

# The Clothes Line



NOVEMBER  
2025



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# HELLO NOVEMBER

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November has a special kind of magic — it's a transition month where the world feels quieter and more reflective. Here are some reasons why it's such a good time of year:

**The atmosphere** – The air gets crisp, the light turns golden, and there's a sense of calm after the rush of summer and early fall.

**Comfort and coziness** – Sweaters, hot drinks, blankets, and fires become daily pleasures. There's something deeply comforting about leaning into the season's slower pace.

**Traditions and gratitude** – In many places, November brings gatherings like Thanksgiving or other harvest celebrations — chances to reconnect, cook good food, and reflect on what matters.

**A reflective mood** – The darker evenings and slower days make it easier to pause, think, and reset before the end of the year. The calm before the festivities – It's that sweet spot before December's full holiday chaos — enough anticipation to feel exciting, but still peaceful.

**Nature's transition** – Trees shed their leaves, animals prepare for winter, and the natural world feels like it's exhaling. There's beauty in that rhythm.



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Thanksgiving is right around the corner so we are planning for our work schedules to change. We always try to set our work schedules to allow our Team Members to enjoy the holidays while still meeting the needs of our valuable customers. This is not an easy task! Thank you all in advance for being flexible to help the business run smoothly through the holidays.

The Executive Team is currently setting goals for 2026. Goals help us define what we want and why we want it. Instead of drifting from task to task, they give us targets — which makes our decisions and priorities much clearer. Setting specific goals helps us see how far we've come. Progress tracking — even small wins — triggers a sense of accomplishment that keeps our company going.

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For 15 years CLS Ownership has been holding year end Annual Meetings. As a Family-Owned company, we know how important each of our Team Members are and it was great to gather everyone together to share information about the company's performance and celebrate our Teams. You are appreciated!



The Service Team is in the middle of a sales promotion called the "Open Season". Our customers count on CLS to recommend products and services to keep their workplaces safe and clean. We are hopeful this promotion will be a success and boost our revenues heading into the last quarter of 2025. Good luck everyone!

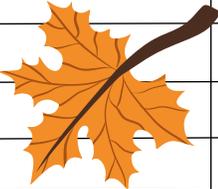
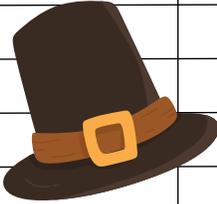
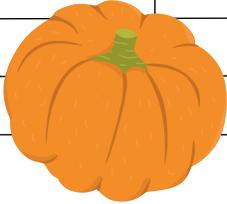
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We encourage each one of you to take time for yourself during the craziness of year end activities and holidays. Having personal time to reflect, relax, and rest is extremely important to your mental and emotional wellbeing. Your family also benefits from you having a clear mind so schedule some time just for yourself!

- Sarah, Kurt, Ron

*Thank you for making CLS a great place to work!  
Let's finish 2025 strong!!*

# NOVEMBER BIRTHDAYS

Marcia Carlota Aguirre		November 2nd
Saul Macuixtle de Jesus		November 2nd
Gracie Garcia		November 4th
Brett Enos		November 5th
Sarah Wrubel		November 11th
Gregory Place		November 11th
Steven Sherburn		November 11th
Ramon Rosario Rosado		November 14th
Silvia Montoya Garcia		November 16th
Anthony Smith		November 17th
David Martinez Garcia		November 17th
Steve Royal		November 18th
Alicia Nonato Garcia		November 19th
Marcus Dohm		November 21st
Sonja Hughes		November 25th
Melanie McDermott		November 27th
Douglas Klatt		November 29th

## DECORATE A PUMPKIN

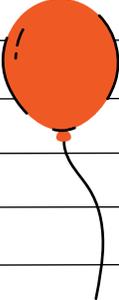
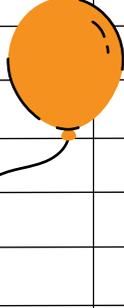
Decorate your own fall pumpkin using art supplies.



**Congratulations to Mariel Gomez for winning this year's pumpkin decorating contest!**

We have so many talented CLS Team Members, and we appreciate everyone who participated.

