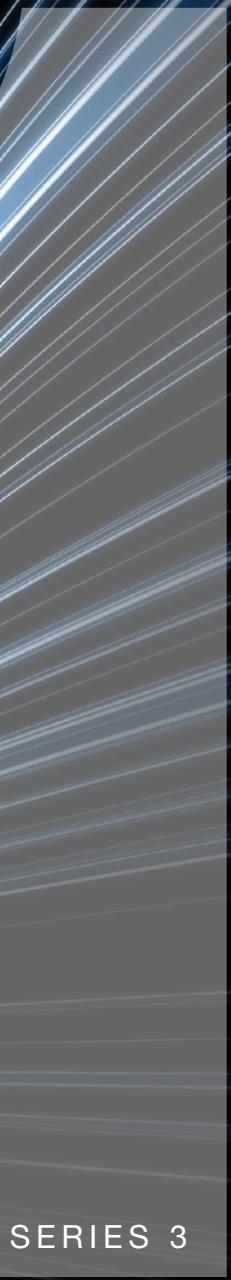




Proper

AUGUST 2018



SERIES 3

Letter from the CEO

Looking into the future of the automotive industry I see very disruptive times for our customers. The age of mobility is upon us and it will change the way we think and use cars in the future. I have spent some time with our customers and industry experts to see what this will mean to our company. First the age of electrification will continue. 35% of all vehicles sold in 2025 will be electric. If autonomous will become a reality, then the number of cars per household will drop. Ownership will drop and riding will be a user experience event. So if you are going to work you may hail an Impala, but for date night you may hire a Lincoln Navigator. This will all be managed by your phone to a level that will make Uber look out of date.

Proper will be positioned well, as we continue our drive in supporting the vehicle lighting market. New light requirements will be required to let pedestrians know the car is in autonomous mode, as well as communication that the vehicle sees the people nearby. Comfort lighting will be enhanced in the cockpit because you can now do other activities such as reading or watching videos. Both segments, tooling and part making will benefit. Exteriors will change less driving the tool business down, but the part business up because the cars will run much longer and a lot more. Powertrain companies will have to reinvent itself as combustion engines are eliminated. More opportunities will emerge in battery cooling and recharging technologies. As this market develops, I can assure each one of you that we will be involved in the future of automotive.

Our tooling group had quite a slow summer with the market place down. Many of the OEM customers have moved programs back which causes gaps in our deliveries. I am happy with the recent progress of our new orders and I expect this fall and winter to be very busy in all locations.

SERIES 3

We also had some management changes but I will let you read the article for more detail. Polymers has tremendous growth and we are finally settling in with a strong and committed team. We actually put the brakes on any new projects for the last 12 months, while we absorbed hundreds of new product launches. Now we are back to building, our future order book with new customers like Yeti, Valeo and Honda. You will read more on this inside.

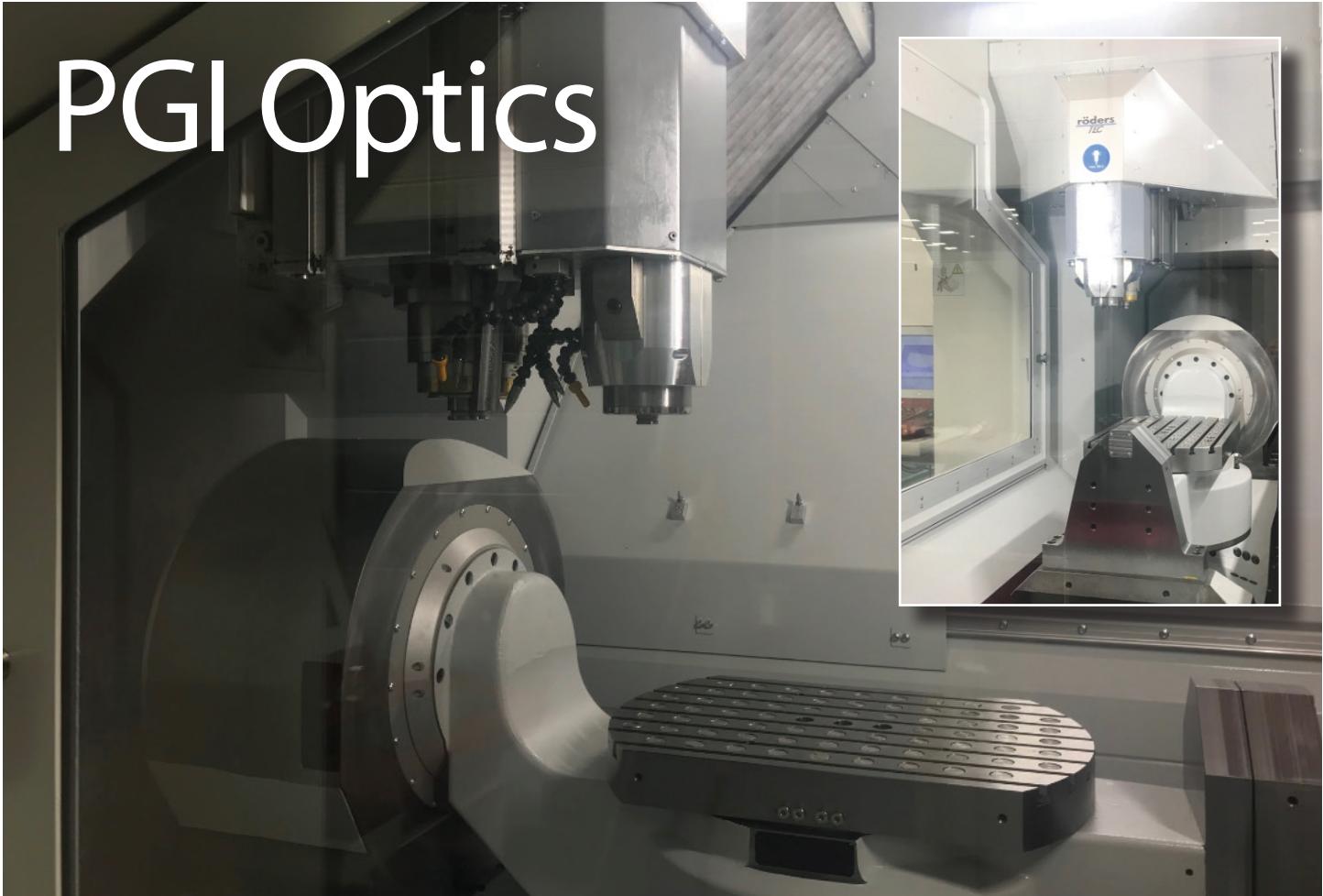
Thank you for your dedication and continued choice to work for our organization. I am proud to serve such an elite team.



Geoff O'Brien
CEO

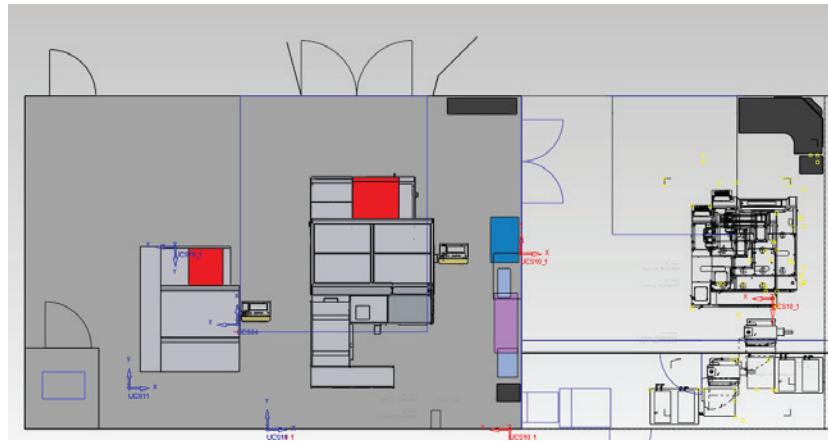
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We are now in the final phase of the relocation of the current machines and installation of a new one. A ROEDERS RXU1001DSH-Z2 has been added to the line up in the Optics Department. This machine with its dual spindle configuration (36000 rpm HSK50 and 60000 rpm HSK-E25) Will take surface finishes to the next level.

Brian Hoppe
Optics Leader



Proper



In the world of Proper there will always be one constant: change. Combine the internal changes to manage the growth, with the ever changing shifts in customer diversity and requirements; this statement has never been truer than it is today. Over the last 18 months Proper has increased sales, incorporated new technology, and added asset infrastructure at a record pace. With over 200 part launches coming to a close and into the start of production, the size of the part making business has tripled. This growth has required an increase in facilities footprints, extensive investment in capital equipment, and additional technologies. These new technologies have come in the form of hard-coating, assembling of full lamps, foaming and gluing of commercial coolers, and auto flaming of exterior body components. As normal these launches have come with a few bumps and missteps that challenged our team. The team has stood strong and delivered on significant achievements and consistently met tough commitments. We still have a few challenges remaining.

Now is the time to push forward. Working together through these launches we will take our lessons learned to improve our launch and administrative processes to be successful with the next wave in our business. I believe we have a great group of people dedicated to executing our strategy. I am proud of our teams, that when faced with adversity, seem to find ways to think outside the box and be innovative. Continuing with this approach will help us all accomplish our internal goals, and never lose sight of our most important responsibility: Our Customer.

Putting it all together - our goal is to develop people and grow a culture that strengthens Proper's ability to be the standard of technology and customer loyalty by which every other company is judged.

Let's drive this culture together.

Michael Mualem
COO

Proper polymers

Anderson

The team at Proper Polymers Anderson is embarking on a new and exciting direction. As one of the more seasoned polymer's location, we are taking this time to come together as a team and explore lessons learned, how to approach continuous improvement and how to recognize a "Winning" team.



