



The Quill

October 2018

A Message from the CEO



Dear Qualis Family,

Our milestone 25th anniversary year continues to be eventful!

It has been an exciting 2018 in a number of ways. The Qualis Team is delighting our customers, improving ourselves, and being a good citizen in our communities.

Collectively, our team has continually provided excellent and meaningful support to our customers – as evident in customer feedback. *Thank you!* This is due to the efforts of all members of the team – our people at customer locations for each of our programs as well as the staff at the helm at corporate office. Focusing daily on the task at hand, stepping up as leaders, coaching your people, exercising initiative and demonstrating dedication to good work to enhance customer mission success are evident across the company and resulting in expanding roles for our current customers and gaining new customers.

Thanks to Rod's leadership, corporate office staff have

focused this year on continuous improvement of the company's business systems. We have demonstrated our commitment to the environment by becoming ISO 14001:2015 certified (*thanks for the heavy lifting, Courtney!*), enhanced our quality management system to the latest certification level, and we expect in the near term to earn the latest certifications in process improvement in the areas of management and the delivery of services. Qualis takes pride in continually striving to improve our overall ability to support NASA and DOD customers.

As you are well aware, Qualis values customer and community service and obviously quite a number of you also hold this value. The *Qualis Cares* 25th Anniversary Initiative – 12 Months of Giving: A Lifetime of Making a Difference – continues to make a difference across the country in the communities we call home. You've seen highlights in this and previous versions of the employee newsletter. It has been just as meaningful to me as it is to all of you to give help those organizations.

It was such great fun to see our hometown folks and families at the anniversary event in Huntsville last June, and it continues to be rewarding to see the various ways you all impact your teammates, our customers and communities. You all are doing great and are making this anniversary milestone outstanding!

-Elizabeth

PRIDE Awards

Late August PRIDE Awards

Allison Brooks

Christine Schlipp

Judy Scott

Steven Sandoval

Tracy Barnes

Amber Harvey

Sean Abrahamson

September PRIDE Awards

Edgar Ramirez

Eddie Newman

Dechone White

Stacy Busby

Laura Hardin

David Wilkie

Gena Dalton

Bill Howard

Jordan Green

October PRIDE Awards

Matthew Moselle

Courtney Thompson

Pam Cooper

Nan Sullivan

Kyle Offenback

A Commitment to the Environment

In our last Quill issue in August, we discussed our commitment to providing quality services. This focus has been the driving force in the pursuit of several important certifications to fortify our commitment to meeting client and customer expectations, our dedication to our employees, and protecting our community and environment.

CORPORATE SOCIAL RESPONSIBILITY



Over the past months, Qualis successfully completed its first and second stage audits to satisfy third-party requirements for recommendation for certification to the ISO 14001:2015 standard for Environmental Management Systems.

What this means for the business of Qualis?

Qualis has made a commitment to continuous improvement involving our leadership, our employees, those we do business with, and our services.

The scope of our Environmental Management System involves improving our environmental performance at the corporate level through the efficient use of resources, reduction of waste. This promise to monitor and control our effects on the environment will provide us with a competitive advantage among other businesses and secure the trust of our stakeholders, setting Qualis in a higher category.

What can you do to support?

This was an intense process, and it is only the beginning.!

To help minimize environmental impacts concerning our activities, products and services, you can:

- Comply with applicable legal requirements and other requirements to which Qualis Corporation subscribes which relate to its environmental aspects.
- Prevent pollution, reduce waste and minimize the consumption of resources.
- Educate, train and motivate employees to carry out tasks in an environmentally responsible manner.
- Encourage environmental protection among suppliers and subcontractors.

To read the entire policy, it is available on the Qualis website under the About Us tab titled "Environmental Policy."

Employee Spotlight

The Qualis Employee Spotlight is a way for us to highlight employees and for you to become acquainted with the entire Qualis network, in our various locations. If you are interested in nominating a co-worker to appear in our next newsletter, please email your Program Manager.

Celebrating Women in Aviation

All around the world, Women in Aviation International (WAI) celebrate Girls in Aviation Day 2018, an event to connect girls ages 8-16 with women in various fields of aviation and aerospace.



The Frontiers of Flight Museum, Dallas, TX (Source: B. Horner)

Girls get the opportunity to meet and learn from (even dress up like) women pilots, engineers, air traffic controllers, business owners, airport managers and more. The admission is free but the value is priceless.



Beth Horner (center) as a Girls in Aviation Day panelist (Source: B. Horner)

Beth Horner, who works as a Mechanical Engineer at NASA's MSFC, was a guest career panelist at the event in Dallas, TX. Horner said that initial attendance counts yielded 1,600 girls, out of an expected 2,700, were in attendance despite bad weather.

The event was held at the Frontiers of Flight Museum for girls ages 5-17. Horner said there were 22 exhibit booths set up where girls could chat and even build things; there were also schools and companies present to recruit older girls. The older girls received tips on how to write a resume, preparing for interviews and applying for scholarships.

"Outside of my panelist slot, I spent most of the event at the 'Ask Me About My Career' table in case the girls had questions," Horner said. She added that the group interacted with

nearly 100 girls who were interested in finding out how they do their jobs.

"The main thing was that seeds were planted and watered,"

Horner added

about the impact that the day had on impressionable young girls considering a future in Aerospace and Aviation. "I told my friend to keep me on her volunteer list for future years."



