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SECURITY
SERVICE INC.

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ENERGY SERVICES MEDICAL SERVICES

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SAFETY SERVICES

Monthly Employee News

December 2016

Holiday Shopping Safety

By: Steve Ham, Lofton Safety Services

The holiday season is a time when busy people can become careless and vulnerable to theft and other holiday crime. The following tips can help you be more careful, prepared and aware during the holiday season.

- Avoid carrying large amounts of cash.
- If you do carry cash, keep it in your front pocket.
- Pay for purchases with a check or credit card when possible.
- Remember that wallets and purses are prime targets of criminals in crowded shopping areas.
- Avoid wearing expensive jewelry.
- Avoid overloading yourself with packages. It is important to have clear visibility and freedom of motion.
- Be aware of strangers approaching you for any reason.
- When shopping alone, ask the store security for an escort to your car prior to exiting.
- Before going to your car, locate your keys.
- When opening the car door, do not put your handbag and parcels down or on the top of the car.
- If there are suspicious people in the area, do not go to your car.
- Park in a well-lighted area, if you must shop at night.
- Take notice of where you park, and try to park close to your destination.
- Do not park near vehicles with tinted windows.
- Do not leave valuables in your vehicle where they can be seen.
- Never leave the motor running when the car is unoccupied.
- While in or out of your car, keep all car doors locked and windows closed.

Have a safe and enjoyable holiday shopping season!

Year End W-2

It's getting to be that time of year again - W2s! Be sure to review your paystubs this month to make sure the following are correct:

- ▶ your address
- ▶ state and federal withholdings
- ▶ your social security number

If you worked for more than one department, i.e. Security, Clerical, Industrial, Energy, or Medical, you will receive a W-2 for each. If you need to make any changes (address, etc.), you can log into your account through the employee login on the Lofton website, or contact your local payroll department *immediately*. Changes must be called into the payroll department by January 15th. W-2(s) will be mailed no later than the last day in January. W-2's can also be printed from your Lofton online account (employee paystubs link) in mid February.



Officer Kudos

One of our favorite things is to give credit to our officers when they have gone above and beyond.

Officer Matthew Everett, Houston, TX, just started with Lofton Security on October 19th, and already has made an impression. Matthew proved himself to be dependable, professional, and always eager to do the best job he could do. Our client was so impressed, they reached out to Lofton management.

"I am still getting good reports on Mr. Everett. He is becoming even more engaged and getting to know our personnel and contractors. Even the Plant Manager has complemented Mr. Everett's performance and told me to request him for future services." Matthew is a shining example of the profile for Lofton Security officers, and we are pleased to have him represent us and our clients.

What's Happening This Month

December 21

First Day of Winter

December 24

Christmas Eve
Hanukkah

December 25

Christmas Day

The Lofton Offices Will Be Closed Monday, December 26th

We wish all of you a very Merry Christmas!



An angel of the Lord appeared to them, and the glory of the Lord shone around them, and they were terrified. But the angel said to them, "Do not be afraid. I bring you good news of great joy that will be for all the people. Today in the town of David a Savior has been born to you; He is Christ the Lord." - Luke 2:9-11

Become a fan of **Lofton Staffing**, **Lofton Security**, **Lofton Energy**, or **Lofton Medical**.



When Love Came Down By: Glenda G. Lofton, Ph.D.

Christmas is many things to many people. For me, Christmas evokes memories of childhood—of trips to my great-grandfather's house which predated the Civil War in age and modern conveniences (no electricity, no running water, no indoor toilets); but a house filled with love and Great Grandpa Worner's stories of long ago; Christmas carols played on the old pedal organ that belonged to my Great Grandmother Worner who had died in childbirth so many years before; a freshly cut cedar tree which I got to help Great Uncle Ira cut from the woods nearby; that tree trimmed with paper chains and other hand-made ornaments that I helped Great Aunt Mary Lou make and hang; the soft glow of a coal-oil lamp; Grandma Jones' everyday cotton stockings hanging on the mantle with the admonition that I better be good or it would be filled with ashes and switches; and my first birthstone ring which Santa left hanging in a tiny box on the Christmas tree—a ring still kept in my jewelry box so many years later.

