

APRIL NEWSLETTER

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100 for 100

#2013 Daniel Bessel, Michael Zahand and Andy Green \$100

#2308 Nylai Morelos, Kim Dunham and Dominique Johnson \$100

#2022 Rose Tuna and Michelle Kratzer \$100

#2028 Brianna Mendoza, Madison Holcomb and Jennifer Corey \$100

#1601 Sylvia Smith, Charlene Grooms and Jennifer Corey \$100

#5001 Anyelo Pacheco and Amanda Choate \$100

#2032 Janet Rose, Christie Grenon and Amanda Choate \$100

#2008 Rebecca Delaney, Luke Halleman and Amanda Choate \$100

#2017 Kenneth Erwin, Roxanne Cothran and Debbie Dutton \$100



Fast Food Employees of the Month

Dominique Johnson's Area:

Full-time: Reta Rambaud – Britton Neck Subway

- Always willing to work extra shifts and other stores
- Part-time:** Sarah Robinson – Eutawville Subway
- Great customer service skills

Crystal Church's Area:

Full-time: Carson Marley – Princeton Subway

- Outstanding worker, goes above and beyond
- Part-time:** Diana Starovoytov – Lake Bowen Subway
- Great employee, gives 100%

FEBRUARY MANAGERS OF THE MONTH

Name	Division	Location	Award
Christie Grennon	Div I	2032 Hayesville	Feb 2026
Brittney Cothran	Div II	2042 Pauline General	Feb 2026
Nicole Slaughter	Div III	2010 East Henry	Feb 2026
Wendy Pitts	Div IV	Arch Street 8001	Feb 2026
Margaret Lipsey	Fast Food Division	Walnut Grove Subway 2305	Feb 2026

From the President's Desk

The month of April gets its name from the Latin word aperio, meaning "to open [bud]," because plants really begin to grow now. Travel activity also starts to grow as we head into the summer months. Let's be ready! We are living in a stressful time for many of our employees and customers due to the rapid increase in fuel and other costs. Since it's currently April, which is Stress Awareness Month, many people focus on "Self-Kindness" - the idea that being gentle with yourself is just as important as being kind to others, but I firmly believe that no act of kindness, no matter how small, is ever wasted. So please be kind to each other and to our customers.



The annual medical insurance open house is coming this month and the good news is that even in this environment of higher costs the company has decided that there will be no increase in employee medical or dental premiums this year.

Happy Easter to everyone! In addition to Easter, we have National Arbor Day coming up on April 24th. A good time to plant a tree, especially important since we are seeing so many of our pine forests being cleared to make room for houses in South Carolina.

Keep our service Fast & Friendly, and our stores Clean! It works to make us the convenience store of choice for our customers.

Harvey Hicks

BENEFIT OPEN ENROLLMENT

RL JORDAN
OIL COMPANY



ENROLLMENT DATES:



APRIL 13th - 24th

1. MEDICAL

- Comprehensive Plans
- Wellness Programs
- Preventive Care



DENTAL

- Preventative, Basic, and Major Services
- Network

3. VISION

- Eye Exams, Lenses, Frames, or Contacts



4. STD/LTD (Disability)



- Short-Term Disability
- Long-Term Disability
- Income Protection



5. LIFE INSURANCE



- Basic Life Coverage
- Voluntary Options

April Birthdays

First Name	Last Name	Year
Tanya	Abrams	2304
Tashia	Baldwin	4004
Hattia	Bryant	3004
Renika	Clark	2306
Stephen	Cooke	2983
Roxanne	Cothran	2017
Sonya	Crocker	2988
Jeffrey	Darr	2013
Steven	Davenport	2009
Joshua	Davidson	6002
Tracy	Dean	2005
Myrtle	Dickerson	2005
Linda	Duncan	2005
Anthony	Edwards	4004
Jerreth	Emory	2035
Nivesha	Floyd	2306
William Heath	Foster	2980
Keisha	Gibbs	3004
Nalayah	Glover	2306
Nicole	Goodman	6007
Patricia	Goodrich	2017
Brady	Grey	2002
Christina	Gwinn	2042
Laquita	Hall	2017
Shelby	Herscha	2010
Michelle	Howell	2028
April	Hudson	2011
Lisa	Hurayt	6002
Macayla	Johnson	1608
April	Jones	2018

