

Traffic Plan's
official employee
publication

UNITE



Sun, Fun & Lots to GET DONE!

It's summertime, which means we are BUSY. Work on our nation's roadways ramps up between April and October, partially because warmer temperatures are better for pavement quality. As the number of jobs has increased, Traffic Plan has been able to maintain our usual high standards in providing a safe, efficient work and travel experience in our customers' work zones.

SMALL DECISIONS

Each day is an opportunity to create a safer work environment for the people around us. Our decisions, even the smallest ones, create a culture of safety at Traffic Plan. It might not seem like our actions have any significant impact at all, but that is not the case. As author Harold Kushner says, "The small choices and decisions we make a hundred times a day add up to determining the kind of world we live in." At Traffic Plan, our goal is to make the right choices to create a safer world for our clients, communities, and one another.

THANK YOU, THANK YOU, THANK YOU!

This wouldn't be possible without our employees. We want to express our sincerest appreciation for each and every one of you. Your hard work and commitment to safety has helped Traffic Plan earn the loyalty and trust of our customers. Your dedication to excellence has not gone unnoticed, and we are incredibly proud of the work you do.

WE'RE GROWING

Your outstanding efforts have also helped us expand our operations to a new location in Richmond, Virginia. This growth not only allows us to serve a wider range of customers, but we can also provide more professional development and advancement opportunities within our organization.

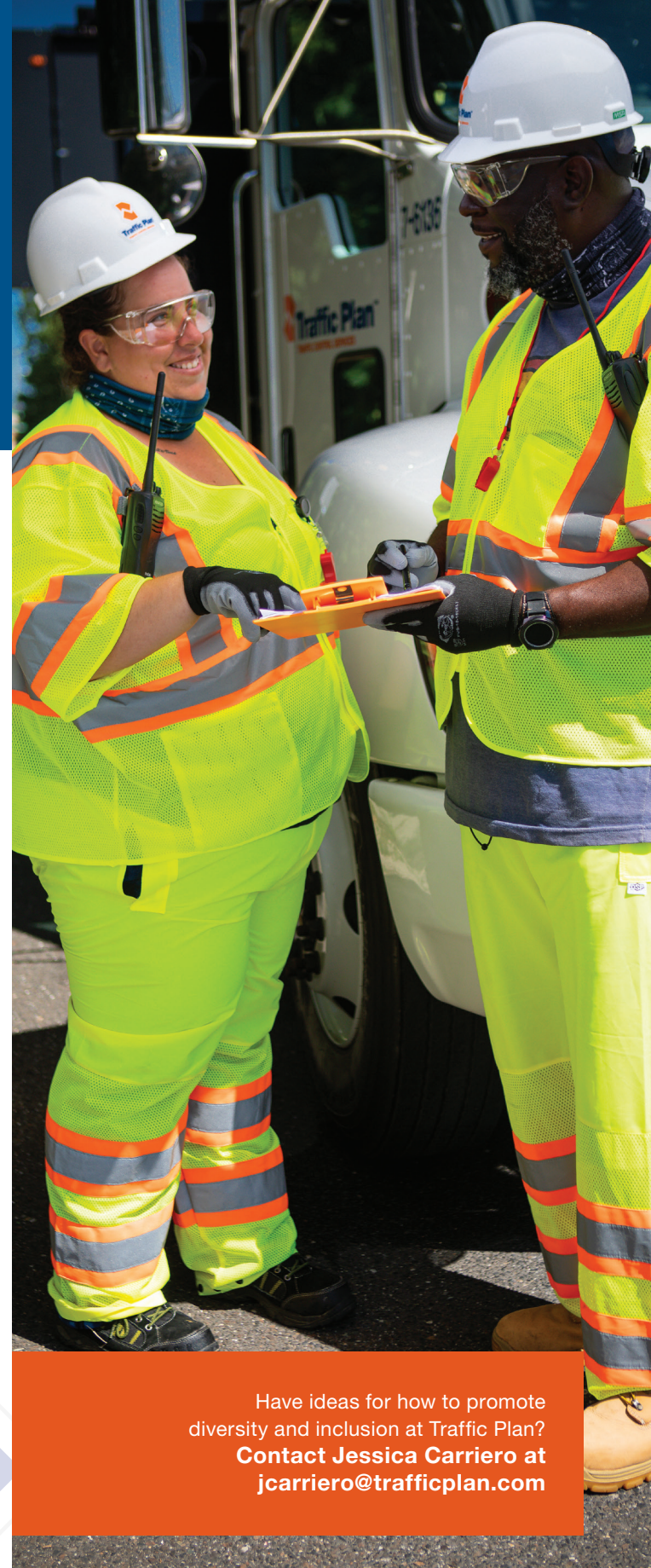
Traffic Plan also moved two of our existing locations to better service our customers. The Lemoine, PA, branch moved to Grantville, PA, and the Gainesville, VA, location moved to Stafford, VA.