5S Workplace Organization

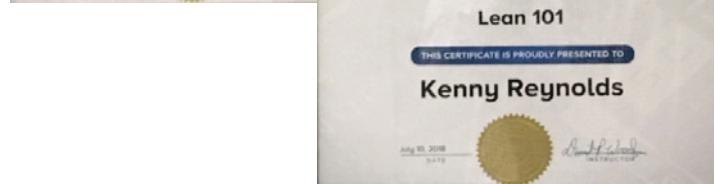
THIS CERTIFICATE IS PROUDLY PRESENTED TO

Kenny Reynolds

July 17, 2018

DATE

Signature



Lean 101

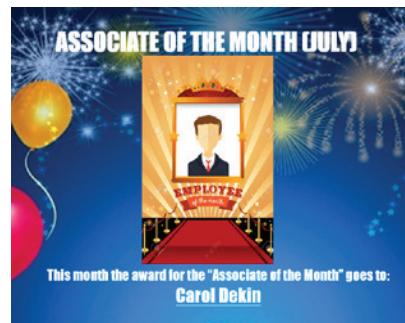
THIS CERTIFICATE IS PROUDLY PRESENTED TO

Kenny Reynolds

Aug 10, 2018

DATE

Signature



ASSOCIATE OF THE MONTH (JULY)



This month the award for the "Associate of the Month" goes to:
Carol Dekin

We have started this journey by selecting team members to participate in a multi-week leadership course followed-up by Lean Training & 5S Events. The team most recently completed a 1st stage 5S event where a central area of the production floor was streamlined to improve flow and housekeeping. The pictures below highlight how the team was able to take a 2-day event and make quick work on improving the plant.



Before



After



After



Additional improvements include:

Enhanced quality checkpoints, part detection and in-house developed Earn-A-Label technology.

Through a focus on leadership and continuous improvement, we will strengthen our team here at PPA and put in the hard work that will further Proper Polymers on path to excellence.

Thanks to everyone in Anderson for all the support!

Jonathan Mills
Plant Manager

Proper polymers

Warren

Proper Polymers is growing again!! This time in the Warren Plant. The recent expansion adds a 3rd production bay in support of the Otter Venture Cooler Collection, and the Automotive Lighting High Volume Dodge Truck components. Otter is expanding the market for their coolers which is causing quite a stir. The Magneti Marelli, Automotive Lighting customer has opened a facility in Clarkston, MI which drove the Housing Parts being localized to our South Eastern Michigan facility. The addition has given us opportunity to increase our Otter Cooler output by 40%, and also allows the sales team to summons more business from the regional areas exterior lighting customers. This Proper Polymers Group expansion is exciting and a contributing factor to the Proper Group International's growth.

Melissa Bopp
Plant Manager





Proper polymers

Pulaski



Expansion



Base Coat / Hard Coat



The Proper Polymers Pulaski Plant expansion has been completed and the focus is now on delivering on some very important launches with our key customers. For North American Lighting, our largest lighting customer today, we are launching many programs and none more important the L42P Nissan Altima front turn signal. The FTSL on the L42P will bring with it the launch of new technology to the Proper Group. The new hard coat and base coat system as well as small lamp assembly process. This is only the beginning of this type of product in the Pulaski Facility. Automotive Lighting brings a big push with light pipes and unique small lenses for the High Profile BMW G05/G06/G07.

Another big technology push come to us with our newest customer, Magna Auto-Systems and 3K molding of Thick Lenses on the new T1XX GM pick-up truck. We also add some bright colors to our business with a large variety of lenses for safety vehicles with the aftermarket company Whelen. All exciting times here in middle Tennessee.





Tooling Scheduling - Jobpack

Proper Tooling advanced the way we plan and schedule workload across all facilities using a new software named **JobPack**. Advancements include visibility to the work scheduled in design, outsource, PGIM, CEPS, program management and try out area. The system now includes all change orders. Visibility to change orders in the schedule has made a positive impact to understand machine capacity for planning and impacts to job timing and customer communications.

The scheduling team offers training on the software which consists of a "User Interface" program to start/pause/stop jobs and change jobs to alternate machines. Supervisors have access to detailed order and schedule information by way of a viewer program showing actual capacity utilization, scheduled operations and complete access to the scheduling tools (just no "Save" button). The scheduling team inputs the work order information using job templates for each key group of operations and manages changes along the way with the whole team. They are there to help anyone with JobPack.

For everyone, Proper I/T developed a dashboard program to search job related information for all users. No licenses are required, just a web browser link to [JPCORE](#). The dashboard offers downloadable MS-Project and Excel output. Job information can be searched to show progress at each operation and logbooks to scheduled resource terminals that define our work centers, machines, designers, purchasing, assembly and try out to name a few.

We appreciate everyone's efforts to make JobPack a success as many of you input job timing into the user interface program and indicate important milestone completion steps that allow others to see if a job is on-track or approaching a risk point.

STEP FILE VIEWER - BLY

Our initiative to simplify design document exchange, reduce replication, and lower costs related to the creation and storage of multiple file formats resulted in an enterprise decision to use "STEP" as our internal standard. Our CAD system, Cimatron, produces STEP files to exchange data with the manufacturing systems like Tebis and others that don't naturally exchange in the same format. STEP is defined as "Standard for the Exchange of Product Data" and is the successor to older IGES formatted files. STEP model files often use the .STP file extension.

To quickly view STEP files, our design leadership worked with I/T and selected BLY as the Proper standard software to quickly and easily view a file. You will see BLY as the associated file type which automatically brings up the viewer program.

Please help us support the corporate initiative to avoid using IGES internally and reduce overhead, cost and replication. The IGESTOOLBOX program is no longer supported in the industry.

PURCHASE ORDER REQUISITIONS

In January, we launched an enterprise wide program to replace paper Purchase

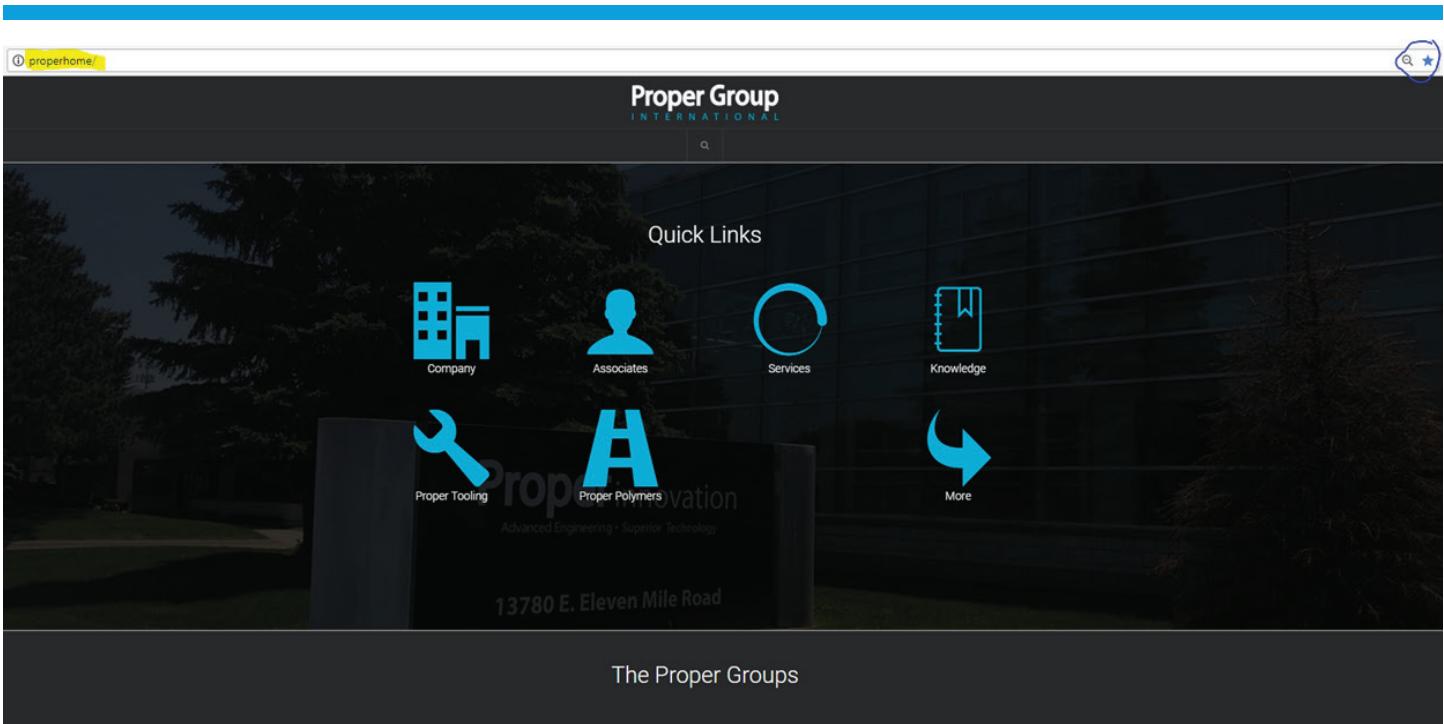
Order Requisitions and advance the way we grant approval thru the necessary channels. The program uses the Microsoft Azure cloud platform Dynamics 365. Dynamics provided a quick means to configure our paper form on a web screen and ultimately produce a PDF/Word representation of the PO once approved thru the proper channels. The vendor approval process was also incorporated in Dynamics to reduce paper flow and automate manual processes.

In the first six months, we processed over 3,400 PO requests thru Dynamics. We continue to improve the work flow using reminders and e-mail notifications to help stay on-track. We appreciate your support in making the system a success in the way we reduced paper costs and simplified manual process. Special thanks to the Purchasing Department for working together to build a better system.

