

HHTH 2025 Wrap Up

Our 2025 Hockey Helps the Homeless (HHTH) fundraiser officially came to a close on Friday, November 28th, marking a memorable campaign shaped by teamwork, collaboration, and a refreshed approach to raising funds.



We once again surpassed our goal of \$30,000.00, raising **\$33,212.95!** With this year's shift away from individual fundraising pages and toward collective team totals, the spirit of unity was stronger than ever as employees rallied together to support HHTH, 360Kids, and Blue Door.

We kicked off the campaign with a Lunch 'N Learn at Head Office on October 28th, where this year's guest speaker, three-time Olympian and two-time gold medalist **Sami Jo Small**, delivered an inspiring message about leadership, resilience, and the power of supporting your teammates both on and off the ice. While we did not feature presentations from 360Kids or Blue Door as in previous years, we were honored to have representatives from both organizations attend as special guests. We also watched a [video](#) about Blue Door's Construct program, which provides insight on their 8-week training program that helps vulnerable people secure long-term careers in the construction trades.

This year brought a refreshed lineup of fundraising initiatives that blended returning favourites with creative new ideas. The campaign featured the Universal Canadiens' 50/50 draw, an array of raffles ranging from the Get Lit liquor sled to Beers of the World (with over 40 selections), a collection of rare Toronto Blue Jays cards, and a full car care kit. Friendly competition filled the office through fun events such as Putt to Win, Guess the Desk, and Who's This Character, which transformed coworkers into cartoon superheroes for everyone to decipher. Egg Pong made its enthusiastic return, and the Universal Flames Silent Auction delivered one of the most memorable moments of the campaign when several of the winning bidders ended up being affectionately dubbed "**Foxy Lady & The Daves**", sounding more like a headlining act than an auction outcome. We also returned to *Splitsville* for lunchtime bowling, and the annual Food Fair once again showcased the incredible culinary talent and generosity of our staff, bringing in an impressive **\$1,419.00** net for the campaign.

Our Vendor Team, the Universal Senators, had another standout year, raising **\$9,296.65** through generous contributions from our suppliers and partners. We are grateful for the continued support of **Hilborn LP**, who once again donated two Toronto Maple Leafs tickets. This year's winning raffle ticket belonged to **Dave McKey** from **ECU Worldwide**, and the draw itself raised **\$240.00** for HHTH.

We are also delighted to recognize the dedication of our employees who achieved this year's incentive milestones. A total of 54 employees raised enough to earn the Yeti Package, 51 employees qualified for the Extra Paid Vacation day, and 40 employees earned an HHTH hoodie. Your commitment and effort helped push this year's campaign forward in a meaningful way. Congratulations as well to **Naara Garcia**, who won the *Early Bird Donation Sprint Prize* and took home a *Yeti Roadie Cooler*.

Ultimately, it was the **Universal Flames** who rose to the top as this year's winning team, raising an impressive **\$5,868.37**. Congratulations to Captain **Maryam Mehrdad**, Assistant Captain **Janice Ilkay**, and the entire Universal Flames team. They will enjoy a lunch at a restaurant of their choice, compliments of Universal.

The winner of our Grand Prize – 2 Gold Section tickets at center ice to see the Toronto Maple Leafs and a \$200.00 Visa Gift Card – was **Daisy Nguyen**. With the requirement being \$100.00 raised per ballot, we had 203 ballots entered by a total of 55 employees! Congratulations, Daisy!

This year's team-focused format brought out everyone's competitive streak in the best possible way. Whether you bowled, baked, puttied, guessed a desk, or simply bought a ticket because someone cornered you in the hallway, your effort helped make this campaign a success. Thank you to everyone who pitched in, hyped up their team, or just showed up for the snacks – you helped make a real impact for HHTH, 360Kids, and Blue Door. Here's to another year of fundraising, fun, and friendly chaos.

Christmas Party

The Holiday season is fast approaching and we can't wait to celebrate with all of you at this year's **Company Christmas Party**! We are so fortunate that we can get together with colleagues who we don't regularly get to see, and this year we are returning to [Marlowe](#), though it has been several years, and we have booked out the restaurant.



The party is next week, on **Friday, December 12th**, so it's time to give your party outfit a good dusting and break out the dancing shoes, because you're in for a night of great food and fun!

Christmas Potluck Luncheons

We're in full gear for the holidays! The Airport Office will be hosting their Office Potluck Luncheon on **Tuesday, December 9th** to kick off their celebrations leading up to the Christmas Party. Then the following **Tuesday, December 16th**, Head Office will be having their Christmas Potluck Luncheon equipped with a Cubicle Decoration contest, and the Ugly Christmas Sweater contest!

Buffalo Bills Day

Our theme this year for *Hockey Helps the Homeless* was teamwork, and what better way to show that than by getting together as a team and celebrating something you all enjoy!