SOAK UP THE SUNSHINE — SAFELY

With summer's long days — and heat — upon us, don't forget to prioritize your own health and safety. In this issue's Progress Bulletin, we've provided a list of safety reminders to help you stay healthy and productive when spending time in the sun.

We hope each and every one of you enjoys this summer with your loved ones. You work incredibly hard and deserve to unwind and recharge. Whether it's spending time with family and friends, setting out on new adventures, or simply relaxing at the pool or beach, don't forget to make the most of this season.

Wishing you a safe and rejuvenating summer,
Carolyn Kiely, President & Executive Director
& *Mary Kiely, CEO*



Have ideas for how to promote diversity and inclusion at Traffic Plan? Contact Jessica Carriero at jcarriero@trafficplan.com

WHY A MULTIGENERATIONAL WORKFORCE MATTERS

At Traffic Plan, we are committed to cultivating a diverse and inclusive workplace, one where everyone is equal regardless of gender, race, religion, or age. We're proud to employ people from a wide range of age groups — from those just starting out in their careers to those starting their "second act" in retirement. In fact, we've noticed that a multigenerational workforce has significant benefits. Here are just a few:

MULTIPLE PERSPECTIVES

Employees from different generations bring diverse knowledge, skills, and experiences to the table. This blend of perspectives creates a rich and vibrant working environment where we can all learn from one another.

LEARNING OPPORTUNITIES

A varied mix of ages promotes continuous learning and growth. Older employees typically have extensive real-world experience and expertise to share, while younger workers often contribute fresh ideas and innovative thinking.

MENTORING RELATIONSHIPS

A multigenerational workforce allows mentoring relationships to form naturally. These connections encourage team members to develop new skills and cultivate a sense of community and loyalty within our company.

FLEXIBILITY & ADAPTABILITY

Different generations bring varying levels of comfort with technology and change. Younger employees tend to have a stronger grasp of the latest technologies, while older workers offer stability and experience. Combining these strengths improves our ability to adapt to changes in the field.

FOCUS ON KARY CANDELARIA



HOW LONG HAVE YOU BEEN WITH TRAFFIC PLAN, AND WHAT'S YOUR ROLE?

I've been working with Traffic Plan as a Human Resource Generalist for a year and six months. Some of my responsibilities include enrolling employees into our benefits programs and supporting employees on medical leave requests, along with several other HR administrative tasks.

WHAT'S YOUR FAVORITE PART OF THE JOB?

I like to make sure all of our employees feel heard and appreciated. This is especially important when they are requesting medical leave or when they must take care of a close relative who is seriously ill, as they are already going through a hard time. The process can be a little confusing, so I try to guide them through it and make it as easy as possible.

One thing I like about Traffic Plan is that they are receptive to suggestions and listen to my ideas. They are always open to change. You never hear them respond by saying anything like, "We have always done it this way."

THE MOST CHALLENGING PART?

The most challenging part would have to be interacting with unhappy employees.

WHAT HAS YOUR CAREER PROGRESSION AT TRAFFIC PLAN LOOKED LIKE SO FAR?

I've been in the same role since I started with Traffic Plan. However, during my time here, with the support of the HR Manager, I have made a lot of changes to our medical leave tracking process, onboarding process, and filing system.

WHERE DO YOU SEE YOURSELF AT TRAFFIC PLAN IN THE FUTURE?

As the company grows, I see myself advancing in my career while expanding my skills and expertise. Also, I hope the HR team will grow with the company, and I will be happy to lead junior colleagues to help them grow professionally while contributing to the overall success of the company.

WHAT DO YOU LIKE TO DO IN YOUR FREE TIME?

When I am not working, I am usually at some type of sport game or practice with my son or daughter. I also enjoy hiking with my dog, traveling, or spending time with family and friends.