First Name	Last Name	Year
Erim	Keovongphet	2306
Troy	Knox	2991
Benjamin	Lamb	2035
De'andre	Landrum	6002
Denise	Miller	2025
Michael	Mooney	2010
Andrew	Moore	2980
Arrick	Moore	2003
Nylai	Morelos	2308
Natalie	Mullins	2018
Erica	Murray	6005
Derek	Orellana	1601
Fayanna	Owens	2003
Ciara	Piper	2042
Brayden	Revels	2024
Hazel	Rice	6004
Au Jonai	Ritter	1609
Caitlin	Roberts	2019
Marquesha	Smalls	3003
Samuel	Smith	2003
Tyler	Staggs	2309
Diana	Starovoytov	2303
Breanne	Sweatman	5001
Jonathon	Thomas	2028
Faith	Winkler	2032
Katie	Worden	2032
Anterrica	Wright	2043
Maddox	Xayabath	2306
Alyssa	Zahand	6007

EMPLOYEE SPOTLIGHT

Pattie Lovingood

Hot Spot team member since 2020.



Pattie began her Hot Spot journey on the front register and moved to Hotties Kitchen when it opened. She has been married to her husband Mark for 17 years and is a proud mom of two daughters and two step sons.

Pattie adores her four grandkids and loves spending time with them. Outside of work she enjoys gardening and reading.

*Hot
Spot*
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# April Employees of the Month

Great Job and Congratulations to the employees listed below

## HOTSPOT

### EMPLOYEE OF THE MONTH

#### **Andy's Area**

-  2003 Sam Smith
-  2011 April Hudson
-  2013 Edna Stephens
-  2018 Sarah Aiken
-  2035 Stephen Martinez
-  3005 Lara Phillips
-  4005 Jessica Hoffman
-  5003 Troy Creasman
-  6002 Jeannie Misenheimer

#### **Amanda's Area**

-  1102 Jennifer Jacobs
-  2008 Elan Holdorf
-  2025 Lloyd Smith
-  2032 Dena Coker
-  5002 Steven Plemmons
-  5004 Kelly Boyd

#### **Debbie's Area**

-  2005 William Curry
-  2010 Chadrick Vernon
-  2017 Margaret Hicks
-  2019 Jennifer Laye
-  2042 Ciara Piper
-  6004 Tosha Tucker
-  6007 Carrie Chalk

#### **Jennifer's Area**

-  1103 Mary Davision
-  1601 Larry Evans
-  1607 Dawn Wilfong
-  2027 Linda Harris
-  2028 Michelle Howell

#### **Michelle's Area**

-  2009 Ariannah Kelley
-  3004 Keisha Gibbs
-  4004 Jacob Sherf
-  8001 Jessica Serrato



## March/April Sales Contest Items



Slim Jim 2 for \$2.00

Red Bull 3 for \$8.00

Cattleman's 2 for \$12.00

**1 Cashier Winner for each of the 4 Divisions \$500.00 per item.**

**1 Store Manager Winner for each of the 4 Divisions \$250.00 per item.**

**Overall District Manager Winner for each contest \$250.00 per item**

# The Hartford Employee Assistance Program (EAP) –For All Employees & Family Members

Are personal problems affecting your focus and performance at work? You are not alone. The EAP offers services to help you deal with personal problems you may be facing.

## What does the EAP cover?

- Substance abuse
- Stress management
- Financial problems
- Divorce/marital problems
- Crisis intervention
- Legal problems

EAPs offer education, awareness and counseling services to help you with your problems. And your participation in the program is strictly confidential and free. Contact your HR department for more information.

