



RMI Insight

PROFESSIONAL SECURITY SERVICES

FALL 2022 / RMI INTERNATIONAL INC.

Happy Holidays from RMI, 2022

The RMI Family wishes to extend our warmest holiday wishes. This season, we would like to thank everyone who has contributed to our continued success. We hope you will have a rewarding year ahead filled with joy and prosperity.

As we reflect on this year, I would like to encourage each employee to take a moment to find a way to give back or help someone in need. This year, RMI along with the Rodriguez family non-profit, Living Tree Foundation, is proud to support the following charities:

Downey Care Collaborative & Whole Child, who provide housing and meals for families in need.

Center for Military Veterans Reintegration, which supports and aids veterans in finding work.

Greater Clergy Council, a multi-denominational group of church volunteers which provide aid to homeless, gang prevention, and drug and alcohol awareness within local communities.

Acts of charity do not have to be monetary; it can be as simple as helping a neighbor bring in their trash cans or simply taking time to talk to a co-worker and wish them well. The spirit of giving helps make the holidays truly special.

May your holidays be filled with kindness, joy, and love. Wishing you and your loved ones a happy and safe holiday season. Thank you for all your efforts.

From my family to yours, Merry Christmas!

Rick and Lupe Rodriguez

New Management

Aarron Harrison: RMI wishes to congratulate Aarron Harrison on his promotion to the RMI Middletown, OH security manager position.

After high school, Aarron joined the U.S. Navy and spent eight years serving in various security and medical roles as a Gunner's Mate and Hospital Corpsman. After separating from active duty, he went on to be a Medical Assistant during the Covid-19 pandemic.

Aarron joined RMI in May 2022 as the Safety Trainer for Middletown Works. It was in this position he got his OSHA 30 outreach. After five months he rose to the position of Site Manager. He brings with him a vast knowledge of security and emergency response procedures. Congratulations, Aarron!



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Safety Corner



Fall/Winter Safety & Health

With the temperature and length of daylight hours changing, it's important to consider the safety and health issues that arise at this time and some measures to help avoid an accident or illness from occurring:

- Watch your step for slick or slippery surfaces due to rain, snow, or ice.
- Maintain a safe distance when patrolling by vehicle and watch for unsafe drivers.
- Take precautions during hours of darkness such as ensuring you have enough light to work safely.
- Wear clothing appropriate for the temperature in your area and ask your supervisor for warm clothing items as needed.
- Ensure to get the rest needed to help your body during the traditional cold and flu season.

Sincerely,
Richard Aparicio
RMI HR Manager



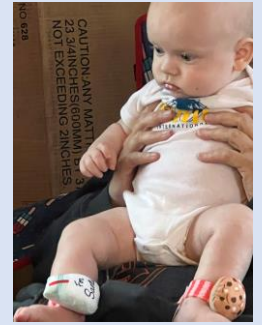
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CONGRATULATIONS!

RMI also wishes to congratulate Aarron Harrison on the birth of his son, Gunnar Beau Harrison. Gunner was born on June 20th and mom and baby are both doing well.



CYBERSECURITY TIPS II:

Protecting Your Company & Yourself from Hackers

Online attacks are an ever-present problem for businesses and private persons, worldwide. Attackers have been known to deceive employees and others via email and other cyber traps.

For example, an employee receives an email with an attachment that seems to be from a trusted source. Once the attachment is clicked on, malware (e.g., malicious software such as spyware, trojan horse, adware, ransomware, etc.) that is not recognized by your device's security software and blocked is downloaded on your computer.

Upon launching, the malware can do whatever it was designed to do such as accessing sensitive company and/or personal information, deleting information, locking a business owner out of their system until they pay a ransom, etc.

Ways to help prevent someone from accessing your company's computer system and information as well as from accessing your personal information are:

- Looking more closely at the sender, if possible, before opening an email. Sometimes a hacker will create a fictitious email address, using a familiar sender's name. Although the name reflects someone you know, the email address may be from someone totally unrelated.

If you are on a computer, for instance, you can hover over the sender's name with your mouse to see what the email address is before opening.

If in doubt, reach out to your contact who seems to have sent you the email before opening it to see if they sent the email to you or not. If they did not, then don't open it and report it to your supervisor or company IT or other responsible party.