WHAT'S A FUN FACT PEOPLE MIGHT BE SURPRISED TO LEARN ABOUT YOU?

I was born and raised in Dominican Republic. I moved to New Jersey when I was 17. Due to this, I am fully bilingual in Spanish and English.

HOW WOULD YOUR FRIENDS OR FAMILY DESCRIBE YOU IN THREE WORDS?

Kind, hardworking, and resilient.

WHAT'S YOUR FAVORITE QUOTE OR MOTTO YOU LIVE BY?

"If you want to change the world, go home and love your family." –Mother Teresa

“ I LIKE TO MAKE SURE ALL OF OUR EMPLOYEES FEEL HEARD AND APPRECIATED. ”

STAND & TAKE A BOW

Employees are Traffic Plan's most valuable asset. Here, we'd like to take a moment to recognize your milestones and give you a round of applause!



ONE-YEAR ANNIVERSARIES | 2022

RICARDO ALVARADO
DION ANZISI
KRISTINA AVILES
WILLIAM BARBA
JAMES BEATTY
WILLIAM BUSH II
KARY CANDELARIA
ELLEN-ANNE COOMBS
WESLEY COPE
MARISSA DEMARY
BRUCE DICKENS
ROBERT GIAIMO

NASHIKIA HANTON
MARIA KATSOUFIS
JACQUELINE KERTIS
MIGUEL LEIS
CHRISTINA MATTHEWS
MARINA MAZUR
CHRISTOPHER MULGREW
MARCELLO MUNIZZA
TALITHA OLIVE
MICHAEL PETERS
STEVE PUGH
FRANCES QUINN

REYES RAMIREZ
JEAN SCHWARZ
JOSEPH SCHWEITZEN
HARRY SHAEFFER
BRIAN SLUSARZ
RYAN SPERBER
DONNA STEVENS
MAURICE TAYLOR
KENNETH WALL
ANTHONY YANNAZZONE
TIMUR YENIKEYEV
RODOLFO ZAVALA

FIVE-YEAR ANNIVERSARIES | 2018

STEPHEN ALBANESE
PAUL ARMENTO
KENNETH BORDZUK
DANIEL BRIODY
MORGAN CARNEY
NICOLE CHOLISH
CHRISTINA HENDRIKSEN
JAN HUMPHREYS
RICHARD JOHNSON JR.

MICHAEL KARLOWSKI
STEVEN NAPOLITAN
PAUL PHILLIPS
ADAM SLACK
JOHN SUSINO
DANIEL TARPEY
BENJAMIN TAYLOR
MICHAEL WARAKOMSKI



10 YEAR ANNIVERSARIES

SHIRLEY GUTTRIDGE

04/02/2013 | FARMINGDALE, NJ

Shirley started with Traffic Plan in 2013 and has been a Crew Chief for a decade. Her favorite parts of the job are working outdoors and that every day is different, but she also loves interacting with the public and other workers. The biggest lessons Shirley has learned here are to never let your guard down in the field and to be constantly alert, cautious, and prepared for the unexpected. Over the next decade, she sees herself still giving 100% at Traffic Plan and having a positive impact on people's commutes, guiding them through work zones safely.

MARK HICKLING

04/15/2013 | BETHLEHEM, PA

Mark began his Traffic Plan career as a Flagger, moved up to Crew Chief, and in 2014, he accompanied Agron Kurtishi and Ken Walker at our first office in Pennsylvania, where he became a Supervisor. Today, operations have grown to six offices in Pennsylvania, where Mark serves as Regional Supervisor. He has worked in traffic management for the last 28 years, both in the US and the UK, and has loved his time with Traffic Plan so far. He sees continued growth for both himself professionally and the company in the next 10 years.

MARK CARR

04/30/2013 | FARMINGDALE, NJ

Mark has been a Traffic Plan Crew Chief for nearly a decade. He loves meeting new and exciting people, so his favorite part of the job is everyone he's been able to meet and work with. Mark first saw an ad in the newspaper that Traffic Plan was hiring. He was looking for a more steady and reliable job at the time and thought, "Why not?" Over the next 10 years, Mark sees himself continuing to work hard at Traffic Plan, keeping our customers safe and happy to the best of his ability.