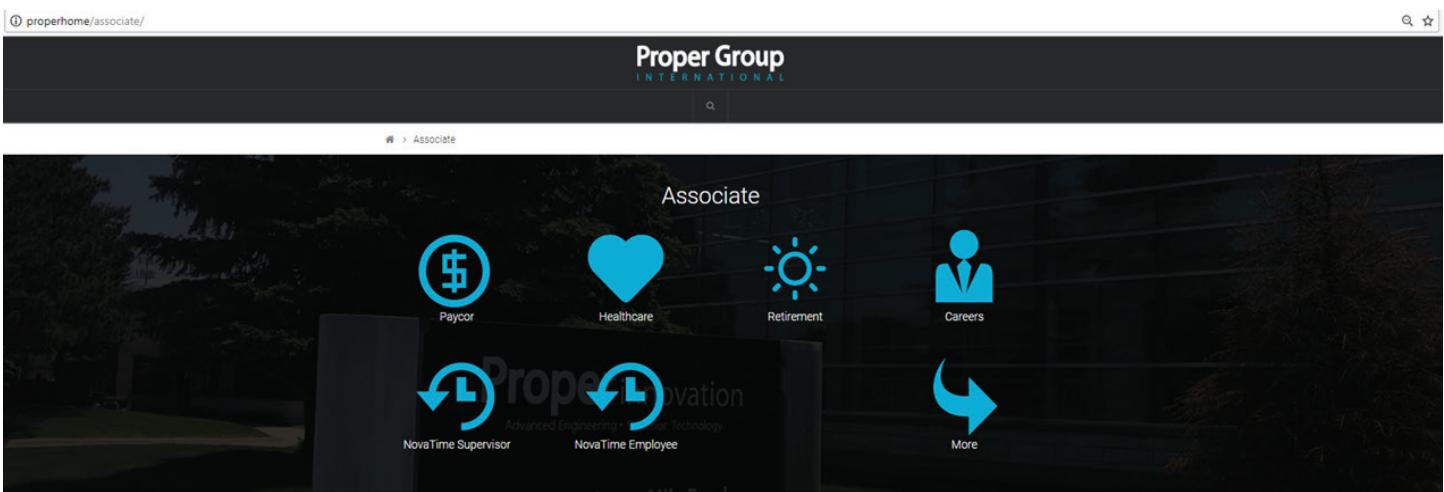
MANUFACTURING EXECUTION SYSTEMS - POLYMERS

A major step to advance our manufacturing process in the Polymers plants incorporated a new system named "Earn-A-Label" or EAL. The system was first piloted in Greenville in late 2017. Subsequent versions were deployed in Anderson and Pulaski in early 2018.

EAL tracks production and creates label for containers and parts in a real time, accurate manner. Proper I/T developed the program along with key operations associates to help reduce manual processes, eliminate errors



ASSOCIATES PAGE – takes you to Human Resources, Benefits and Payroll sites.



and mitigate customer facing issues. EAL has been successful in bringing light to identify process improvement opportunities with advanced automation to production & scrap reporting and machine utilization. Our customers have noted improvements in the way we label products as a result of implementing the system. EAL serves as a cornerstone to building the next level of advanced automation in manufacturing execution. Look for continued development in this area of opportunity for Proper in future versions.

PROPER HOME INTRANET

We are in the early stages of building a Proper Intranet to help you navigate to important web sites, locate conference rooms, lookup information, access knowledge, search documentation and provide self-serving access to answer common questions.

The site is accessed using the link **PROPERHOME/** on any web browser, like Google Chrome, Edge or Firefox. Remember the "/" at the end, very important. Save it as a favorite in Chrome by clicking the star on the right side of the bookmarks bar.

We are aimed at continuous improvement of means to help you find information faster and easier.

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We are aimed at continuous improvement of means to help you find information faster and easier.



Optimistic times at ToolStats!

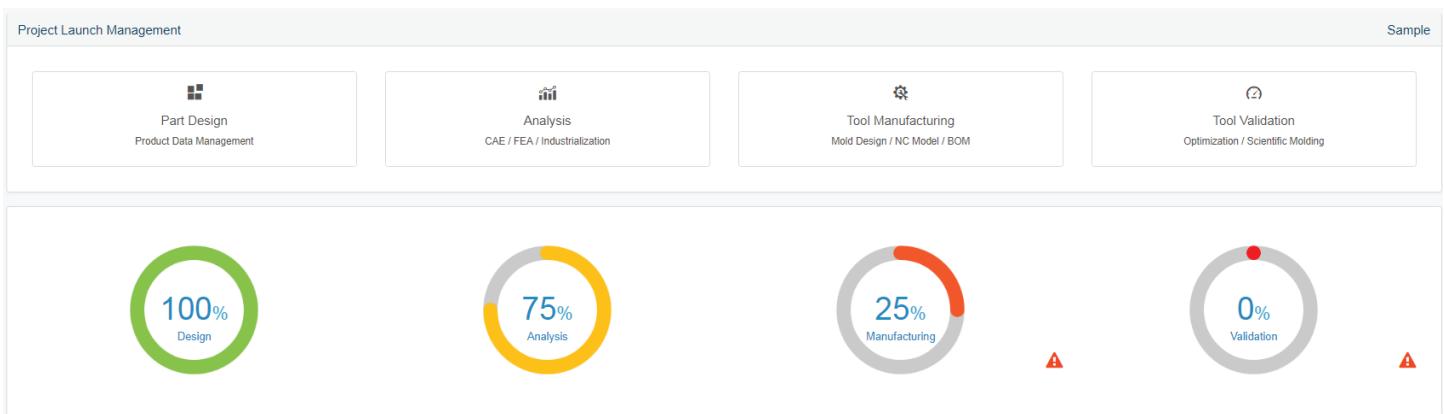


The team invested a lot of time and effort in the first half of the year preparing for NPE2018; which is the largest plastics show in North America. The 5 day event took place in Orlando, FL this past May, and was home to more than 2,000 exhibiting companies and over 55,000 attendees.

The ToolStats team was eager to showcase their technologies on this grand stage, that only comes around every 3 years, and the results did not disappoint. The 5 days were filled with product demonstrations, introductions with new potential customers, meetings with existing customers, and the beginning stages of a possible new joint venture with RJG Inc. Announced at the show was a product idea between the two companies called "RJG Stats"; which is a disruptive concept that would change

the way manufacturing companies monitor, track, and access their molding information.

RJG Inc., headquartered in Traverse City, MI, is a company with a 30+ year history in the injection mold industry. Considered an industry expert in the fields of training, in-mold monitoring, process control, and tool validation solutions; the potential new partnership provides great brand recognition for our startup. The new product, which is still in the very early stages of concept and design, would allow companies to have real-time, 24/7 mobile access to molding process and tool information. With RJG Stats, a customer can know at any time if their tool is running how it was designed to operate, be alerted if something was out-of-process, troubleshoot issues from offsite, and easily transfer a tool from one facility to another.



The ToolStats team also had an opportunity to exhibit their new "ToolStats 4.0" product initiative at the show, which includes solutions to help companies move their tools thru the validation and launch process more efficiently. Features include; built-in CAD and simulation viewers, design file revision log, customizable qualification forms, various scientific molding tests, and alerts to make sure the entire supply chain is aware of the current status of a program. The team is actively looking for customers and partners to help co-develop these new solutions with.



The product development team did a fantastic job managing these two development projects, and was able to design and build mock-ups for both RJG Stats and ToolStats 4.0 in a matter of weeks. This allowed the business team to demonstrate these new ideas live at NPE; which definitely created some buzz at the show. Oh yeah, a design refresh of both our iOS and Android mobile apps were also built and published prior to the show as well. Great work by the product team to get this all accomplished with tight deadlines, and a lot of eyes on the projects.

Q2 also brought a handful of new companies to the roster of ToolStats users. Edwards Lifesciences; which is a global top 50 medical manufacturing company, signed their first service agreement and is currently rolling out the product across their



supply chain. Inalfa Roof Systems is now an official ToolStats customer, and will be requiring it on new tools moving forward. The account management team also on-boarded 4 new Magna Exteriors divisions, bringing the total number of Magna plants using ToolStats to 25. The new divisions include two plants in Mexico, Magna Celaya and Decoplas, and two plants in China, Magna MCC Wuhu and Shanghai. Needless to say, the value of ToolStats is spreading, and the number of users being onboarded continues to grow at a rapid pace.

We're looking forward to carrying this momentum into the second half of the year, and continue our mission of helping companies better manage and track their tooling information.

Sean Brolley
Business Development Manager

Proper Prototype

"Why Prototype"

No matter who the customer is, they are always trying to cut cost and timing out of processes, product and labor without degrading the integrity of the product. Over the last decade the injection molding industry has witnessed Automotive and Consumer Products customers try to cut prototype out of their build/development process, with no real or efficient success. "Nice Try", who wouldn't like to bypass a process and save time and money getting to the final product. bypass a process and go from Design straight into Production Tooling saving time and money. Now we do not want to get lost in a paradigm shift and think that nothing will or needs to change, for we live in a time where change is constant, "If you're not changing, you are dying".

New ideas are exciting, but they do need to be proved out and developed appropriately. This is where a prototype is key in the design and development process which then leads to the final tooling and manufacturing phase.

What is Prototype?

A prototype is the first full-scale and usually functional form of a new design.

Why Prototype?

There are a number of good reasons to prototype a new idea/design.

1) Fail early and inexpensively - Real innovation always includes a risk of failure. By building a prototype, you can quickly weed out the approaches that don't work to focus on the ones that do.

2) Gather more accurate requirements

- Almost half of all project costs are attributed to rework due to inadequate requirements. By developing a working prototype, you can demonstrate the functionality to help solidify requirements for the final design.

3) Technically understand the problem - By developing a functional prototype, you are forced to address both the foreseen and the unforeseen technical challenges of a device's design. Then, you can apply those solutions to a more elegant system design when you move to the final deployed solution.

4) Resolve conflicts - By taking advantage of a prototyping platform, you can quickly conduct several different implementations of the feature and benchmark the resulting performance to analyze the trade-offs of each approach. This can save time, but it also ensures that you make the correct design decisions

A prototype works as hard proof that an idea will or won't work.

Over the last 6 months, Proper Tooling Prototypes division has been working hand and hand with Otter Box, developing, tweaking, producing parts and doing the full assembly on over 1,100 prototype Fresh Box collapsible "Soft Cooler". It was a great project in many ways. It was profitable, it gave Proper the opportunity to get more engaged/experience with full assembly projects and we got the opportunity to build relationships with another good customer, "Otter Box".



The prototype assemblies were, and are being tested not only in the lab but in the field. Due to the prototyping phase and the extensive testing, Otter Box has been able to make a sure and financially sound decision, that the Collapsible Soft Box, Fresh Box is not going to work to the expectations that Otter Box requires. They are now changing their design to a three piece hard box "Fresh Box" cooler and Proper Tooling is in line for the tooling and manufacturing of this product. We look forward to the next prototyping project here at Proper Tooling, Prototype Division.