To start getting help today call: 1-800-964-3577

[www.guidanceresources.com](http://www.guidanceresources.com)

First time users click register

Organization Web ID: HLF902

# EAP

Employee  
Assistance  
Program



## **Know Your Company's Values**

**Are you aware of your employer's core values? Values shape a work culture, wow customers, help an organization compete, and may influence the world at large. Some of your most well-respected peers likely reflect the employer's core values. Value statements typically apply to everything a company does but understanding how they apply to your job may elevate your position and advance your career. And taking them to heart can help you be more engaged or even influence promotions.**

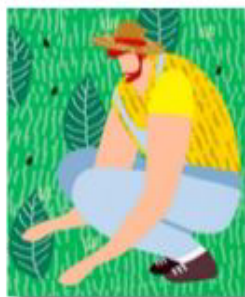


### ***THE COMPANY'S MISSION STATEMENT***

**The goal of RL Jordan Oil Company, Hot Spot stores, and our restaurants is to provide our customers with excellent and convenient service, a clean, safe and pleasant environment and quality products at competitive prices for the purpose of building a profitable business. Furthermore, it is the Company's intention to strive to provide satisfying and rewarding employment believing that satisfied employees will result in satisfied customer.**

## What a Small Garden Can Do for Wellness

Spring is the perfect time to explore gardening—for both fresh produce and enhanced well-being. You can start with a single pot or a square foot of space, and with a bit of sunlight seize this wellness opportunity to help manage stress. Gardening promotes relaxation, relieves tension, enhances mood, improves emotional well-being, encourages mindfulness, and gives you a sense of grounding, connection to world around you, awe of nature, and achievement. A larger garden will give you loads of exercise too. Start today—a handful of seeds is only a couple of bucks!



## Stress Management, Right Now: Accepting Ups and Downs

Life is a series of positive and negative events. Accepting the downs with the ups and moving forward is a resiliency skill.

Experiment with the following resilience strategy if frustrating or negative experiences keep you distressed for too long: 1) Understand it is natural to experience negative events more acutely than positive ones. 2) When you face an adverse experience, reflect on past experiences, how you got through them, and how time and patience played a role in overcoming the event. Decide the present negative experience will be no different. 3) Recognize what's going well in your life. Doing so is a strong counterbalance to negative emotions. 4) Hit the brakes! Refuse an adverse event's power to pull you into a downward spiral. 5) Embrace uncertainty: Life is unpredictable, and there will always be highs and lows. This mindset reinforces your ability to navigate whatever comes your way in the future. (Note: Tracking your progress reinforces the strategy.)



## Understanding Alcohol's Impact on Health Beyond the Hangover

Acetaldehyde is a toxic substance produced by your liver when alcohol is metabolized (and is a main contributor to a hangover). But acetaldehyde is also considered a carcinogen. The Centers for Disease Control and Prevention notes that consuming three or more alcoholic drinks daily raises the risk of stomach and pancreatic cancers, but heavy alcohol use is also a risk factor for cancers of the head and neck (mouth, throat, and voice box), liver, colon, rectum, and breast! Strong suspicions are associated with prostate cancer as well. Is addressing a potential alcohol use disorder a priority for you? Begin with a free, confidential assessment through your EAP or consult with a professional treatment provider. Learn more at [www.cdc.gov](http://www.cdc.gov) (search "alcohol and cancer").



## Self-Motivation vs. Self-Discipline for Enhanced Success

Self-motivation is the inner drive to achieve a goal, but *self-discipline* is what makes things happen. Self-motivation is easier to come by than self-discipline. You may know this already if you didn't stick to the action steps of a New Year's resolution. Self-discipline includes consistently resisting distractions, frequently delaying gratification, and adhering to routines or plans, even in the face of challenges. To improve self-discipline: 1) decide on—and visualize—a goal; 2) divide the goal into small tasks; 3) repeat #2, with the tasks made even smaller; 4) fit the tasks into time slots of an existing daily routine—a key point because a routine *pulls you* along with less reliance on willpower to act; and 5) reward your successes, big and small.