HENRY PEREZ

04/30/2013 | FARMINGDALE, NJ

A traffic control veteran, Henry has been a Crew Chief with Traffic Plan since 2013. He previously worked for a different traffic control company, but decided to join our team after hearing friends say how much they enjoyed working here. His favorite part of the job? All the different people he's worked with and the friends he's made. In 10 years, Henry hopes to be retired on a beach, but sees Traffic Plan still striving forward and growing tremendously.

JACOB RIVERA

04/30/2013 | FARMINGDALE, NJ

Jacob started his Traffic Plan journey in 2013, when he was looking for a change in careers and wanting to try something new. He has been a Crew Chief for nearly a decade, and his favorite parts of the job are the environment and the people he works with. In the next 10 years, he sees himself continuing to work hard as a Crew Chief, with the possibility of eventually moving up to the role of management.

PROGRESS BULLETIN

THE HEAT IS ON!



Summer weather is great for barbecues and swimming, but it can pose real challenges on the job site. Follow these nine tips to help you and your team beat the heat this season.

1. APPLY SUNSCREEN

Protect your skin from the painful effects of sunburn by applying sunscreen regularly, especially if you're sweating. Prolonged exposure to UV rays can lead to sunburn, premature aging, and an increased risk of skin cancer, but sunscreen can help.

2. USE BUG SPRAY

Keep mosquitoes, ticks, flies, and other pests away by applying bug repellent before starting the job. It's tough to focus on the task at hand if you're getting eaten alive.

3. DRINK LOTS OF FLUIDS

One of the best ways to stay healthy in the summer heat is to stay hydrated. Don't wait until you're thirsty. Keep a water bottle handy, and drink lots of liquids throughout the day. (Avoid drinks with sugar and caffeine, as they can dehydrate you.)

4. WEAR PROPER CLOTHING

Wear lightweight safety apparel made of breathable materials to keep the heat off your skin. To block direct sun exposure to your head and neck, wear a hard hat and cooling bandana.

5. TAKE BREAKS

Frequent short breaks can help you stay focused and productive throughout the day. Find a fully shaded area to rest, rehydrate, and cool down as needed.

6. AVOID AIR CONDITIONING

Extreme temperature swings can be hard on your body and lower your natural defenses. While working in the heat, avoid going into air-conditioned spaces that are significantly colder. Find a shaded spot to cool off instead.

7. EAT WELL

Choose light, cool meals and snacks that are high in water content, such as fruits and vegetables. Avoid heavy, greasy foods that can make you feel bloated and sluggish.

8. GET PLENTY OF SLEEP

Heat can make you groggy, so it's best to start each day well rested. Stick to a regular sleeping schedule, and turn off your electronic devices at a decent hour each night to help you get quality sleep.

9. KNOW THE SIGNS OF HEAT STRESS

High temps and humidity can cause heat-related illness. Fainting, dizziness, nausea, and muscle spasms are some typical signs of heat stress. If you or a coworker experience any of these, get to a cooler place, drink water, use a cold compress, or seek medical attention right away.

TAKE CARE OF YOURSELF WITH THE EAP

It's important to bring your best self to work each day. That's why Traffic Plan has partnered with Preferred Behavioral Health Group (PBHG) for an **Employee Assistance Program (EAP)**. This **confidential** program can help with personal problems affecting your well-being, home life, and/or job performance. **Keep reading to learn more, or contact HR for more information.**

HOW DOES THE EAP WORK?

Professionals from PBHG and the community are available to help you with personal problems. They can provide short-term counseling and, if necessary, refer you to service providers in your community for additional treatment.

WHAT PROBLEMS CAN I GET HELP FOR?

Your EAP counselor is ready to help you with any personal problem, but the most common are family and marital issues, work-related stress, alcohol and/or drug use, and problems adjusting to new or difficult situations.

WILL THEY TELL MY EMPLOYER ABOUT MY PROBLEM?

ABSOLUTELY NOT! Conversations with your EAP counselor are strictly confidential. This information will not be included in your personnel file.

IS THERE A FEE FOR USING THE EAP?

No. Sessions with your EAP counselor are paid for by Traffic Plan. If you're referred to another professional or program in your community, fees for that service will be your responsibility. Your ability to pay is taken into consideration before any referral is made, and health insurance may cover a significant portion of those fees.

HOW DO I CONTACT THE EAP?