Steve Carolin
General Manager



Proper tooling

Proper Tooling developed a two-shot spin form composite sheet product to injection mold a 'Lightweight Center Console Armrest' for NPE 2018. The show is hosted in Orlando and includes over 2,000 exhibits with over 75,000 people in attendance. Proper Tooling collaborated with leaders in each respective industry to engineer a product that will resemble an OEM armrest. Technology partners and marketable innovations on this project are listed below.

Technology Partners:

1. Krauss Maffei – GXW 450 Spin Form IMM Press and Exhibit
2. Proper Tooling – Product Design, Development, and Injection Mold Manufacturing
3. HRS – Flex Flow Servo Valve Gates
4. Lanxess – Tepex Dynalite 47% Roving Glass Composite Sheet
5. US Farathane – Patented Snap Design / Product Testing
6. Tenibac Graphion – Valvet Etch Texturing and Product Artwork (OEM Approved for Application)
7. Advanced Composites – Polypropylene Base Resin and Development (OEM Approved for Application)
8. Audia Elastomers – TPE Overmold Resin and Development (OEM Approved for Application)
9. UCC – Colorant Development (OEM Approved for Application)
10. ToolStats – Product, Tooling, and Asset Management Platform (Consumer Access to Product Life Cycle)

Marketable Innovations:

1. 2K spin form technology combining multiple components of an assembly to (1) dedicated press and reducing the overall number of components.
2. Dynamic electronic sequential valve gates for profiling the pins during the injection phase.
3. Composite sheet material for 200% improvement in strength, 15% reduction in overall weight, and 18% reduction in cost over the previous OEM version.
4. Simulated stitching to enhance product quality at a more economical cost than hand wrapping parts. This is accomplished thru laser etching and pad printing.
5. High flow tactile soft shot TPV resin with improved scratch resistance and simulated leather feel.
6. Unique snap feature design for pre-assembly of components. These features are being formed in the injection mold without the need for tooling mechanisms.
7. Conformal cooling inserts for improved cycle time.

Access to videos from the exhibit are located in the directory below.

F:\Admin\Project_Directory\Pre Kick-Off Folders\NPE_2018_CONCEPT\VIDEOS\IMG_5378.MOV

Mike Tabbert
Director of Engineering

Palmateer Retirement/ Bay#1 Restructure



Congratulations to Mike Palmateer on his well-deserved retirement. To complete 40 years in a very demanding and ever changing business is quite an accomplishment. We all learned a lot from Mike over the years both technically and how to interact with people. His departure left a large void and some restructuring is required.

The following associates have been assigned duties to cover Mike's responsibilities.

- Chris Minello – Bay#1 Supervisor.
- Al Marcath – Bay#1 Group Leader.
- Phil Willer - Bay#1 Group Leader.

Al and Phil will be in charge of both new builds, as well as, ECS and Corrections. Associates in the assembly area have already been assigned to either Al or Phil with some flexibility based on workload and customer requirements. The benching & spotting associates will also work closely with both Al and Phil. The same applies to the entire night shift in assembly, benching and spotting. Al will handle primarily Lighting and Multi-Action molds; Phil will handle Interior and Exterior trim molds. After the new builds are sampled, the same molds will go back to the original leader to handle ECS and/or corrections. These moves and assignments should provide more consistency and also improve efficiency and quality.

Chris will oversee all of the above in addition to coordinating daily day and night lineups, managing all incoming change orders, handling customer off sight support requirements, new hires, and associate training.

Our goals are simple;

- Eliminate any current job liabilities ASAP. (Molds need tryout issues closed out)
- Develop and enhance our current system ASAP making sure job assignments are clear and there is accountability.
- Do it right the first time. Eliminate rework.
- Interface with Chris, Al and Phil in the new builds at the right time so more eyes are on the project and issues are resolved early to steer the job in the right direction.
- Make ALL due dates.

With your support, we can develop an efficient team very quickly, get our past issues resolved, maximize throughput and get the profit margins where they need to be. Any suggestions you may have, please bring to myself, Chris, Al or Phil. Your cooperation and assistance in supporting Chris, Al and Phil in these assigned roles is appreciated.

Going forward, we expect the workload to pick up late summer, so our window of time to make big changes quick is small. We need to focus, prioritize and act now.

Thank You.

Darren Mack

Title is Director of Manufacturing & Service

Proper polymers

Greenville



What was once a vision of Geoff O'Brien and Mark Rusch some 4+ years ago, to build a new state of the art Injection Molding operation in Greenville, SC., has now just finished its first full year of operation. While the launch of the new plant and the new G01 (BMW X3) program had its challenges, the plant continues to make great progress. In fact, we are now launching the second of two planned programs, the new G02 (BMW X4) program. We are now approaching full ramp on both programs.

Our leaders vision of creating a partnership with one of the largest Tier 1 suppliers in the world (Magna), being located next door to each other continues to evolve and grow. This vision includes state of the art processes such as Automated Guided

Vehicles (AGV's) to transport production from Proper to Decostar (GSC), replacing tractor trailers which have been the industry standard between a Tier 1 and Tier 2 for many years.

PPG continues to hire, build, develop and coach a new team here in Greenville and we are extremely excited for the future. In fact, this great team has just recorded record sales in June. It is still a young team, with some great talent, but make no mistake, we still have a lot of work to do as we aim to be a Flagship for the Proper Polymers division operating at industry leading levels. On behalf of the entire PPG team, "WE ARE UP TO THE CHALLENGE"

Cutting Edge

precision services

3230 Moynahan Street Oldcastle, ON N0R 1L0
P: (519) 737-9901



A lot has been happening at Cutting Edge since the last newsletter. Our team is continuing to evolve. Please join me and welcoming the following Associates to the Cutting Edge team.

Steve Charette – CNC Machinist

Aiden Drouillard – General Machinist Apprentice.
OYAP Student

Sandro Falconio – Mold Designer

Eric Freisen – General Machinist Apprentice

Elise Goulin – General Machinist Apprentice.
OYAP Student

Colin Laughlin – CNC Machinist

Logan McNamara – General Machinist

Paolo Moscone – Mold Maker

We have also been having some fun at our Canadian location. Our newly created social committee, which helps to initiate and organize fun activities for our Associates, started off

with a Rock n Bowl outing in June. The night was filled with friends, bowling and a whole lot of fun!

In May we pulled together as a team and held a fundraiser for one of our very valuable Associates. The BBQ lunch event in which over 150 people attended included many raffle prizes and games that in the end raised over \$16,000 to help support our friend. This truly was a testament to the type of team we have here at Cutting Edge and Proper Group. Many thanks to all involved!!

Things are starting to look up on the business front as well. After a fairly busy first quarter, things slowed down a little on the Mold Making front in the second quarter. To offset that, Cutting Edge dove back in to its machining roots. By taking on work from mainly our Die Cast and Automation customers we were able to maintain a decent workload on most of our CNC Machines during this time. Workload in Mold Making is showing some signs of rebounding and the 3rd and 4th quarter look to be busy.

HAVE A GREAT SUMMER EVERYONE!

Sean O'Neil

President Cutting Edge Precision Services

Associate Engagement, Health, Wellness & Safety 6/27/18 (2nd Quarter 2018)

Safety

HR has been actively involved in the safety committees at each facility, and we have had our Loss Prevention team from Strategic Comp onsite to give additional recommendations to ensure everyone's safety. We would like everyone to THINK & ACT SAFE, if it doesn't look safe or there is a potential risk, report it immediately to your supervisor or HR Dept.

Health and Wellness

The Corporate HR Dept. has been working with our new carrier, United Health Care, to roll out many products in which are offered to our group for free or a discounted rate, some of those product include:

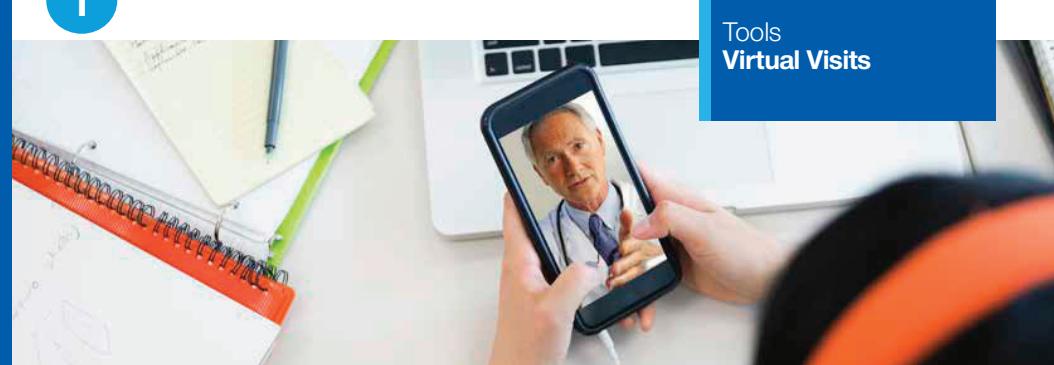
1. Virtual Visits

a. Offered at a **REDUCED CO PAY** of \$25.00

b. www.uhc.com/virtualvisits

c. A comment from an Associate who took advantage of the services: "Thank you for showing me how to use the AMWELL app to visit a doctor, it not only saved me money but 2 hours' worth of office waiting and driving. It was very easy."

1



Tools
Virtual Visits

See a doctor whenever, wherever. Virtual Visits

When you're sick and need care quick, a Virtual Visit is a convenient way to start feeling better faster.

With a Virtual Visit, you can see and talk to a doctor via mobile device or computer - 24/7, no appointment needed. The doctor can give you a diagnosis and prescription*, if needed. And with a UnitedHealthcare plan, your cost is \$50 or less.

To get started with a Virtual Visit, go to uhc.com/virtualvisits.

Get care in 20 minutes or less.

Use a Virtual Visit for these minor medical needs:

- Bladder infection/ Urinary tract infection
- Bronchitis
- Cold/ flu
- Fever
- Pinkeye
- Rash
- Sinus problems
- Sore throat
- Stomachache



Virtual Visits can save time and money.