# NOVEMBER ANNIVERSARIES

Carmela Perez Rodriguez	Covington Tunnel		1 Year	
Will Johnson	Livonia DSM		1 Year	
Joseph Bolton	Relay		1 Year	
Ever Olivares Ramirez	Manchester Production		2 Years	
Maria Santiago Garcia	Covington Tunnel		3 Years	
John Waite	Livonia RSP		3 Years	
Vidiana Rodas Mendez	Covington Tunnel		4 Years	
Joseph Anderson	Project Manager		4 Years	
Cody Rickerson	Livonia RSP		4 Years	
Ramon Rosario Rosado	Manchester Production			5 Years
Ramon Gomez	Manchester Production			6 Years
Sonja Hughes	Covington Garments		8 Years	
Maria Rodriguez	Manchester Production		8 Years	
Steve Royal	Cadillac RSP	16 Years		
Maria Gutierrez Martinez	Manchester Production	21 Years		
Joyce Burnett	Manchester Production	28 Years		

Our Sales and Service teams came together for another successful Annual Meeting! Moments like these remind us that strong relationships are at the heart of everything we do. The people who make up our CLS family care so much and continue to drive us forward.

**Thank you to everyone who attended for your engagement, hard work, and commitment to excellence!**



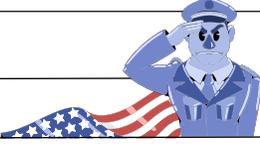
## **PRODUCTION Annual Meeting November 14th**

Please join us for the Annual Meeting that will take place after the Thanksgiving PotLuck.

## **OFFICE STAFF Annual Meeting November 25th**

Please join us for the Annual Meeting taking place in the big room at Covington Road.

# NOVEMBER HOLIDAYS

November 4th	Election Day	
November 11th	Veterans Day	
November 27th	Thanksgiving Day	
November 28th	Black Friday	
November 29th	Small Business Saturday	

# NOVEMBER CLS EVENTS



## November 14th

### CLS Team Potluck

**When:** 11:30am - 12:30pm

**Where:** Covington Event Room

Let's gather together for a feast filled with good food and laughter!



**SIGN UP IF BRINGING FOOD TO POTLUCK!**

## ANNUAL PRODUCTION MEETING!

Production's Annual Meeting will take place at 12pm on November 14th.



## November 15th

### Twelve Baskets Volunteer Day

**When:** Saturday, November 15th 9:30am - 1pm

**Where:** Twelve Baskets Portage

Every 2nd and 4th Saturday Twelve Baskets distributes food to Portage and Kalamazoo residents and regularly need 40 volunteers to do this. See Rachel if you would like to participate with your CLS Team Members.

#### We Need Help For:

- Stock shelves and arrange produce
- Manage cart filling station
- Load cars
- Parking lot attendant

**Learn more about Twelve Baskets:**  
<https://twelve-baskets.org/>



## November 19-20

### Donuts on a String Activity

This month, we're having some sweet fun with a 'Donut on a String' challenge! No hands allowed — just laughs, teamwork, and a little friendly competition.



## November

### Thanksgiving Crossword Puzzle

Celebrate the season with a Thanksgiving-themed crossword!

# OCTOBER MEMORIES

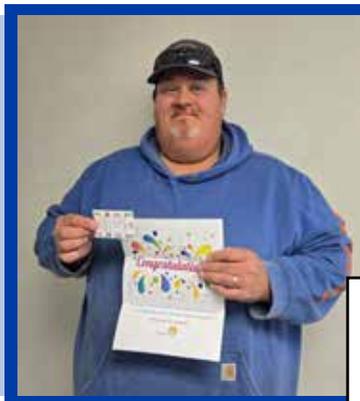


## PINKTOBER

**THANK YOU TO EVERYONE WHO SHOWED THEIR SUPPORT DURING BREAST CANCER AWARENESS MONTH. TOGETHER, WE HELPED MAKE A MEANINGFUL IMPACT.**

### Winners of Mascot Match Up Branch Activity

- Perry Shepard - KZ
- Bobby Olsen - LIV
- Nate Mousseau - Alpena
- Jason Orban - Alpena
- Kevin Hill - Alpena