Call (800) 542-0184 to speak with an intake coordinator. Or, use the PBHG EAP mobile app! (See sidebar.)



SUPPORT AT YOUR FINGERTIPS

USE THE PBHG EAP APP ON YOUR SMARTPHONE OR TABLET TO:

- Read articles on anxiety, alcohol problems, depression, and more.
- Schedule a counseling appointment (not related to your primary health insurance).
- Find services like Financial Assist, Preferred Assist, Identity Theft, and Eldercare.

Download the app by going to your app store and typing in **PREFERRED BEHAVIORAL HEALTH**. Once installed, log in with the company code **TRAFFIC**.

TRAFFIC PLAN'S 401(K)

WHO, WHAT, WHEN, WHY & HOW

At Traffic Plan, we know that saving for retirement is incredibly important. That's why we offer a 401(k) plan, and advisors, to help employees prepare for the future. We partner with Mountain Hill Investment Partners to provide financial education and advice so you can take full advantage of the 401(k) plan and navigate other financial matters. But how does it all work? Keep reading!

WHO IS THE PLAN FOR?

Traffic Plan's 401(k) plan is for employees who meet eligibility requirements. Reach out to Human Resources to see if you're eligible and learn how to enroll.

WHO CAN HELP ME?

For many years, Traffic Plan has trusted Mountain Hill Investment Partners to support employees who participate in the plan by providing financial education and advice. Their team offers help with deciding how much to contribute and what investments to choose, among other things.

WHAT? WHY?

A 401(k) is an employer-sponsored retirement plan where employees can save a portion of their salary in an account that receives tax-sheltered growth to provide you with income in your retirement. You can choose between a Roth 401(k) or Traditional 401(k) — more on that later.

In the past, many employees could depend on a company pension to provide income during retirement, but pensions rarely exist today. Instead, many companies offer a 401(k) plan, which is a defined contribution plan — meaning you decide how much to contribute to your account. When you retire, Social Security alone won't replace all your income, so it's important for you to plan and save for retirement, the sooner the better.

HOW & WHEN DO I SIGN UP?

We will give you an enrollment booklet with instructions for joining the 401(k) plan prior to becoming eligible. Once you're enrolled, your contributions will be deducted from payroll. Access to the plan is simple — you can view your 401(k) online at the Ascensus website (<https://myaccount.ascensus.com/rplink/account/login>) or on their READYSAVE mobile app. Your username and password will be the same for both.

The ideal time to enroll in the 401(k) plan is as soon as you're eligible! The sooner you begin saving for retirement, the longer you have for that money to grow.

HOW MUCH SHOULD I SAVE?

Mountain Hill Investment Partners encourages everyone to try to reach a savings goal of 10% of their income. The plan allows you to save on a dollar basis or a percentage basis, but they recommend setting a percentage. The savings rate that you choose is not set in stone — you can change it if needed.

HOW DO I CHOOSE BETWEEN A ROTH OR TRADITIONAL 401(K)?

This plan allows employees to choose between a Roth or a traditional 401(k) — the difference is in how taxes are handled.

In a traditional 401(k), contributions are made before taxes are withheld from your paycheck, and the assets grow tax deferred. This means you will pay taxes on the money when you retire and begin taking distributions from the plan.

With the Roth 401(k) option, your contributions are made after taxes are withheld from your paycheck. The benefit is that you'll never pay taxes on this money again — all the growth is tax-free! Reach out to Mountain Hill Investment Partners to understand what's best for your personal circumstances.

HOW DO I CHOOSE THE BEST INVESTMENT(S) FOR ME?

Mountain Hill Investment Partners' investment fund lineup allows you to create a customized portfolio based on your age, risk tolerance, and more. They also have target retirement funds in the plan, which let you choose a fund with the year closest to when you expect to retire. These funds reduce risk over time by shifting the asset allocation to fewer stocks and more bonds and are designed to be held as a single position in your portfolio. Many people like the simplicity of this approach. If you have questions, Mountain Hill Investment Partners can help you create a portfolio that suits you best.

WHAT SERVICES ARE AVAILABLE & WHAT DO THEY COST?

Mountain Hill Investment Partners offers group education, as well as individual meetings that can include a spouse, family, or friend who helps you with your financial life. These meetings usually take 20–40 minutes and can be done in person, by phone, or through video conference. It's important for them to get to know you and gather some basic financial information (e.g., whether you have any debt, emergency savings, or other retirement or investment accounts) so they can give you advice that's in your best interest. Conversations with them are strictly confidential.