An estimated 25 percent of ER visits could be treated with a Virtual Visit — which brings a potential \$1,700 cost down to \$50.**

Prepare for your Virtual Visit.

Have these three items ready to register and complete your Virtual Visit:

- Health plan ID card
- Credit card
- Pharmacy location

* Prescription services may not be available in all states.
** Based on analysis of 2016 UnitedHealthcare ER claim volumes, where ER visits are low-acuity and could be treated in a Virtual Visit, POC, or urgent/convenient care setting.

Virtual visits are not an insurance product, health care provider or a health plan. Unless otherwise required, benefits are available only when services are delivered through a Designated Virtual Network Provider. Virtual visits are not intended to address emergency or life-threatening medical conditions and should not be used in those circumstances. Services may not be available at all times or in all locations. The Designated Virtual Visit Provider's reduced rate for a virtual visit is subject to change at any time.

Insurance coverage provided by or through UnitedHealthcare Insurance Company and its affiliates. Administrative services provided by UnitedHealthcare Services, Inc. or its affiliates. Health Plan coverage provided by or through a UnitedHealthcare company.
Facebook.com/UnitedHealthcare Twitter.com/UHC Instagram.com/UnitedHealthcare YouTube.com/UnitedHealthcare
 MT-1167533.0 3/18 ©2018 United HealthCare Services, Inc. 18-7402



2. OptumRx Preferred90 and Mail Service Member Select

- a. Optimum Rx and CVS Pharmacy make it easy for you to get your maintenance medications, while helping you save money!

Discover the convenience of OptumRx Preferred90 and Mail Service Member Select

OptumRx® and CVS Pharmacy® make it easy for you to get your maintenance medications, while helping you save money.¹ The OptumRx Preferred90 and Mail Service Member Select program allows you to get a three-month supply of your medication(s) at nearly 9,700 CVS Pharmacy locations, through OptumRx home delivery, or you can continue filling 30-day supplies at your current retail pharmacy — the choice is yours.

Here is what this means for you:

Cost savings

You may pay less for your medication(s) with a three-month supply.

Convenience

Your pharmacist is happy to answer your questions either at the pharmacy or by phone.

Choice

Choose between OptumRx home delivery or nearly 9,700 CVS Pharmacy locations.

Whether you decide to get your maintenance medication(s) from a CVS Pharmacy location or through OptumRx home delivery, it's easy to get your medication(s).

If you choose a CVS Pharmacy location:

	In store	Bring in your prescription(s) or empty prescription bottles.
	Online	Visit CVS.com/transfer and follow a few simple steps.
	Phone	Call your local CVS Pharmacy and a pharmacy staff member will help you.

If you choose OptumRx home delivery:

	ePrescribe	Ask your doctor to send an electronic prescription.
	Online	Go to myuhc.com ® and register.
	Phone	Call the member phone number on your health plan ID card.

If you choose to continue filling 30-day supplies at your current pharmacy:

You must disenroll from Mail Service Member Select. Contact OptumRx by calling the phone number on your health plan ID card or visit myuhc.com. There is no penalty for this option and you will continue to pay your same plan cost share after you disenroll.



3. Healthier Lifestyle

- a. With United Healthcare seminars, you can learn more about nutrition, physical activity, stress reduction, and working towards your goals.

3

UnitedHealthcare seminars

Dig deeper into health topics that may matter to you



There are so many ways to live a healthier lifestyle. With UnitedHealthcare seminars, you can learn more about nutrition, physical activity, stress reduction and working toward your goals.

Each one-hour seminar features an expert speaker on health topics that may matter to you and your family. Browse topics like:

Emotional Health

- Connections of food, energy and mood
- Take care of the caregiver

Family Health

- Must-eat foods for you and your family
- Women as the chief health officer of the family

Health Conditions

- Preventing, living with and coping with diabetes

Healthy Habits

- Strength within: Build up your bones
- Wellness at work

Healthy Weight

- 50 ways to trim your love handles
- Enjoy the holidays without gaining a pound

Heart Health

- My Mediterranean kitchen
- Strategies for a healthy heart

Nutrition

- Easy meal makeovers
- Power up: A guy's guide to good nutrition
- Simple swaps to improve your health and wellness

Productivity and Organization

- Aha! Simple secrets of organized people
- Life changes worth making

Pick up tips for your life. Go to uhc.com/seminars.

UnitedHealthcare seminars are available through Dec. 31, 2018.

The information provided here is for general informational purposes only and not intended to be nor should be construed as medical or other advice. You should consult your own doctor and/or an appropriate professional to determine what may be right for you.

Insurance coverage provided by or through UnitedHealthcare Insurance Company or its affiliates. Administrative services provided by United HealthCare Services, Inc. or their affiliates.

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4. Rally

- a. Rally is designed to help you improve and maintain your health. The more you participate the more Rally Coins you earn. These coins are good for chances to win cool rewards.

5. Real Appeal

- a. With (8) participants, associates together lost over 60lbs in the first (8) weeks of signing up & enjoying the free products sent to their home (Blender, scales (food and weight), portion plates, resistance bands, and work out DVDs).

4



Are You Younger Than You Think?

Rally® is designed to help you improve and maintain your health.

Start with a quick Health Survey to discover your Rally Age.SM From there, you'll get personalized recommendations designed to help you move more, eat better, and stress less.

Need more motivation? Earn Rally Coins for almost everything you do on Rally, which are good for chances to win cool rewards.



Your Rally Age is a simple measure to help you assess your overall health.

Get started at:

RallyHealth.com/RallyAge

Rally is available to you at no additional cost as part of your employee benefits.

Rally Health provides health and well-being information and support as part of your health plan. It does not provide medical advice or other health services, and is not a substitute for your doctor's care. If you have specific health care needs, consult an appropriate health care professional. Participation in the health survey is voluntary. Your responses will be kept confidential in accordance with the law and will only be used to provide health and wellness recommendations or conduct other plan activities.

Insurance coverage provided by or through UnitedHealthcare Insurance Company or its affiliates. Administrative services provided by United HealthCare Services Inc. or their affiliates.

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RALLY[®]



Retirement Savings Plan

Proper's match is \$.50 per dollar of our Associates first 2.5% of wage contributions and \$.25 per dollar of our Associates next 2.5% of wage contributions to our 401 (k) Plan.

If you are not currently enrolled or would like to increase your contributions to take advantage of this enhancement to Proper's 401(k) match, please review the options below.

Get started today to enhance your personal retirement savings program:

1. Online: <https://www.trsretire.com/webportal/propergroup/index.html>
 - a. If you haven't set up an account, you will have to select "New User"
 - i. <https://ddol.divinvest.com/ddol/util/createldPassword.html>
 - b. If you have set up an account but are not actively participating, please select "Forgot your ID or Password?"
 - c. Both options will have you validate your payroll records and personnel data Proper has on file in Paycor.
2. Telephone Customer Service: **800-755-5801**

Visit the Transamerica website for further resources and contacting Transamerica to speak with a representative. Have accounts with previous employers? Transamerica has a designated team to support you through the transition (see below)

Learn more about the website and online platform, very easy user friendly: https://youtu.be/l9-11_GDzG4

By phone

Call us at 800-755-5801. Our Customer Care team is available Monday through Friday, 8 a.m. to 9 p.m. ET. If you have an online

account, please have your log-in information handy. To take a closer look at your retirement strategy, schedule a call with one of our retirement planning consultants.

The role of the retirement planning consultant is to assist you with your savings and investment plan. There are no fees or commissions for meeting with your retirement planning consultant, who is a registered representative with Transamerica Investors Securities Corporation (TISC), 440 Mamaroneck Avenue, Harrison, NY 10528.

Have accounts with previous employers?

Consolidating your retirement accounts into your current account may help you be more prepared for retirement. Learn about your options by speaking with one of our consolidation specialists using any of these methods:

- Call **800-275-8714**
- Email consolidate@transamerica.com
- Schedule a free session with a consolidation specialist.

Paycor

(Payroll & Human Resources Information System)

All associates have a personnel record within their Paycor account, please keep in mind this is your designated area for direct deposits, addresses, personnel records, training documents, beneficiaries (for life insurance, 401k is kept through Transamerica account), certifications, emergency contacts. Please keep all this information accurate and updated, as we receive system enhancements, communications will become available.

for further details regarding our system, please visit page 23-28 to check out the flyers

Employee Mobile

Paycor introduces Employee Mobile, designed specifically for employees of our clients who are currently using Online Check Stubs. This easy-to-use app allows employees to view their pay information securely from their mobile devices. Simply sign in using your current Paycor.com user name and password or register for an ID at Paycor.com by clicking the sign-in button.

Download the application for iPhone or Android

Follow these steps:

- 1 In the App Store or the Google Play Store, search for **Paycor Employee Mobile**.
- 2 Download and install the app.
- 3 Once the app is installed, access it by entering your Paycor.com username and password. These credentials are the same as you would use to access on the standard website.