# *April is Autism Awareness Month*

The first National Autism Awareness Month was declared by the Autism Society in April 1970.

The aim of this month is to educate the public about autism. Autism is a complex mental condition and developmental disability, characterized by difficulties in the way a person communicates and interacts with other people. Autism can be present from birth



or during early childhood (typically within the first three years). Autism is a lifelong developmental disability with no single known cause.

People with autism are classed as having autism spectrum disorder (ASD) and the terms autism and ASD are often used interchangeably. A wide spectrum disorder, people with autism have set of symptoms unique to themselves; no two people are the

same.

## **Increasing Awareness About the Common Characteristics of Autism**

While two people with autism will have the same set of symptoms, there are common characteristics found in those with this complex disability. Briefly, these characteristics include:

**Social Skills** People with autism have problems interacting with others; autistic children do not have adequate playing and talking skills. Mild symptoms on one end of the spectrum may be displayed through clumsy behavior, being out of sync with those around them and inappropriate or offensive comments being made. At the other end of the spectrum an autistic person may not be interested in others.

**Empathy** - Empathy is the ability to recognize and understand the feelings of another person. People with autism find it harder to show empathy to others although they can be taught to acknowledge other feelings.

**Physical Contact** - In some cases, autistic people do not like physical contact such as hugs, tickling or physical play with others.

**Sudden Changes to Their Environment** - A sudden change in the surrounding environment may affect a person with autism. There could be a loud noise, a change in intensity of lighting or even a change in smell.

**Speech** - Speech can be affected in people with autism. 'Echolalia' is a typical speech symptom in which the person repeats words and phrases that they hear. The speech tone of an autistic person may be monotonous. Where symptoms are more extreme the person may not speak.

### **The Puzzle Ribbon Is the Symbol for This Event**

**Changes to Behavior and Routine** People with autism often display repetitive behavior in which they repeat the same action many times over. For example, a person with autism may repeatedly pace around a room in a certain direction. Any change to

their behavior or routine can be unsettling for them. This could be a reordering of daily activities such as when a person brushes their teeth, takes a shower and has breakfast when they get up in the morning.

Other characteristics of autism include an unpredictable learning rate, obsessions and physical tics.

## Autism Is Widespread, Awareness About This Condition Is Not

In the United States, autism affects 1 in every 110 children. National Autism Awareness Month aims to make the public more aware about this widespread disability and the issues which arise in the autism community. As about 1 in 150 people in America have autism, the chances are that you know someone with this disability. A better-informed public will be more empathetic and supportive towards people with autism.

April is backed by the Autism Society of America which undertakes a number of activities to raise awareness about autism. The Autism Society has local chapters throughout the United States which hold special events throughout April.

The 'Puzzle Ribbon' is the symbol for Autism Awareness and is promoted by the Autism Society as means of supporting awareness for autism. The Puzzle Ribbon may take the form of a pin attached to clothing, a fridge magnet or a sticker and are available to purchase from the Autism Society website.



## April is Distracted Driving Awareness Month!

Did you know over 3,000 people die every year due to distracted driving? Learn valuable tips to reduce distracted driving and take the pledge to Just Drive.

### Tips to Avoid Distracted Driving



When you hear the words “unsafe driving,” you likely think of speeding or drunk driving. But **distracted driving** results in more than 3,000 deaths each year, all of which could have easily been avoided with simple care and planning.

### What is Distracted Driving?

**Distracted driving** is driving while doing another activity that takes your attention away from the road, including talking or texting on the phone, eating, drinking, chatting with people in the car, and adjusting the radio or navigation system.

There are three main types of driver distraction:

- Visual: taking your eyes off the road
- Manual: taking your hands off the wheel
- Cognitive: taking your mind off driving

While we may not all admit it, most of us have done these secondary tasks while driving. And in almost every situation, that secondary task can wait.