On Monday, September 29th, our **Buffalo Office** hosted a **Buffalo Bills Day** in celebration of their favourite football team. There was a fruit and cheese platter, a **Go Bills** cake, raffles for gift cards, and goody bags full of Bills memorabilia and their favourite Canadian chocolates! This event was sponsored by **Marion Bradnam** who kindly shared this great show of team spirit by sending over some fun photos.



Something's Brewing

Contributor: Alice Yan

Festive Finds: From Timeless Toys to Mystery Boxes

As the Christmas season approaches, many of us are already thinking about gifts –for children, friends, partners or even ourselves. This is the perfect time to explore toy options – not just the classic dolls and building blocks, but also newer trends

that have reshaped the global toy market. Over the past five years, demand for toys has surged, driven by a mix of nostalgia, adult collectors, and innovations in toy-making.

Top 10 Most Popular Toy Brands of All Time



Below is a chart summarizing some of the most globally recognized toy brands.

Company	Headquarters	Iconic Toy / Image
LEGO Group	Billund, Denmark	Interlocking Plastic Bricks
Bandai Namco	Tokyo, Japan	Tamashii Nations Figures, Gashapon
Hasbro, Inc.	Rhode Island, USA	Transformers, My Little Pony, Play-Doh
Mattel, Inc.	California, USA	Barbie, Hot Wheels, Fisher-Price
Funko, LLC	Washington, USA	Pop! Vinyl Figures
Spin Master	Toronto, Canada	PAW Patrol, Hatchimals, Rubik’s Cube
MGA Entertainment	California, USA	L.O.L. Surprise!, Bratz

These brands have stood the test of time: from classic building bricks and dolls, to modern action figures and collectibles. Their domains often span childhood play, nostalgia, and, increasingly, adult hobbyist markets.

The Rise of the Blind Box: From Japanese Vending Machines to Global Frenzy



In recent years, the market for *blind boxes* (mystery-packed collectible toys) has surged significantly, evolving from a niche concept into a mainstream global phenomenon, where a collectible figurine is hidden inside sealed, identical packaging. This has become one of the most defining toy trends of the decade. Its roots, however, stretch back decades. The concept originates from Japan.

In 1965, Japan saw the introduction of the first *Gashapon* (capsule-toy vending machines), which dispensed toys randomly. In the 1980s and 1990s, Japanese retailers popularized the idea of *fukubukuro* (lucky bags), randomised bargain bags sold during holidays. These were the precursors to modern blind box toys.

- **Timeline – Blind Box Evolution**

- **1965** – First *Gashapon* capsule-toy vending machines appear in Japan.
- **1980-1990s** – *Fukubukuro* lucky-bag concept popularized in Japanese department stores; early ancestor of blind box surprise buying.
- **Early 2000s** – Western art-toy brands begin offering sealed “*designer toy*” blind boxes (e.g., vinyl collectible figures), expanding the concept beyond cheap capsule toys.
- **2005-2010s** – Mainstream adoption through licensed pop culture & lifestyle brands.
- **Mid-2010s-2020** – Blind box toys become a global trend, appealing not only to children, but also teens, young adults, and collectors.
- **2020-Present** – Full global mainstream integration; crossover with major media, such as *Disney* and *Sanrio*.

Today, the “blind box economy” is a multi-billion-dollar segment. A recent market research report estimated the global blind box market size at **13.82 billion USD** in 2024, with further growth projected for coming years.

The Psychology of the Blind Box: Captivate and Concern



- **Popularity**
 - **The Thrill of Surprise:** The mystery triggers a dopamine release, creating a potent emotional rush similar to opening a gift or winning a small prize.
 - **“Collect Them All” Mentality:** Blind boxes are typically released in series of 6-12 variants, often including one ultra-rare “secret” figure. This motivates repeat purchases to complete a set.
- **Drawbacks**
 - **Gambling-Like Mechanics:** The random nature and chase for rare items can lead to compulsive purchasing behaviors.
 - **Overconsumption & Waste:** The frequent purchase of small items, each with multiple layers of plastic packaging, generates significant waste.
 - **Frustration of Duplicates:** Receiving the same common figure repeatedly can lead to consumer frustration and financial waste.