As independent advisors, Mountain Hill Investment Partners have no products to sell, and their services are an employee benefit, available at no cost to you.

HOW CAN I GET MORE ADVICE?

Contact any of the advisors below. They are happy to guide you through the entire process.



Mike Meyers
732-291-3338
mikemeyers@mhipartners.com



Lauren Siewert
732-554-1146
laurensiewert@mhipartners.com



Andy Kaiser
732-291-3188
andykaiser@mhipartners.com



FRANKLY SPEAKING

In our day-to-day lives, we are presented with many opportunities where we must make a decision to uphold our integrity for proper conduct. Honesty, and doing the right thing, is a continual choice. For the most part, doing what's right is an easy decision, but it's not one we take lightly.

Early in our lives we're told that honesty is the best policy. It's normal for most people to feel that they are trusted by peers, friends, family, and employers. However, the impulse to not do the "right thing" sometimes creeps into our psyche, and one wrong, split-second decision may compromise our reputation. Hopefully in those moments, our integrity kicks in and helps us to avoid making a mistake.

WHAT IS INTEGRITY?

Simply stated, integrity is the power to stand, confront, and tell the truth to **yourself**. And guess what? It's so very hard to fool yourself when deciding whether to take the honest path.

There are many ways to describe a lack of integrity — having a bad moral compass, being on a slippery slope, and taking part in corruption, to name a few. No matter

how you slice it, making the correct moral choices when no one is watching, regardless of the circumstances, is the antithesis of dishonesty.

HOW CAN I SHOW INTEGRITY AT WORK?

Countless times a day as Traffic Plan employees, we are presented with scenarios when no one is around to influence making the right decision. Maybe we are handed a gas card that gives us purchase power at the pump. This can be, and has been, used inappropriately for gas theft. Choosing integrity means using the gas card for its intended purpose only.

We have access to our own timesheets, which can be manipulated for increased work hours. An extra hour here or there is just a little thing, we tell ourselves, but choosing integrity means keeping an honest account of our time.

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CHOOSING INTEGRITY MEANS FOLLOWING ALL NECESSARY PROTOCOLS TO ENSURE A SAFE WORK ENVIRONMENT FOR EVERYONE.

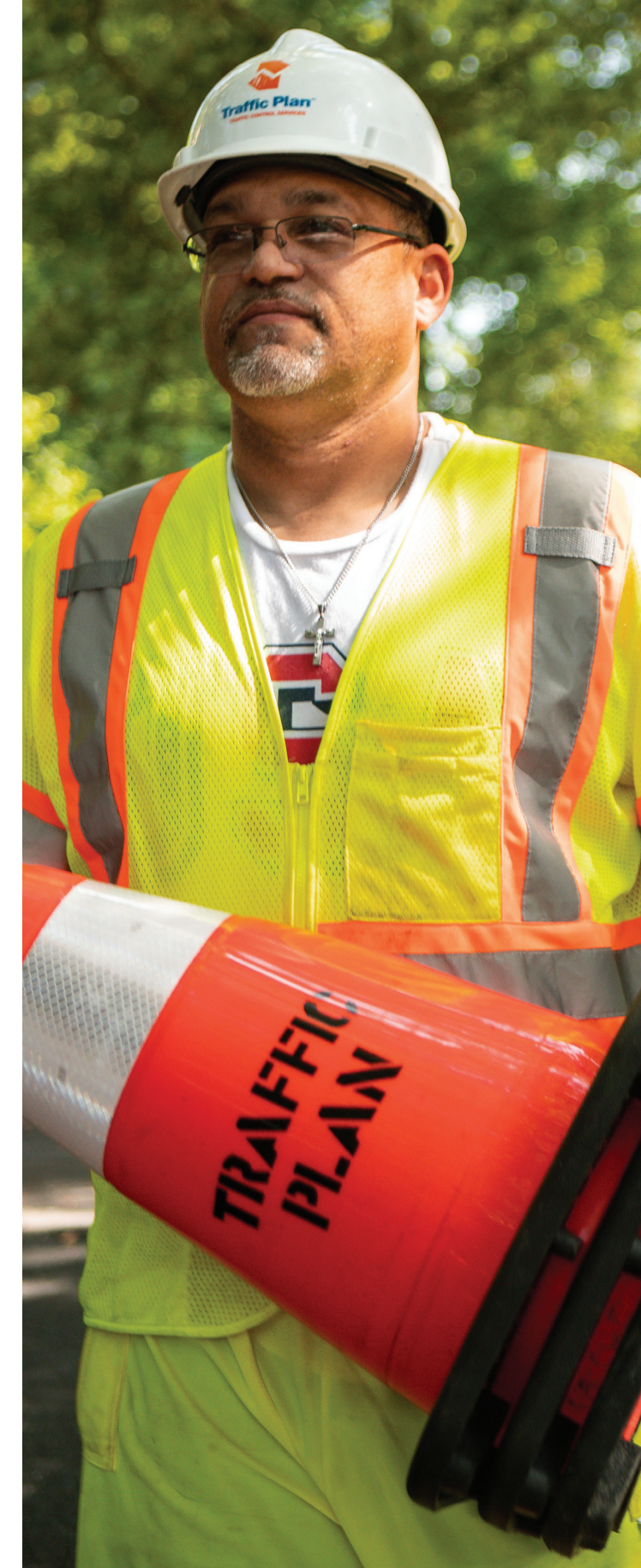
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What about excluding early warning signs, knowing that an inspection is not imminent? The proper sign protocol is not met, and safety is compromised. Choosing integrity means following all necessary protocols to ensure a safe work environment for everyone.

