate and they get hired, you'll receive \$50 once they complete 90 days of employment. You'll then receive an additional \$100 after they reach 180 days, giving you a total of \$150 just for helping us grow our team.

### Who Can Participate?

All employees (except executives, HR, and supervisors with direct hiring authority) are eligible. The referral must be a first-time applicant—rehired employees, temps, interns, and contract workers do not qualify. Additionally, you and your referral must both be employed and in good standing at the time of the bonus payout.

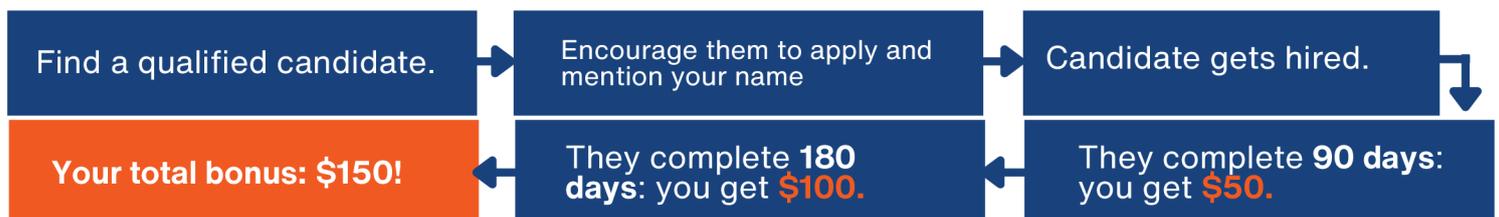
### How to Make a Referral

Making a referral is simple. First, find someone who meets the qualifications for a current open position. Then, encourage them to apply and mention your name during the hiring process. Once they're hired, you can watch your bonus grow as they reach their 90-day and 180-day milestones.

### Why Refer?

Referring new talent helps us strengthen our team, keeps our company thriving, and puts extra cash in your pocket. Don't miss out on this opportunity to earn rewards while helping ABDM grow! If you have any questions, reach out to [hr@a-bdm.com](mailto:hr@a-bdm.com) for more details.

## REFERRAL BONUS STEPS



## APRIL FEEDBACK

“Team has continued to keep the building clean and equipment up and running.

Cleaning and Maintenance team is friendly and responsive.”

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