Leaders of the Mystery: [Top Blind Box IPs in 2025](#)

(IP – Intellectual Property: A creative brand, character, or concept that a company owns and can license or merchandise)

The blind box market is dominated by a mix of original character brands and major licensed franchises. The following chart identifies the most influential and popular products in the blind box industry:

Company/Brand	Country	Most popular IP
POP MART	China	Labubu, Molly, Crybaby...
Funko	USA	Pop! Vinyl Mystery Minis
Tokidoki	USA/Italy	Unicorno / Mermicorno
Sanrio Co. Ltd.	Japan	Hello Kitty & Friends
Dreams Inc	Japan	Sonny Angel, Smiski
ZURU	New Zealand	Mini Brands

More Choices Than Ever for Christmas Gifts

This holiday season, you have more toy options than at any time in history. Classic brands like LEGO, Mattel, Hasbro, and Spin Master continue to offer timeless gifts. Meanwhile, the rapid rise of blind box toys offers stylish, fun, surprise-based collectibles that appeal to children, teens, and adults alike. I hope this article makes it easier than ever to find thoughtful and exciting Christmas gifts![Question: Now that you have a basic understanding of blind boxes, answering the following question will give you a fresh perspective on the craze surrounding them. According to official records, how much did a four-foot-tall Labubu doll sell at the first auction dedicated to Labubu collectibles?](#)

- A. \$1,700 US
- B. \$17,280 US
- C. \$172,800 US
- D. \$1.7 million US

Click on the question above, submit your answer to Sharon, and you're eligible to win!

Submission deadline

Friday, December 12th (Noon)

Prize

\$25 Tim Hortons, Starbucks or Amazon gift card for the 2 winners

(If more than two contestants have the right answer, we will pick the winning names out of a hat)



Kudos (Noun) – Praise & honour received for an achievement

Kudos Corner is a forum where Universal employees can recognize the efforts of their co-workers. Bring forward candidates for *Kudos Corner* at your next Team Meeting or simply drop your Manager a line whenever you feel someone's efforts should be recognized in *Universal & You*.

For this issue we received the following entries

Submitted by Vincent Kwong of our Ocean Services team:

*"In late June, **Gary Jin of our Ocean Services team at Head Office** was handling a shipment for AceTronic Industrial Controls Inc. (Canadian Account #9141500). The clearance request was sent to our direct competitor, UPS, who never confirmed receipt. A few days later, after the shipment arrived, Gary followed up with UPS again. On Monday, June 30th, he was informed that the shipment was in the queue for processing due to "higher-than-normal volume." By Thursday, July 3rd, the shipment still had not been cleared.*

*Since this issue involved a direct competitor's service failure, Gary submitted a SpeakUP!. Fast forward to October, after several follow-ups, **Mike O'Donnell of our Business Development team at Head Office** successfully got AceTronic to switch to Universal as their customs broker.*

This situation highlights the effectiveness of our SpeakUP! program. Thanks to Gary's diligence and timely information, our Business Development team was able to acquire the customs brokerage of an existing freight client. Kudos to Gary!" Submitted by Karen Gasbarino of our Canadian Customs Operations team:

*"As Team Captain for the Universal Oilers this year for Hockey Helps the Homeless, I was so grateful to **Veena Ramesh of our Airfreight Services team at the Airport Office** for all the help she gave me, all the canvassing she did around our office, with her contacts at Head Office, and elsewhere too. She got great donations because she really believes so strongly in helping people. Veena is truly motivated to help others and I am in awe of all she does.*

On top of that, she asked everyone she knows if they wanted to take part in our office initiatives, and the bulk of our HUGE donut sales were thanks to her. She was always talking up the initiatives at Head Office to our team, and she took part in many of them herself."

Growing again

In *Universal & You*, we want to introduce all new employees. We have a new addition at Head Office. Please join us in welcoming Raishahmed (Raish) Malek to the team!



Name: Raishahmed (Raish) Malek

Team: Canadian Customs Operations

Start date: September 29, 2025

Book Buzz

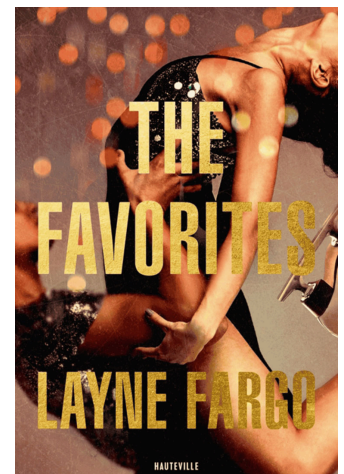
Contributor: Barbara Mulatinho

The Sporting Hearts Issue

As a huge fan of the Olympics, I've always been fascinated by the world of sports –especially what goes on behind the scenes and how these seemingly superhuman athletes make it to Olympic gold. After hearing the incredible story that Sami Jo Small shared during our *Hockey Helps the Homeless* Lunch N' Learn event, I couldn't resist sharing some of my favorite sports books with you!