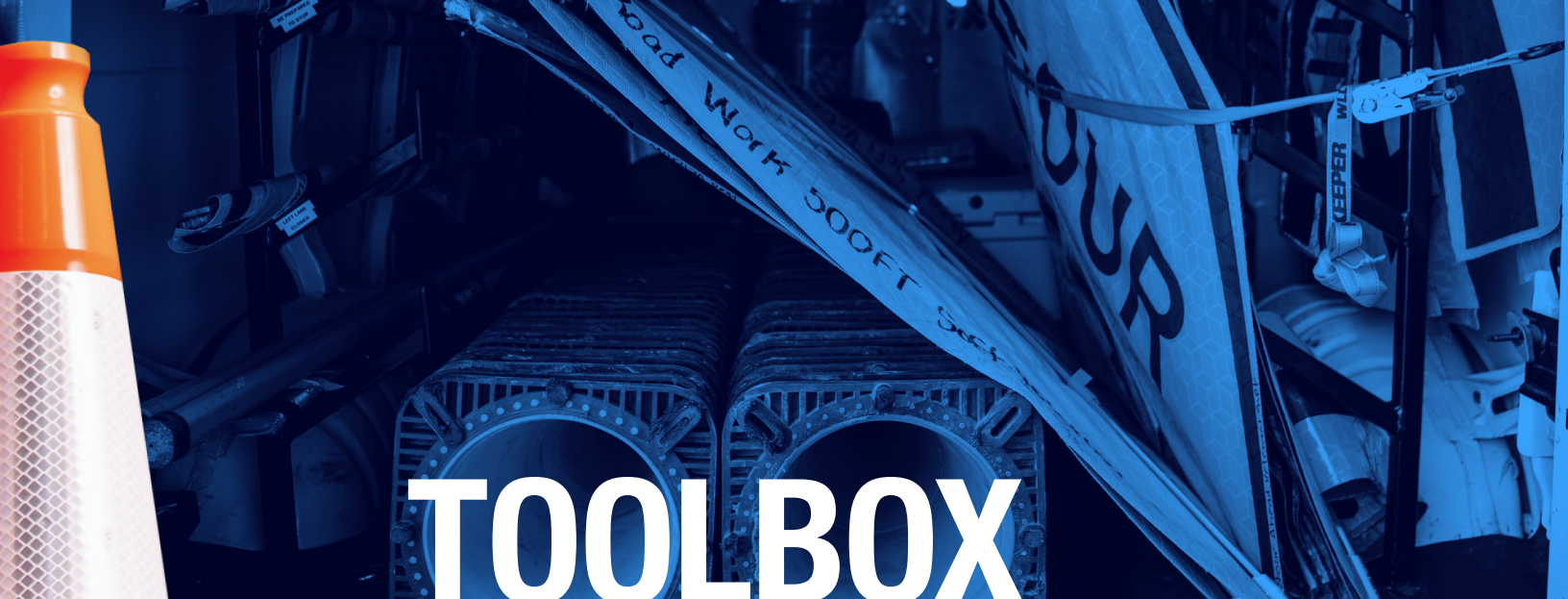
There are many opportunities each day where we are expected to do the right thing, when really, it's only us as the individual who knows about it. To make that honest decision all the time is the true measure of a person. The measure of a person's character is what they would do if no one ever found out.