### Put Down the Phone

It may come almost second nature to so many of us in this day and age, but texting is considered the most dangerous type of **distracted driving** because it combines visual, manual and cognitive distractions.

When you're texting, you are taking your eyes off the road, your hands off the wheel and your mind off driving. That's when accidents happen. In fact, one study found that a texting driver is 23 times more likely to get into a crash.

Even if you aren't typing a response to your latest text, reading one is just as dangerous. It takes less than 5 seconds to read a text message. At 55 mph, that's like driving the length of an entire football field with your eyes closed.

Besides being risky, texting while driving is against the law in 48 states. And when an accident occurs while a driver is texting, they are almost always deemed at fault.

Talking on the phone while driving is extremely dangerous as well. Even hands-free cell phone use involves visual and cognitive tasks at least half of the time, which of course increases the chances of an accident.

### **Other Steps to Avoid Distraction**

Staying off the phone is the first step in reducing **distracted driving**, but there are many other factors that can distract drivers, all of which have easy solutions.

**Prepare your GPS.** Programming navigation takes, on average, 40 seconds to complete. It then takes another 13 seconds for the brain to refocus. That's almost one full minute of not focusing on driving! Input your route before you start driving and study the directions, so you are familiar with where you're heading. Whenever possible, have a passenger provide directions for you.

**Fuel (yourself) up.** If your stomach is growling right before you're about to hit the road, make sure to energize your body with a meal or filling snack so you aren't tempted to eat while driving. Munching on food requires attention that should be reserved for the road. For lengthy road trips, stop and pull over to eat. This is also a good opportunity to stretch your legs and get some fresh air.

**Check your phone settings.** Most smartphones have a "driving mode" option within the settings that can be activated when your phone or Bluetooth connection senses your speed and movement. There are also numerous downloadable apps that can block incoming texts or calls, except certain specified numbers, and don't allow you to use many in-phone apps.

### **Safe Travels**

**Driving distracted** is a serious issue. Too many lives are lost each year — about nine every day — because of a quick text message or phone call. But the good news is that many accidents can be prevented simply by keeping your eyes, hands and mind focused on driving. Always give the road your complete attention. We want to see you make it safely to your destination. Please remember these tips, and safe travels.

# **TOOLBOX TALK**

## **Before a Work Task Begins**

As part of your job, you may have to complete a wide array of tasks throughout the day. On the other hand, you may only focus on one or two tasks for your entire shift. No matter if you are completing a few or many different tasks, there are multiple factors that need to be considered, and actions taken to ensure a work task is completed safely and efficiently.

### **Human Performance Factors**

Some of the most important focus items that you should pay attention to prior to a work task beginning are human performance factors. These factors affect your ability to complete a job safely and efficiently. Some human performance factors include illness, fatigue, knowledge, focus, attention, understanding, stress, etc. It is important to understand how and when these different factors limit your ability to complete a work task safely.

### **Tools and Personnel**

After you consider the factors that could possibly affect you at an individual level during the task, you need to ensure that you have the correct tools for the job. You must also consider whether the correct personnel are present for the work as well. Having the correct tools and personnel in place prior to a work task beginning ensures that you can complete it safely and efficiently. When the correct tools or personnel are not in place then shortcuts are often taken to make up for the missing parts of the equation which puts everyone at risk.

### **Implementing Safeguards**

Taking the time to go through the proper steps to ensure all the safety procedures are followed and all the necessary safeguards are in place is critical. Every single safeguard is important. The more safeguards that are put into place and are followed for a work task, the less likely an incident will occur that results in injury or property loss. Considering human performance factors and ensuring the correct tools are in place are two basic safe work practices. There can be many more that need to be put into place before a work task can begin.

### **Summary**

There are many things that need to be considered prior to a work task beginning—even just a simple one. While this talk may make it seem like it is a drawn-out process, for most tasks it is not. It is just a reminder to think about all the different considerations that need to be thought of as well as actions that need to be taken prior to a work task beginning. Proper preplanning is critical to the **SAFE** and efficient operations of every work task