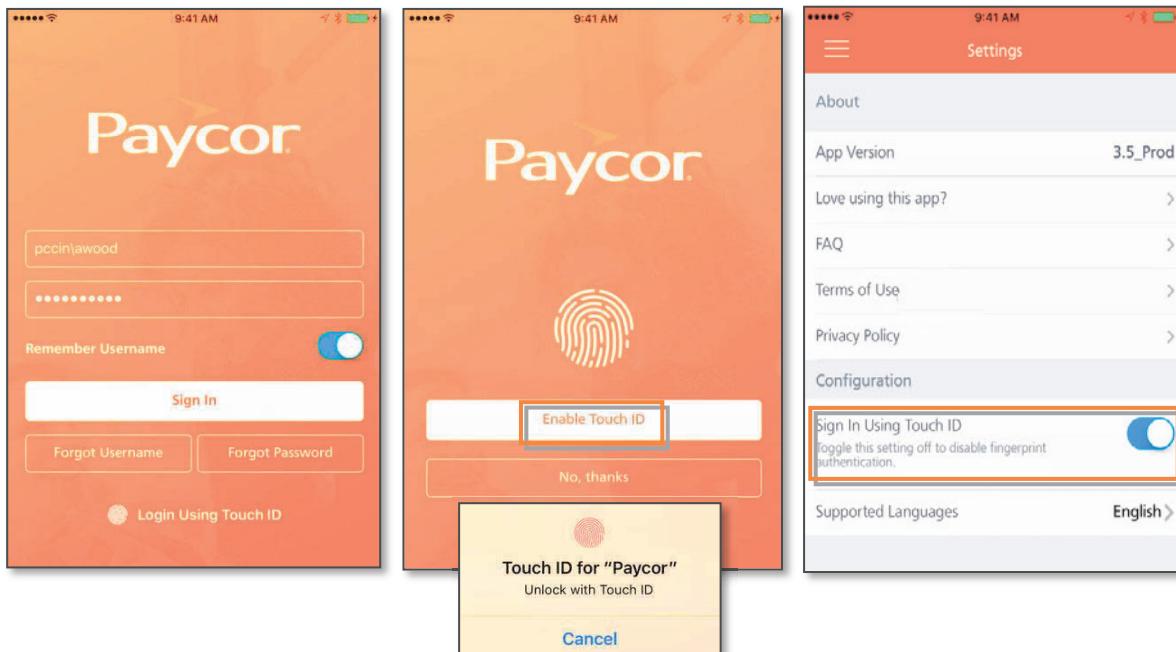
Note: Register for a Paycor.com username and password at Paycor.com by clicking the Sign In button. Then clicking on **Register for a Username and Password**.

You must obtain your Access code for registration from your company's payroll administrator.

If your device supports Fingerprint Authentication, you may use your fingerprint to sign into the app and will see a message at the bottom of your sign in screen noting the supportability.

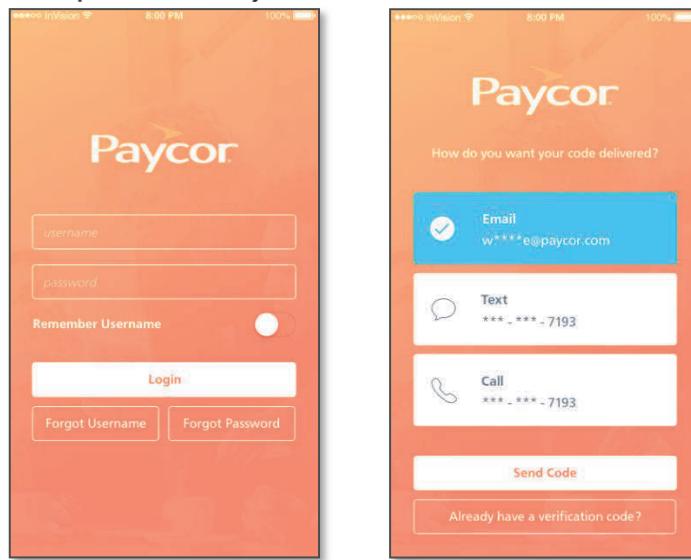
Upon opening the app, tap Sign In, then tap to enable in the one-time prompt. Place your finger on your device to sign in. To enable at a later time if you skipped the prompt, or to disable, tap Settings from your menu.

From your settings tab, you may also choose to select the app to display in Spanish by tapping on Supported Languages.



Security

- The app has a 10 minute session timeout; it will remain active even if running in the background.
- For security reasons, when in “multi-task” mode and switching between apps, a generic Paycor screen will display instead of the most recent page within the app, such as your paystub.
- If you forget or need to reset your password, on the Sign In screen, click ‘Forgot Password.’ This will launch a web browser with the same steps as resetting on the standard website.
- When logging into the app for the first time, you will be required to enter a multi-factor verification code, which will be set up the same way as the code is sent from the website.



Landing Page and Navigation

Your landing page will show summary information for the features you have access to. Depending on the access or availability to these features, you may see different menu items as well. If you are a terminated employee or your employer has Paycor’s PPS service, you will only see your Compensation (Figure 1).

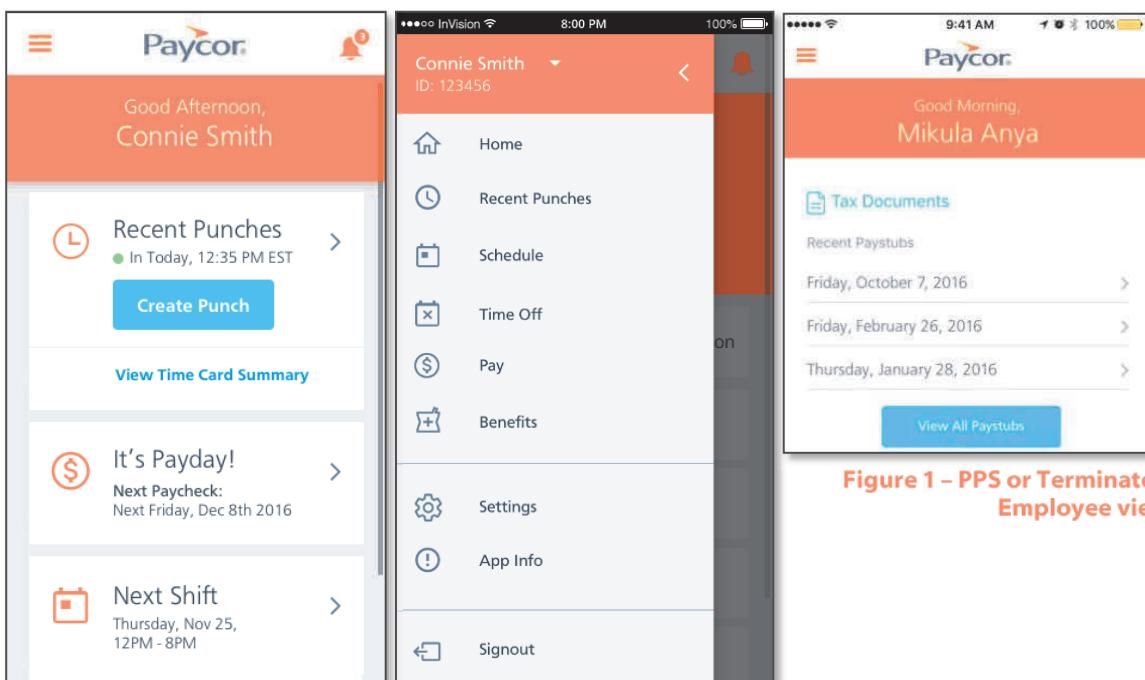


Figure 1 – PPS or Terminated Employee view

Compensation

The Pay tab gives you the ability to search by date, and view paystubs and YTDs with earnings, deductions, and taxes in both visual and number format. Each section of your paystub can be found within each drop down, or use the Expand All button to see full details. Navigate between paystubs using the grey arrows.

Pay Tab Summary:

- Your Next Paycheck in **13 days**
- View All Pay Stubs
- Previous Paychecks (Listed):
 - Friday, August 26, 2016
 - Friday, August 12, 2016
 - Friday, July 29, 2016
 - Friday, July 15, 2016
 - Friday, July 1, 2016
 - Friday, June 17, 2016

Paystub Details (Jan 22, 2017 - Jan 28, 2017):

Net Wages: \$704.22

Taxes: \$295.78

Options: Show YTD, Expand All

Category	Value
Net Wages (take home pay)	704.22
Taxes	295.78
Gross Earnings	1,040.00

Paystub Breakdown:

Category	Value
Net Wages	704.22
Taxes	295.78
This Paycheck	295.78
FITWH	167.86
MED	14.50
SOC	62.00
NY	51.42

Easily view total and individual earnings, deductions, and taxes, as well as access a PDF version of your paystub or tax document to print or share.

Paystub Details (January 22, 2016):

EMPLOYEE AND TAX INFO: Paycor ESS 1775-6132-2000-108
OTHER INFO: Direct Deposit # 1002734005

Category	Value
Net Wages	704.22
Taxes	295.78
Other	10.00
Total	1,040.00

Sharing Options:

- Message
- Gmail
- Outlook
- More
- Copy
- Print
- Add To iCloud Drive
- Cancel

Employee Profile

If your employer is configured for and allows you access to your profile, the following features may be available to you. Contact your HR administrator with any questions.

Bee Badenov
QA Engineer
Employed since Mar 22, 2010

CONTACT

Home Email home@gmail.com
Work Email etty@paycor.com

Home Phone [444-444-4444](tel:444-444-4444)
Work Phone [444-444-4444](tel:444-444-4444)
Mobile Phone [444-444-4444](tel:444-444-4444)