Here is a tip to help during times when you question yourself about making the right decision. There is an adage I'm sure most of you have heard: "Dance like no one is watching." Well, for sound integrity, **do everything as if everyone is watching.**

Stay Safe,
Frank



If you have any questions or topics you would like to see discussed here, please email me: FRANKLYSPEAKING@TRAFFICPLAN.COM



TOOLBOX

TALK

SAFETY PROTOCOLS FOR FLAGGING OPERATIONS

Employees learn proper flagging MOT through the ATSSA Training Certification process during onboarding. Remember and apply your knowledge!

- Use only 6 cones to create a proper taper. Its length should be 50' min. and 100' max.
- Follow correct spacing and sequence for proper sign protocol.
- Keep the paddle in your control at all times.
- Remain within the flagger station. Do not stand in a live lane.
- Identify an escape route. Focus on your surroundings.
- Make eye contact with oncoming motorists.
- Do not set up a wall of cones in the open lane of the flagger position.
- Never attempt to stop a motorist with a flagging paddle or any body part. Use the whistle technique to warn others of improper vehicle movement.
- Use proper radio transmission.
- Protect, protect, protect yourself at all times!

SAFETY REMINDERS FOR USING TMAS & SHADOW VEHICLES

- Deploy the crash cushion.
- Illuminate the arrow board with proper signaling.
- Position the TMA according to proper RAD (roll ahead distance) specifications.
- Place the TMA/shadow vehicle in the workspace in advance of workers or equipment.
- Remember your training. Do not expose yourself to live traffic!
- Protection, protection, protection! Don't find yourself behind the protection.
- TMAs/shadow vehicles are protection devices. Use them accordingly!

PROGRESS INSTITUTE

UPDATES FROM TRAFFIC PLAN TRAINERS

At Traffic Plan's Progress Institute, we're proud to provide in-depth work zone safety training. We go beyond "just the basics," with continuous training that teaches the latest best practices and helps employees advance their careers. We're also pleased to share our expertise with customers, seeing it as one more way Traffic Plan acts as their partner in progress.

Here's a look at the learning opportunities we provided this spring. Interested in future classes? Talk to your Supervisor to learn more!

ADVANCED CREW CHIEF TRAINING

Over the course of three classes, 14 employees received advanced training in the role of Crew Chief. We will continue to schedule one class each month.

ADVANCED HIGHWAY TRAINING

Six employees took this two-day class, which we will schedule once a month moving forward.

ATSSA 4-YEAR FLAGGER RECERTIFICATION

ATSSA requires all Flaggers to be recertified every four years. This spring, 22 existing Traffic Plan employees received this training, keeping their knowledge current and skills sharp.

CLIENT TRAINING

The Progress Institute hosted 15 employees from New Jersey American Water for ATSSA Flagger Certification. We will continue to schedule future classes as requested.

NEW EMPLOYEE TRAINING

Classes to train new employees are scheduled continuously throughout the year. This spring, we were excited to welcome 226 new employees over the course of 45 classes!

TRUCK-MOUNTED ATTENUATOR CLASSES

Four classes were held to teach the skills and safety measures needed to operate a TMA, providing training to 29 employees total. We will schedule at least one TMA class every month going forward.





TRAFFIC CONTROL SERVICES

Corporate Headquarters
5300 Asbury Road
Farmingdale, NJ 07727
844-875-2644

Two smartphones are shown, one in the foreground and one slightly behind it. The foreground phone displays the Instagram profile for "traffic_plan", showing 359 posts, 603 followers, and 277 following. The background phone displays the Facebook profile for "Traffic Plan - Traffic Control Services", showing 1.5K posts and 1.6K followers. Both profiles include a bio and a website link.

STAY IN
THE LOOP
ON SOCIAL

Follow Traffic Plan on **Facebook** and **Instagram** to see our latest updates, behind-the-scenes photos, and exciting announcements. You may even recognize some familiar faces!