- Don't open attachments, if they seem suspicious and/or are not expected, before confirming their validity.

For instance, if you are receiving an invoice or other document requesting you to open it for a service you did not order or receive, or it's otherwise unexpected, etc., don't open it until you are sure it is from a trusted source and required.

Once again, if the supposed sender did not actually send you the attachment, do not open it and report it to your supervisor or company IT or other responsible party.

Continued on page 5

"When you lose sight of the customer, you've lost your vision for the future."

Rick Rodriguez

"The first customer is the officer." – Rick Rodriguez Jr.

IT'S TIME TO UPDATE

Employees can update their mailing information themselves using the ADP app or contacting RMI payroll at the corporate office. W2 forms will be mailed directly from ADP by January 31, 2023. See below for information and instructions. See next page for support information.

ADP®

Employee Year-end Alert



Make sure your payroll information is up-to-date!

Verify your W-2 Information

The end of the payroll year is quickly approaching. Your 2022 Form W-2 will be mailed no later than Jan. 31, 2023.

Now is the time to verify the following as shown on your paycheck:

- Name
- Address
- Social Security number*

If you need to make any changes, log into your employee profile to update immediately. Or you can call the ADP MyLife Advisors team to help.

** For your information security, your Social Security number is masked on your paycheck. Verification must be handled by logging into:*

- For ADP TotalSource: totalsource.adp.com
- For ADP WFN: workforcenow.adp.com
- For ADP WFN NextGen: workforcenow.cloud.adp.com

Or contact your MyLife Advisor.

Update your W-4 Information

If your filing status or exemption allowance has changed, you are required by IRS regulations to file an amended Form W-4. In that case, you should give your amended Form W-4 to your employer or update in your portal.

If you are claiming **exempt** status during 2022, IRS regulations require you to complete a new form W-4 by Feb. 15, 2023 to keep that status for 2023.

You should review your current withholdings and consider whether you should amend your W-4 information.

If you do not complete and return a Form W-4 by the date specified, federal income tax may be withheld based on a marital status of single with zero withholding allowances.

Alerta De Fin De Año Para Los Empleados

¡Asegúrese que su información de nómina esté actualizada!

Verifique la información de su formulario W-2

El fin del año fiscal se acerca. Su formulario W-2 del 2022 va a ser enviado antes del 31 de enero del 2023. Ahora es tiempo de verificar lo siguiente de acuerdo con sus cheques:

- Su nombre
- Su dirección
- Su número de Seguro Social*

Si necesitas hacer un cambio, ingresa a tu portal para darlos de alta, o llama al equipo de los ADP MyLife Advisors.

** Para la seguridad de su información, su número de Seguro Social aparece tapado en los cheques de pago. La verificación se deberá hacer iniciando sesión en:*

- Para ADP TotalSource: totalsource.adp.com
- Para ADP WFN: workforcenow.adp.com
- Para ADP WFN NextGen: workforcenow.cloud.adp.com

O Comunicándose con el MyLife Advisor.

Actualice la información de su formulario W-4

Si su situación impositiva o el número de deducciones de retención permitidas han cambiado, las normas del IRS exigen que usted presente un Formulario W-4 enmendado. En este caso, usted deberá entregar su Formulario W-4 enmendado a su empleador o actualice en tu portal.

Si usted reclama una condición de exempt durante el 2022, las normas del IRS le exigen que llene un Formulario W-4 nuevo antes del 15 de febrero del 2023 para poder tener esa condición durante el 2023.

Usted debería revisar sus retenciones vigentes y considerar si usted debe de rectificar su información de la W-4.

Si usted no remite un W-4 antes de la fecha especificada, su estado de exento sera eliminado, se le retendrá los impuestos federales como si estuviera soltero y con ninguna deducción de retención.

SUPPORT FOR UPDATING YOUR PAYROLL INFORMATION



ADP is here to support **RMI employees!**

Email: MyLifeAdvisorCS@adp.com

Phone: 1-855-547-8508

Monday – Friday 8:00am – 11:30pm EST.

MyLife Advisors Support

Top questions asked...