Address 7503 Dallas St.
Frisco TX 75034

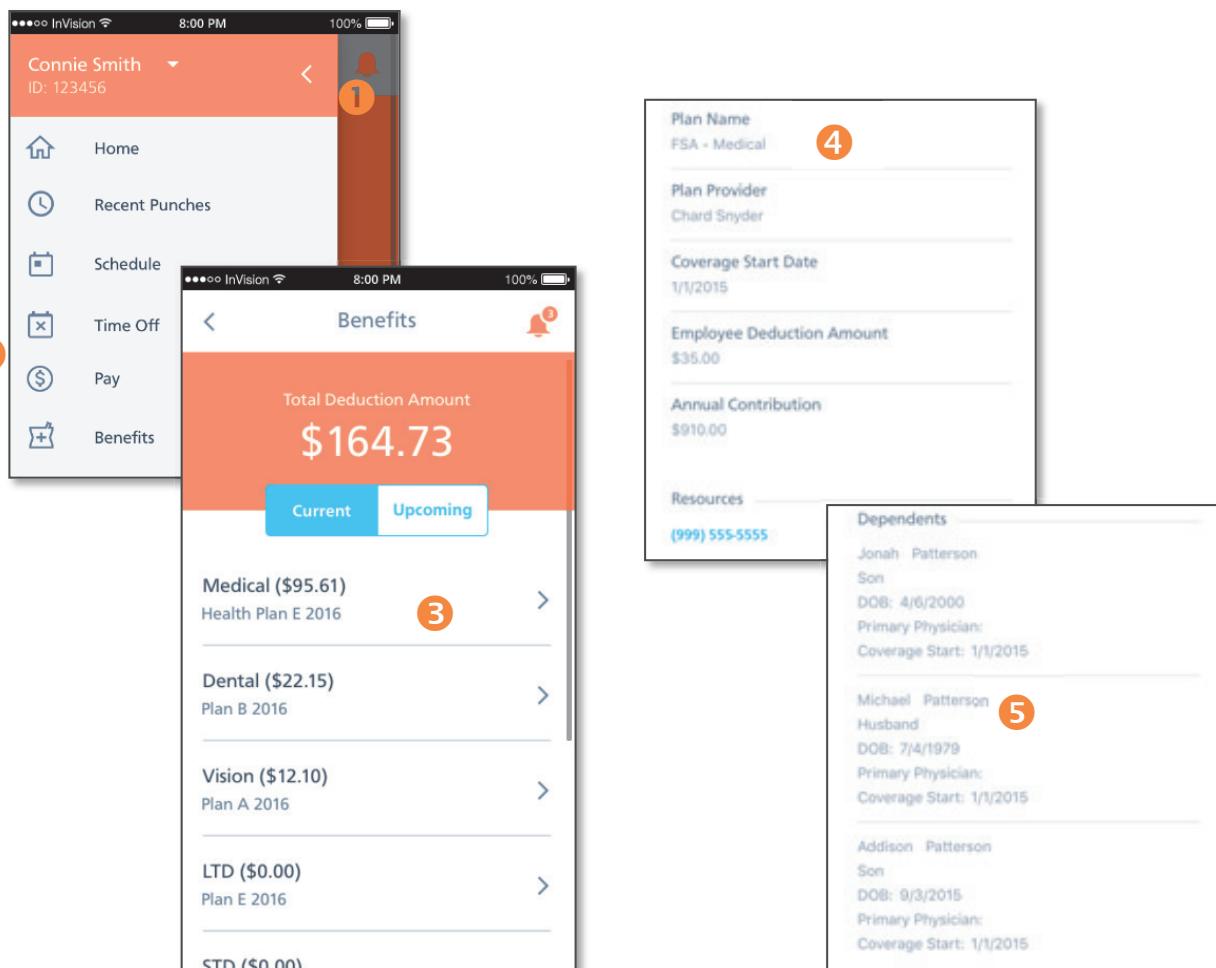
Profile

- To access your profile, tap the  icon, then select My Profile.
- View your employment information, like job title and employment start date
- View your contact information, including emails, phone numbers, and address
- This data lives in your company's Paycor system. If you find any discrepancies, contact your supervisor or HR administrator to correct. You may also be allowed to request updated data in the desktop version of Paycor's Perform website.

Benefit Features

If your employer is configured for and allows you access to view your Benefits, the following features may be available to you. Contact your HR administrator with any questions.

- 1 Tap the  icon to navigate to the left-hand menu
- 2 Tap **Benefits**.
- 3 On the Benefits landing page, view all current or upcoming (where applicable) benefits and deductions.
- 4 Tap on a benefit to view more details, including cost, coverage start dates, contributions, and the contact information of the provider to reach out to with any questions on your plan.
- 5 For some benefits, you may also view associated dependents.

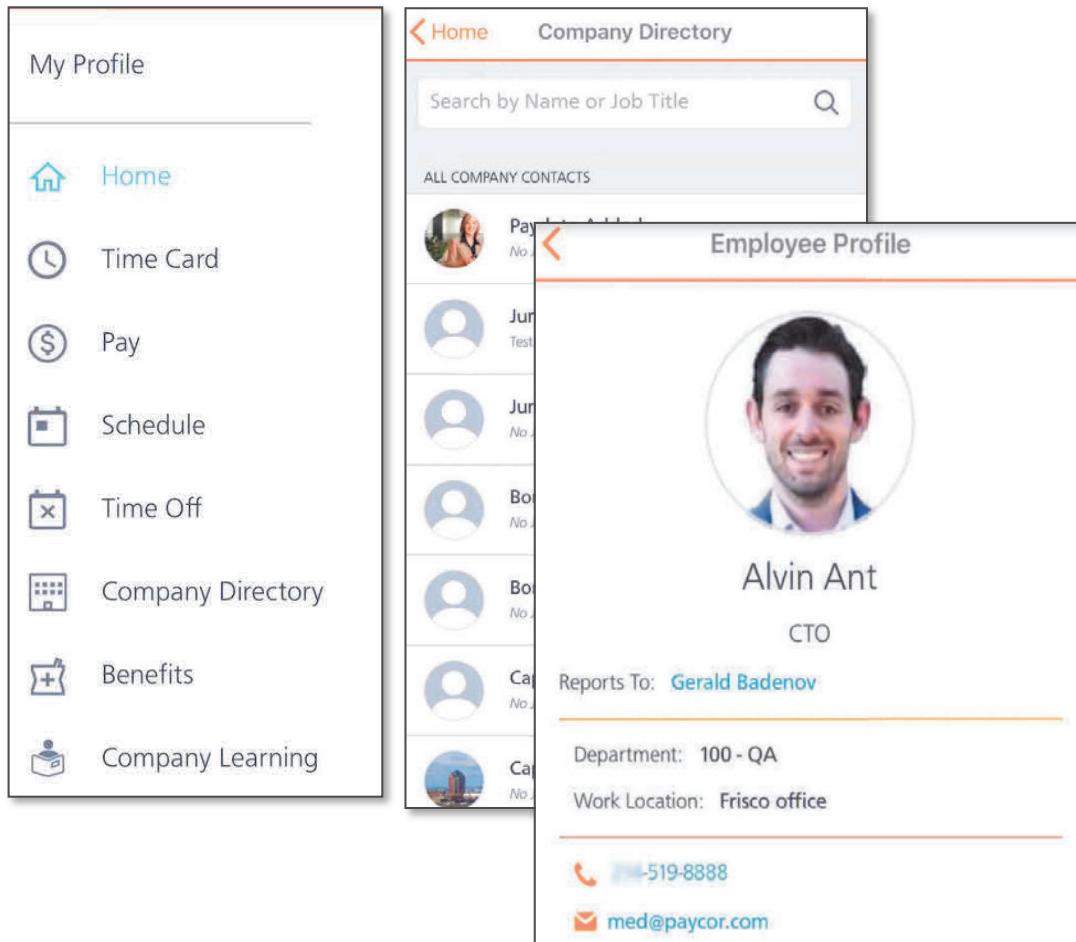


Company Directory

If your employer is configured for and allows you access to view your Company Directory, the following features may be available to you. Contact your HR administrator with any questions.

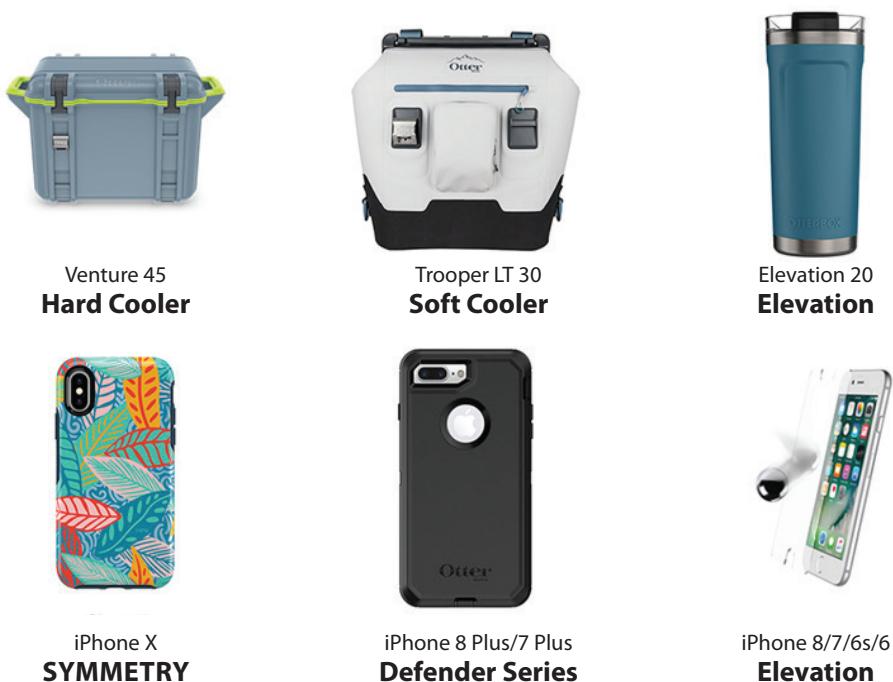
- 1 Tap the  icon to navigate to the left-hand menu to Company Directory, or tap the Company Directory quick link on your landing page.
- 2 Tap on an employee's name, or use the search bar to select.
- 3 Depending on your organization's preferences, you may see different information fields for the employee. If able to view the employee's assigned manager, or their phone number or email, those fields are interactive.

Tapping the Reports To name will bring up that manager's profile within the app; tapping the phone number will bring up an option to call that number from your device; and tapping the email will begin a new email draft if your device has an email app.



Proper Group

Associate Discount (Perks)



To receive discount

1. Create an account, must use your **propergroupintl.com** email
 - a. If you do not have one please see a member of the HR Dept.

Name

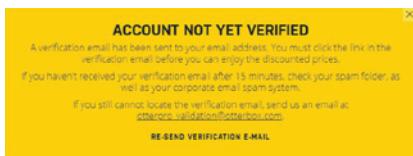
* First Name	Sara
* Last Name	Buckley

Account Information

* Email	sbuckley@propergroupintl.com	
* Confirm Email	sbuckley@propergroupintl.com	
* Password	*****	8 - 255 characters
* Confirm Password	*****	

Sign me up to receive email updates from OtterBox

2. **CREATE ACCOUNT**
3. A verification email will be sent.
4. Click the link in the email to activate your email with the available discount.
 - a. If email doesn't appear in your inbox within 15 minutes, check your spam inbox.



b.