For Tommy, Christmas brings back images of one very memorable Christmas Eve when he was in the fifth grade. It came during one of the coldest winters in the history of Baton Rouge and during one of the leanest financially for his family. His dad, a pipe fitter, had been out of work and had gotten a job just two weeks before Christmas. As Christmas Eve dawned, they had frozen pipes, no running water, a Christmas tree that had been cut from the woods out of necessity, and no presents underneath. That afternoon, Tommy's dad got paid for two weeks

of work, loaded the whole family in the car, and took them downtown to Third Street to shop for Christmas gifts. Even now, as he tells the story to me so many years later, his face lights up, and he adds, "That's why I still



"Christmas evokes memories of childhood—of trips to my great-grandfather's house which predated the Civil War in age and modern conveniences (no electricity, no running water, no indoor toilets); but a house filled with love"...

love to go shopping on Christmas Eve—to recapture the joy of it." (Sadly, the convenience of shopping on the internet and the timely arrival of the package at the door may now have substituted for that joy just a little.)

What special memories does Christmas evoke for you? Christmas is all of this and more, for it is the day "when love came down". "For God so loved the world that He gave His only begotten son that whosoever

believeth in Him should not perish but have everlasting life (John 3:16 KJV)." That love transcends time, space, modern conveniences, frozen pipes, empty pocketbooks, floods, recent shootings in our city and state, current threats of terrorism, the persecution of Christians, and any other difficulties we might be encountering in our lives.

Christina Rossetti (Dec. 5, 1830-Dec. 29, 1894), an English poet who wrote devotional and children's poems, captures the spirit of Christmas and the response God seeks from all of us in a poem that I memorized as a young child:

*What can I give Him,
Poor as I am?
If I were a shepherd,
I would bring a lamb,
If I were a Wise Man
I would do my part,—
Yet what can I give Him,
Give my heart.*

During his ministry, Jesus reminded us, "By this shall all men know that ye are My disciples, if ye have love one to another. (John 13:35). As we anticipate Christmas 2016, let us take time to share His love with our family, friends, our fellowman...and our Armed Services everywhere.



Office Christmas Parties By: Julie East, Corp. Marketing & Recruiting

One of the highlights of the working year is the annual office Christmas party. An event to have fun, socialize with co-workers and superiors, but making a fool of yourself is something to avoid at all costs. Below are some suggestions to keep the party professional, but still have fun.

Show up.

Although not a requirement of your job, you will be noticed if you don't attend. Arrive on time and be sure to stay until an appropriate time. You don't have to close the place down.

Decide what to wear.

Find out what everyone else is wearing before the party and match the tone with your outfit. Be careful! Revealing clothing, while fun, is not appropriate around your superiors.

Mingle.

The Christmas party is an excellent opportunity to cement relationships and to get known in a good way. This may be the only time you see the executives in person. Introduce yourself, talk to your co-workers, their spouses and boss-



es. Don't just talk about work issues...it's a party! Talk about things outside work, like movies, football, family, etc.

Drink responsibly.

Keep in mind this is still a work function and that everything observed has the potential to be turned into judgment on your professionalism. Be aware of your limits. The more drinks you have, the more likely you are to do something you'll regret.

Be tactful.

This goes along with the previous. Avoid using alcohol or the fact that it's a party to let

out pent-up resentment and frustration about your job, co-workers, or bosses. Have feelings for a co-worker? This may not be the time to declare that. Bear in mind the potential for claims of sexual harassment. Use some common sense.

Careful what you post.

Avoid posting negative comments to social media about how "lame" the party was, or how much the food "sucked." Also, do *not* post photos of your co-workers taking shots or engaging in other inappropriate behavior.

Help others.

If you see a co-worker overdoing the drinking or making a move or saying something that could land them in hot water, step in and help them out. Explain to them what they are doing and how it appears to other people. They may not thank you now, but they will later. And please, don't forget to thank the host/hostess for the party.