**THANK YOU TO ALL WHO PARTICIPATED!**





# Dawn's Desk

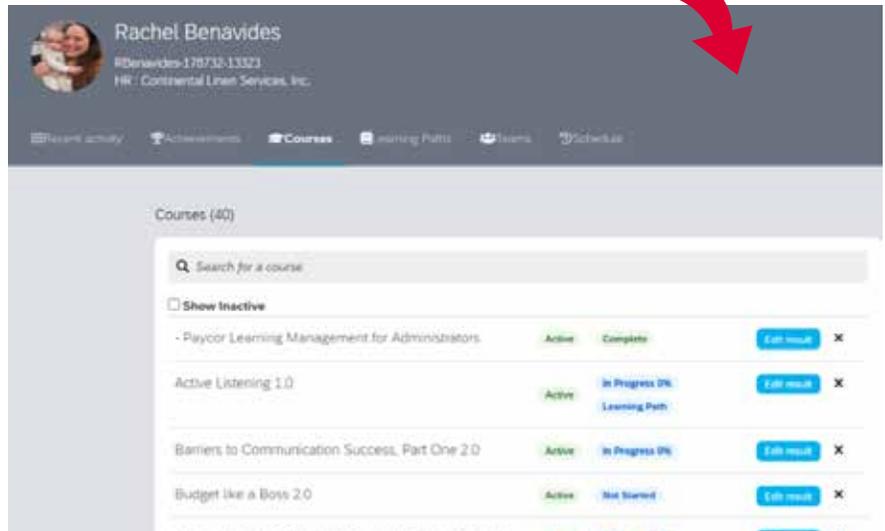
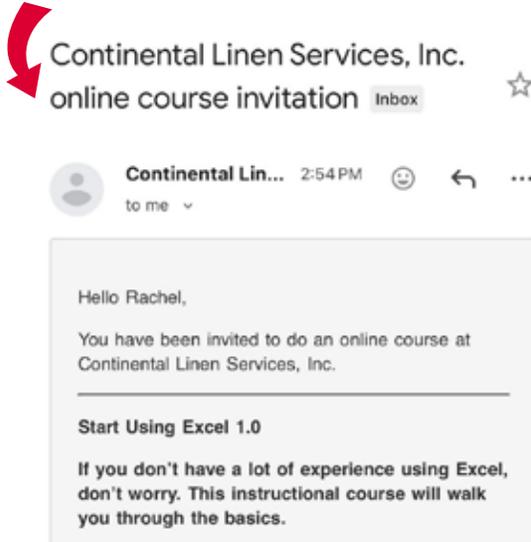
## Want to develop a new skill?

In our recent Team Member Survey, some CLS Team Members expressed an interest in personal development/ongoing training. With Paycor's Learning Management System (LMS), we have access to **over 2,000 courses** (many available in English and Spanish) focused on personal and professional growth! All Team Members have access to specific learning courses upon request.

Whether you want to learn how to "Budget like a Boss" or advance your skills in Word or Excel, CLS can help you build your knowledge! Reach out to an HR Team Member to learn more about the specific courses available.

**"Investing in your own growth and self-development isn't selfish, it's self-care."**

Below are examples of what you will see if you request additional training.



## THANK YOU

The HR Team would like to thank everyone for contributing your feedback to the CLS Team Member Survey. We have reviewed the results and are going to work on a few projects to continue making CLS a great place to work!



# MACHINE GUARDING & E-STOPS: YOUR FIRST LINE OF DEFENSE

**Every day, our production equipment runs fast and powerful. Machine guards and E-Stops are there to keep you safe from moving parts, sharp edges, and sudden motion. Understanding how and when to use them is part of your personal responsibility on the job.**

## **Machine Guards – Never Remove or Bypass Them**

- Machine guards are physical barriers—covers, shields, gates, or doors—that protect you from contact with moving belts, gears, pulleys, rollers, or blades.

### **Always:**

- Report damaged or missing guards right away to your supervisor or maintenance.
- Keep hands, tools, and rags clear of moving parts.

Tampering with or bypassing machine guards is a **serious safety violation** and may result in disciplinary action, up to and including termination.

## **Emergency Stop (E-Stop) Buttons**

Every major piece of powered equipment has one or more red **Emergency Stop (E-Stop)** buttons or pull cords. These are designed to **immediately shut down the machine** in case of danger. Know where each E-Stop is located before you start your shift.

### **Use the E-Stop if:**

- Someone's clothing or hand gets caught in a machine.
- You see sparks, smoke, or a jam that could cause injury.
- A guard comes loose or a piece breaks during operation.

After an E-Stop is pressed, only a **trained and authorized person** may reset the system and restart the machine once it's been checked.

## **Stay Alert – Protect Each Other**

- Do not reach into or over moving equipment.
- Never distract another Team Member working at a machine.
- Report unsafe conditions immediately.
- Only authorized Team Members are permitted to operate or service equipment.