- Direct Deposit and Updates
- W-4 and State Withholding
- W-2 Forms and Reprints
- EE Handbook/Policies
- Name Changes
- Address Change
- Password Resets
- Benefits
- Beneficiaries
- Dependents
- Address Change
- Paycheck Questions

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MyLife Advisor

A MyLife Advisor is dedicated to helping RMI employees navigate anything that comes your way, in and outside of the office. You'll have access to real people, ready to help with everything from navigating work-related issues and ADP systems to uncharted moments in life. We know that life can be complicated, and MyLife Advisor's job is to make it a little easier.

You can still call RMI office during business hours (Mon-Fri 9am-4pm) and we will gladly help as well. We just want to provide more options for you.

If not already, please download **ADP app** or visit **myadp.com** to view your ADP pay profile. Just use RMI registration code **RODBATMGMT-ADP** Please also consider going paperless, if not already.

Thank you! - RMI Payroll Department

RMI International, Inc. 8125 Somerset Blvd, Paramount, CA 90723 Ph. 562-806-9098

Verizon Wireless Discount Offer

As a reminder, any and all employees who use Verizon as their personal wireless service provider can benefit from the same discount RMI enjoys. According to Roxanne Boynton, RMI currently benefits from a 17% discount and Verizon will extend this to current RMI employees who register. Contact your supervisor for more info.

CYBERSECURITY TIPS II

Note: A suspicious pop-up ad or other item may turn out to be a malicious pop-up so don't access it on business devices unless directed by IT or your manager or supervisor. Also, it is recommended that you do not access these on your personal devices unless you are sure of their authenticity.

- Do not give your company password(s) to another. Do not let someone watch you type in your password on any device. If a company official needs to change your password for you, they will have the ability to do this without asking you for it.
- Do not use company phones, tablets, or computers for personal business.
- It's also advisable to ensure the security settings for your personal devices are set/in place to prevent someone from remotely gaining access to your phone, tablet, computer, or other device, via Wi-Fi or other means, and to also ensure your security updates are current. If you have any questions, reach out to your provider.

You may want to discuss multi-factor authentication and other security precautions offered with your providers and others who protect your confidential and other personal information to help better ensure that no one other than yourself and/or those you designate have access to it (e.g., texts, emails, pictures, documents, banking, and other personal docs, etc.).

Note: RMI IT and/or other responsible company personnel will secure RMI devices. However, if you discover that a work device needs a security update or has a vulnerability, then advise your supervisor as soon as possible.

- If you are required to conduct company research online, choose your information sources wisely. Federal, state, and local government sites are likely trusted sources of information for viewing and downloading, as are organizations and businesses that are known to you already as trusted sources.

When in doubt, contact your supervisor or manager first before accessing a website for a business search or research and especially before downloading source information from them.

- Beware of persons impersonating company officials who contact you on your work phone or in another way, requesting you to provide them with company or personal information and/or access to your work cell phone, tablet, or computer.

Even if you recognize the name but cannot confirm that you are truly speaking to a company representative, via voice or other recognition, do not grant them access until you can confirm or deny their request with your supervisor or manager.

Following this same guidance in your personal life may help prevent someone with harmful intentions from accessing your device(s) or personal information.

If you have any questions about how to keep your company and yourself protected against cyber threats, please reach out to your supervisor for guidance.



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Drowsy Driving – Signs & Prevention

According to the National Sleep Foundation, “Sleepiness can slow down your reaction time, decrease awareness, impair judgment, and increase your risk of crashing.”

The following are some signs of possibly being too drowsy to drive and how to avoid it:

- *Finding it hard to focus on the road, frequent blinking, or heavy eyelids*
- *Yawning repeatedly or rubbing your eyes.*
- *Finding it hard to keep your head up or nodding off.*
- *Drifting from your lane, tailgating, ...*
- *Feeling restless and irritable...*

Before getting in your vehicle, ask the following:

- *Are you sleep-deprived or fatigued?*
- *Will you be driving... when you would normally be asleep?*
- *Are you taking any medications that can make you sleepy...?*
- *Have you been working more than 60 hours a week?*

If you find that you might be too tired to safely operate a vehicle on shift, please advise your supervisor.