5. Once logged in, search any product to receive your discount. It will automatically apply it to the product. No additional code needed!



iPhone X
Symmetry Series Clear Graphics Case
Easy Breezy

★★★★★

\$26.97 \$44.95
ENJOY 40% OFF

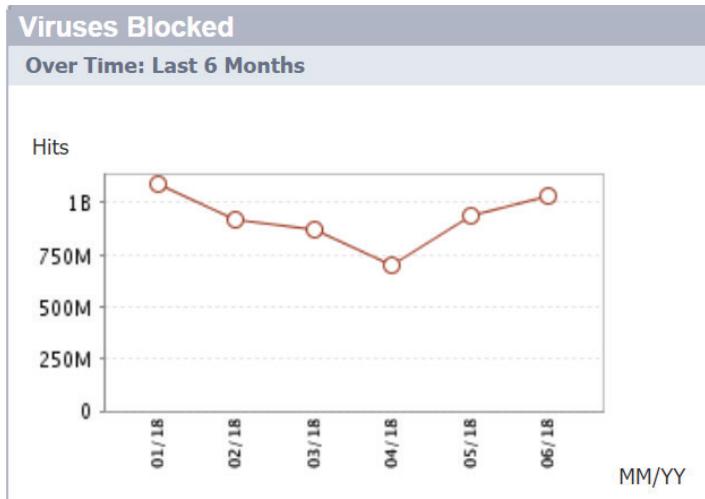
ADD TO CART

YOUR CART

Symmetry Series Clear Graphics Case - iPhone X 77-57123 Easy Breezy In Stock	4+95 \$26.97 x 1 Enjoy 40% OFF \$26.97
SUBTOTAL: \$28.64	
BEGIN CHECKOUT	
OR	
CHECK OUT WITH PayPal	



Computer security is ever important in this day and age. Cybersecurity includes many areas including I/T services to block harmful emails and virus programs that change daily. So far this year, our e-mail content filter servers have screened millions of e-mails into SPAM, or quarantine to help you clear them without I/T help.



A major step to advance our ability to combat the bad guys is YOU and your awareness when something seems "fishy", or strange. The industry term "Phishing" is used to describe e-mail fishing for someone to respond. They try to trick you using a familiar E-mail sender's name masked as a Proper executive or

your common associates' names. An easy way to identify a masked e-mail is look at the real address next to the person's name.

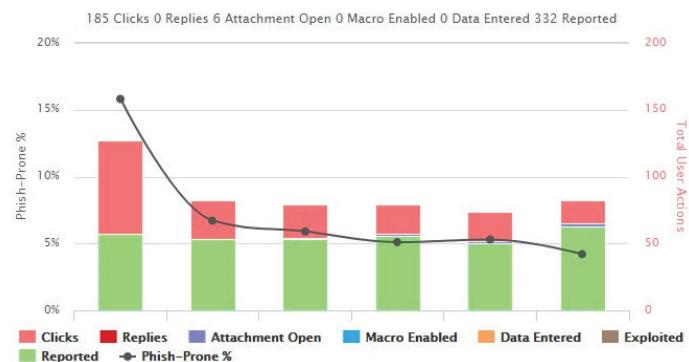
Example – email headers normally have @propergroupintl.com or @proper.net, not something else:

- a) From: Geoff O'Brien <mms@message-tmomail.net> (**BAD**)

b)  Mon 7/9/2018 2:03 PM
O'Brien, Geoff (**GOOD**)

ALWAYS - Error on the side of caution, and question anything suspicious with your manager, I/T or better yet the sender to verify it was real.

Job well done for those of you not clicking on malicious links and reporting/deleting spam. In the last six months we've seen an improvement to our overall phish-prone percentage. Six months ago, 15% of our associates would be tricked into clicking a malicious link/email, today we have reduced that down to 5%!



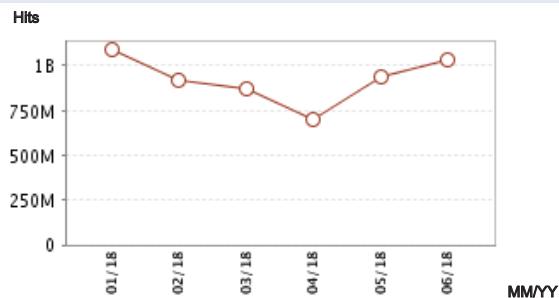


Security Services Dashboard

Date: 07/30/18
Serial: Global

Viruses Blocked

Over Time: Last 6 Months



Top Viruses Blocked

Virus Name	Percentage of Viruses
Cutwail.AP	6%
Braincrypt.A	6%
Suspicious#polycrypt.11	5%
MalAgent.H_7814	4%
Virut.A_1064	3%
SweetIM.A_6	2%
Suspicious#polycrypt.13	2%
Polip.gen	2%
RiskWare.A_100	1%
OptimumInstaller.A_2	1%

Intrusions Prevented

Over Time: Last 6 Months



Top Intrusions Prevented

Intrusion Name	Percentage of Intrusions
SIP friendly-scanner User-Agent...	24%
SIPVicious Activity 1	9%
GNU Bash Code Injection (CVE-2...	8%
Web Application Directory Trav...	8%
SIPVicious Activity 2	4%
ZeroAccess P2P Activity 1	2%
PING Reply (ICMPv6)	2%
PING Request (ICMPv6)	2%
Cross-Site Scripting (XSS) Att...	2%
Suspicious HTTP Host Header 1	1%

Spyware Blocked

Over Time: Last 6 Months



Top Spyware Blocked

Spyware Name	Percentage of Spyware
Malformed-File js.XW.2	36%
Malformed-File js.ZY.2	33%
Malformed-File js.XW.1	19%
Malformed-File js.ZY.1	9%
HTML5 Vibration API	0.6%
WebMiner_Cryptonight	0.1%
Malformed-File swf.ZY.1	0.0%
Bundled-Software WAV-MP3 Conve...	0.0%
Utorrent.PAF	0.0%
Obfuscated-File js.OT.33	0.0%

Multimedia (IM/P2P) Detected/Blocked

Over Time: Last 6 Months



Top Multimedia Detected/Blocked

Multimedia (IM/P2P) Name	Percentage of Multimedia (IM/P2P)
BitTorrent Protocol -- UDP Act...	10%
Google Play -- HTTPS Activity ...	5%
Apple iTunes -- SSL Traffic it...	4%
Google Play -- QUIC protocol	4%
YouTube -- HTTPS googlevideo.c...	3%
Google Play -- DNS Query play....	3%
Skype -- DNS Skype 1	2%
YouTube -- UDP googlevideo.com	2%
YouTube -- DNS googlevideo.com	2%
Netflix -- DNS Query netflix.c...	2%

Proper polymers

Sales

In the last year or so, there have been several major announcements related to new vehicle manufacturing facilities being built in the U.S. These announcements followed and nearly 20-year trend of automotive manufactures building assembly plants in the southern USA. Volvo announced plans to build a new plant in Charleston, SC. Toyota and Mazda announced a joint venture manufacturing facility in Huntsville, AL. Also, Mercedes-Benz announced that they will be producing all new Electric SUV models at a new facility in Tuscaloosa AL as part of a 3 continent, 6 plant electric vehicle strategy. In addition, Mercedes announced that they will build an all new battery factory in AL to support its electric vehicle manufacturing.

BMW's, Spartanburg, SC plant has the capacity to produce over 400K vehicles and is the largest export plant in the USA by sales value.

In 2000, the total US Vehicle production was over 12M vehicles. Approximately 77% were built in northern states, of which, Michigan built nearly 25% of all vehicles manufactured in the USA. In 2000, the southern states had 23% of the market. In 2018, U.S. vehicle manufacturing is expected to hit just over 11M according to HIS. The southern states are expected to produce 43% of these vehicles. The south gained nearly 2M vehicles over the past 18 years. Michigan alone lost 1M vehicles.





By and large, the companies investing heavily in the southern states are foreign automotive manufacturers looking for cheaper, non-union labor. Our domestic auto manufactures, we used to call them the "Big 3", not sure what we call them now, continue to invest and upgrade plants in the north. Huge investments by the tiered supply base has followed and combined they have literally transformed towns and cities like Greenville, South Carolina.

Fortunately, the ownership of Proper Group had the foresight to recognize this trend early on. Our Anderson SC plant was built in 1996. And as most of you know, Proper has made significant investments in facilities in Pulaski TN and Greenville, SC. With Plants in Warren, MI, Pulaski TN and the Carolina plants, Proper Group is within 5 hours of nearly every major auto plant in the north and south.

Proper Polymers Greenville and Anderson will supply approximately \$27M worth of product into the BMW plant in Spartanburg SC alone. They will supply nearly \$5M worth of product that goes into the Mercedes plant in Tuscaloosa AL. Proper Polymers Pulaski delivers a majority of its products to customers in TN and AL.

The future investment in new vehicles going into the southern states in the coming years is quite significant. Between 2019 and 2026, BMW projects to launch 11 new vehicles or major vehicle enhancements. In addition to its all new electric vehicle development, Mercedes plans on 8 new vehicles or major vehicle enhancements. Volvo, with its new plant in Charleston has a plan for up to 4 vehicles out of this plant. And this is from just 3 of the auto manufacturers.

The news is not all bad for Michigan and the northern states. Ford has poured nearly a billion dollars into its Michigan Assembly Plant, in Wayne, MI, for the reintroduction of the Bronco and Ranger. GM recently announced it is investing 100's of millions of dollars in its Cadillac plant, located in

Lansing MI. Here, GM will continue to move the product portfolio away from cars and focus on Cross Overs and SUV's. In Michigan, FCA is investing more than \$1 billion to modernize the Warren Truck Assembly Plant to produce the next generation Ram Heavy Duty truck, which will relocate from its current production location in Saltillo, Mexico, in 2020. This investment is in addition to the announcement made in January 2017 which committed to spending a portion of \$1 billion in Warren Truck Assembly to expand the Jeep® product line with the addition of the all-new Jeep Wagoneer and Grand Wagoneer.

Michigan is number one in the nation in manufacturing jobs created since 2009. The bottom line is we are still the "Motor City" baby! Combining the southern charm in Tennessee and South Carolina with our Motor City Madness makes for a unique blend.

Joe Grippe

Proper Group International

13870 E. Eleven Mile Rd. Warren MI 48089 | Tel: 586.779.8787 | Fax: 586.779.4530 | www.propergroupintl.com