Horner (left) with girls and other conference exhibitors. (Source: B. Horner)

Qualiween

Can you guess some of these creative Halloween costumes?



Answers: 1.) Joanna Gaines from HGTV's Fixer Upper (TV Show); 2.) a Hocus Focus cat; and 4.) The Wizard of Oz (Movie).



HR Digest

A Monthly Column by Keanna Nichols,
Director of Human Resources

Benefit Highlights for the Upcoming Year

Open enrollment is coming soon!

Your enrollments do not automatically renew, you must sign up each year. Please see the benefit highlights for the upcoming year below.

Benefits Open Enrollment

- Open enrollment for the 2019 benefit plan year will be during the month of November. More information regarding open enrollment will be coming soon.
- All existing Qualis benefit plan options and carriers will remain the same. This includes co-pays, deductibles, and all other plan options and limits.
- Your medical rates will remain the same for 2019. Your dental rates will slightly decrease for 2019. All other benefits will remain the same.
- **New this year!** Qualis will use the Self Service Portal in our Costpoint system to enroll in benefits. More information will be coming soon.

Please check your email for additional details. Emails will be sent no later than the first full week of November.



Career Opportunities at Qualis

Congrats to those who referred employees and received payouts in the month of August:

David Rivera
Dean Brown

Please check our website for all current openings and

Remember our Employee Referral Bonus!!!

Qualis Employee Referral Bonus Program: Employees are encouraged to recommend and refer qualified candidates. A monetary bonus is offered for referral of candidates who are ultimately hired for open positions.

View current openings at <http://www.qualis.com/careers.html>

Equal Opportunity Employer/M/F/V/D and a participant in E-Verify

National Cyber Security Awareness Month

As one of our core capabilities, cybersecurity is our shared responsibility and we all must work together to improve our Nation's cybersecurity. October is National Cybersecurity Awareness Month (NCSAM), a time to focus on how cybersecurity affects all Americans. NCSAM 2018 is a collaborative effort between the U.S. Department of Homeland Security (DHS) and its public and private partners, including the National Cyber Security Alliance, to raise awareness about the importance of cybersecurity and individual cyber hygiene.

Americans are spending more time online than ever before. As more people use the Internet for online shopping, banking, financial management, and socializing, they also expose themselves to increased cyber risks. Online threats and cyber-attacks threaten the future of our national and economic security. Because cybersecurity is important to our Nation, we are joining with the DHS to raise cybersecurity awareness. Qualis is promoting cyber awareness on social media along with DHS's efforts to promote and emphasize several key messages, tied together by theme: **Cybersecurity is Our Shared Responsibility and We All Must Work Together to Improve our Nation's Cybersecurity.**

Learn more about National Cybersecurity Awareness Month and how to protect yourself from threats online at www.dhs.gov/ncsam.



Lisa's IT Corner

A Monthly Column by Lisa McNabb,
Systems Administrator

Staying Cyber Aware

As we bring awareness to Cyber Security Awareness Month, Here are five security tips to help protect yourself and your company:



1. Always think, "This could happen to me."

Thinking this way will make you less likely to fall for attacks. You will protect your information, keep security measures in place and discover issues faster by keeping an eye out of suspicious activity.

2. Be aware.

- Be aware of people manipulating you for your information, sometimes called "social engineering." When a stranger calls or emails, you should treat him or her like a stranger.
- Only share information over the phone if you made the call to a number you know is right. Calls from numbers that look legitimate may be bad guys "spoofing" the incoming number to fool you.
- Use caution when sharing or verifying information.
- Only share your email address with people you know, and when you know how they will use it.
- Question or ignore people contacting you with wild offers or promises, like free money, in exchange for your information.

3. Know BEFORE you open.

- Only open email and text messages from someone you know. Only open an attachment or click a link if you know and trust the sender, and you understand what the message is about.
- Read carefully to make sure you know the sender.
- Question or ignore any message asking for personal or financial information.
- Do not provide your username or password through an email or text in response to an unsolicited email or text.

4. Strengthen your own security.

- Keep security software up to date.
- Keep all computers, laptops, tablets and mobile phones up to date with the latest operating system updates.
- Know the new guidelines for increasing password security:
- Create unique passwords using a combination of random

words or phrases, preferably longer.

- Do more than simply change the number at the end of an existing password. Avoid using nicknames, birthdays or other information people may know or is readily available, like information on your personal social media site.
- Use security questions with trick answers.
- Use two-step authentication where available. The first step is logging in with your password. This triggers the second step - a PIN number sent to your telephone that is required to complete the login.

5. Check it out. Be your own private investigator.

- Look for security indicators on the website. These include an "s" after the http in a website address, and a lock icon at the bottom of the screen.
- If asked to fill out a form or share information, go directly to the company's secure website to submit the information. Don't fill out forms attached to emails or click on links in an unsolicited text message.
- Monitor your bank and credit card statements for suspicious charges or transfers.

Welcome New Hires

Dalton Young

James Cornelius

Tamera Moore

Charles Buono

Angenette Blackman

Ronald Simon

Jon Roberts

Kenneth Bell

Christina Ellis

Sean Stanovich

Lem Vaughan

Richard Collins

Gerald Gill

WELCOME
BACK!!
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