



August 28, 2006

The latest logo news

Business cards and letterhead will be available for order Tues., Sept. 5. Any business card orders received between now and the 5th won't be processed until then. We're mailing packets with more information this week. OMI's company store, [The Merchandise Mart @ OMI](#), has everything reduced by **20 percent** to make room for new merchandise when the company logo becomes available Sept. 1. Start shopping now and get some great deals!

A new look is coming!

This ole' e-newsletter will be getting a total renovation next week to reflect our new brand. We think you'll find it more attractive and reader-friendly. Keep your eyes peeled!

Coming soon to a project near you: *Welcome to OMI*, the new employee orientation CD

The new employee orientation CD, *Welcome to OMI*, is arriving at a project near you! Full of helpful information for people just joining our team as well as fun facts for OMI veterans, the CD is a useful tool for getting everyone familiar with what it means to be part of the OMI team. **The CD is best viewed by installing [Windows Media Player 10](#) or above.** All projects will be receiving a copy of the CD via project mail. Senior and Regional Management teams, the Technical Services Group and support groups can [download it from OMIZone](#).

Injury Management/Return to Work program starts in September

In collaboration with the entire CH2M HILL enterprise, OMI is implementing an Injury Management/Return to Work program, a streamlined process to help associates who have been injured on the job return to productive and safe employment as soon as is medically appropriate. [Read more details here](#), access the [PowerPoint presentation](#), and watch for a packet coming to your project with the details. The [Procedure for Reporting Work-Related Injuries](#) flowchart has been updated to reflect the new information.

September H&S toolkits headed your way

Watch your mailbox for the September Health & Safety toolkit. September's focus is on security, so look for tailgates on workplace security, defending cell phones and PDAs against attack and more. We'll have it posted electronically on OMIZone soon.

New drug testing program, other policy changes coming soon

You received an e-mail Aug. 18 from Employee Relations & Diversity Manager [April Welsh](#) that covered OMI's new company-wide random drug testing program as well as some policy changes affecting our safety and drug testing programs. We encourage you to [read the memo](#) that was sent with the e-mail carefully as the updates will impact you and your associates directly. In addition, a revised [Medical Attention Notice Form](#) and a new [Non-DOT Drug & Alcohol Testing Program Form](#) were included with the e-mail. We'll be sending out a hard-copy update to [Our Business](#) soon that reflects the new information.

August Of Mutual Interest headed your way

Watch your mailbox for the [August issue of Of Mutual Interest](#), and get the latest news on OMI's new logo. We've also got the scoop on OMI's 10-year partnership with DuPont, slow-moving reptiles in Lambton Shores and red onions in Gilroy. Be sure to share news about your project with the rest of OMI. Send articles, story ideas and photos to [Carolyn Brinkers](#) in Denver. Mail, e-mail and fax submissions are welcome. Space is limited, and articles will be edited for length and style. Submit your stories by **Mon., Sept. 11**, to be featured in the October issue! Check out the [company-wide calendar](#) each month for a reminder.

New associate joins Denver Payroll team

Please join the Payroll Department in welcoming Payroll Specialist [Sarah Buckman](#). Sarah joined the department on Aug. 18 and is responsible for handling the payroll needs of the Northeast region and the West portion of the West & Central region. Sarah has many years of payroll and accounting experience and comes to OMI from CH2M HILL, where she worked as an expense report auditor for two years. Sarah can be reached at 720/286-5551.

American Airlines introduces online round-trip check-in

American Airlines has introduced an enhancement to online flight check-in at AA.com. Now travelers who have return flights within 24 hours of departure can check in for both outbound and return flight segments at the same time. Round-trip flight check-in is available at www.aa.com/checkin for customers traveling with domestic e-tickets when their return trip falls within 24 hours of their initial departure. The new feature is especially helpful for passengers who want to check in for their entire same-day trip online but may not have computer and printer access at their destination. Additionally, round-trip flight check-in provides the earliest possible check-in time for customers seeking a flight upgrade or for those who would like to be added to a standby list. Just as before, passengers are able to check in online up to 24 hours prior to departure. For rules and more details on round-trip flight check-in, visit www.aa.com/checkin. As always, you may contact [Renée Benge](#) at 720/286-4214 or [Cari Strouse](#) at 720/286-4256 with travel program questions.

P-Card policies reminder

Just to refresh everyone on some points from OMI's P-Card Policy & Procedure Manual, the following are considered unacceptable uses of the company P-Card:

- Any personal purchases (see [Section 15](#) for details)
- Any single transaction exceeding \$3,000, except where special approval is provided
- Capital goods
- Leased equipment—unless the dollar amount falls within your card limits
- Purchases more than your signature authority limit
- Cash advances, traveler's checks or the use of ATMs
- Fuel for personal vehicles (reimbursement for mileage should be made separately)

As with any company purchase, the P-Card is not to be used for any product, service or merchant considered inappropriate for company funds. Failure to comply with the above guidelines for authorized purchases under OMI's P-Card program may result in cancellation of card privileges. The full [P-Card policy manual is available on OMIZone](#) in addition to other information, including [related contacts and forms](#).

Safety tip of the week

Be on the lookout for changing road and driving conditions that could require you to take quick action. Drive focused, avoid distracted driving and stay safe.

Don't forget about OMI's Rewards and Recognition program

OMI's Rewards and Recognition program is a multi-tiered plan designed to encourage and reward teams and associates for a job well done. The program encourages any associate to recognize anyone else at any time, not just managers recognizing associates. OMI's team-based recognition is designed to encourage behaviors tied to OMI's Everyday Excellence process which stresses a single-minded devotion to customer service. Read more about the Tag-You-Win, Soaring Eagle, Lightning Bolt and Golden Apple recognition programs in [Our Business on OMIZone](#), or contact your HR Generalist for more information.

Staying on course with Everyday Excellence

The NFL pre-season has already begun, and teams are getting ready for what we hope will be a great season. Imagine if football were played on a round field with no lines and no end goals. Imagine if there were no rules. How would the players know which way to run, what down it was, or even what to do with the ball? It would be pretty confusing, wouldn't it?

The same is true for an organization if goals and objectives are not clear. This is the purpose of a mission or purpose statement. It defines who we are and what we do. It communicates our mission and purpose to everyone on the team so we can all work to achieve the same end result. OMI's Purpose Statement defines our business focus, our vision, our mission and our values. Do you know what all of these are? Purpose Statement posters and wallet cards with the new logo will be shipped to projects the first week in September. Please take a minute and review the [Purpose Statement](#) so you, too, can stay in the game.