The Favorites

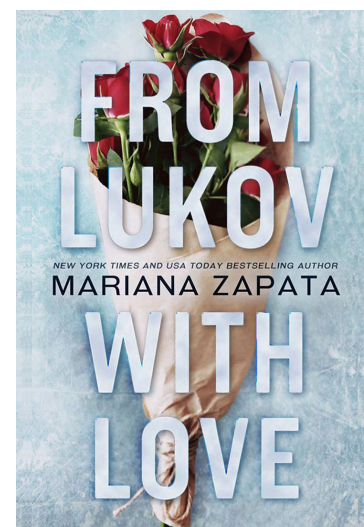
Katarina Shaw has always dreamed of Olympic glory, even without money, fame, or family support. When she meets Heath Rocha, a foster kid with his own struggles, their bond transforms them into a magnetic ice-dancing duo – both on and off the rink. But after a shocking incident at the Olympics ends their partnership, their story becomes legend. A decade later, a tell-all documentary threatens to rewrite their past, pushing Kat to finally speak out. As she reveals the truth behind their rise, fall, and intense connection, it becomes clear that the real story is far more complicated, and shocking, than anyone ever imagined.



Barbara's Rating: 4.5/5 ★ This book completely consumed me from start to finish – intense, addictive, and full of twists that kept me gasping until the very last page. Layne Fargo delivers a beautifully crafted story, of Katarina and Heath, two passionate, complex ice skaters whose romance is messy, fiery, and utterly captivating. The writing immerses you in the world of competitive skating, capturing both its beauty and its dangers, while the supporting cast adds depth, humor, and tension. The interviews woven into the narrative create suspense and mystery, keeping the story unpredictable and riveting. With incredible character development, electric chemistry on and off the ice, and jaw-dropping plot twists, this book is a scandalous, emotional, and unforgettable ride that left me obsessed.

From Lukov with Love

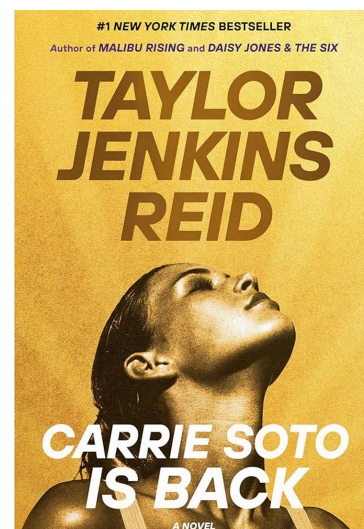
The book follows Jasmine Santos, a dedicated ice skater struggling to reclaim her career after a series of setbacks. When she is paired with Ivan Lukov, a talented but notoriously grumpy Russian figure skater, as her new partner for the pairs skating circuit, sparks fly – both on and off the ice. Initially clashing due to their very different personalities and training styles, Jasmine and Ivan are forced to navigate the pressures of competition, personal struggles, and the intense world of professional skating.



Barbara's Rating: 5/5 ★ *From Lukov with Love* is a masterclass in slow-burn romance and sports romance done right. Jasmine Santos and Ivan Lukov are hilarious, passionate, and perfectly matched on and off the ice, evolving from enemies to lovers in a way that feels natural and utterly satisfying. Mariana Zapata nails character development, witty banter, and emotional depth, capturing everything from family drama to personal growth with raw authenticity. The romance is tender, funny, and swoon-worthy, with Ivan's protective, loving, and occasionally mischievous moments making him unforgettable. With memorable characters, heartfelt moments, and a slow burn that's worth every page, this book is a must-read for fans of slow-burn, sports-centered romance.

Carrie Soto is Back

Carrie Soto is a fiercely determined tennis legend, having retired as the best player the world has ever seen with twenty Slam titles. But six years later, she watches her record fall to a formidable newcomer, Nicki Chan. At thirty-seven, Carrie decides to come out of retirement for one final season, training with her father and reluctantly teaming up with former rival Bowe Huntley. As she fights to reclaim her record, Carrie must confront the physical and emotional costs of greatness in this gripping story of ambition, pride, and one legendary athlete's unforgettable comeback.



Barbara's Rating: 4.5/5 ★ I didn't love this book when I *started*, but I definitely loved it by the time I *finished*. Carrie was 200% different from previous lead characters written by Taylor Jenkins Reid, and her story felt different as well. I already liked tennis, even though I don't know many specifics, so I could definitely enjoy the sports side of this book, as much as the character side. Carrie was a great protagonist. I loved how she interacted with everyone around her. All the side characters were really interesting as well, even the ones we didn't see much of. It was a great reading experience, even if the beginning was a little off.

Culture and Entertainment

Contributor: Barbara Mulatinho

The Knives Out Franchise

As an avid mystery fan, I was thrilled when Rian Johnson announced the first ***Knives Out*** movie – and I was surprised by how much I loved it. The sequels only got better, and with the third film coming this December, it feels like the perfect time to introduce this amazing trilogy to all of you. After all, a good mystery isn't just about the solution, but about the narrative that builds the who, what, how, and why.

Knives Out

When renowned crime novelist, Harlan Thrombey, is found dead at his estate after his 85th birthday celebration, suspicion falls on his eccentric and squabbling family. Enter Benoit Blanc, a suave and sharp private detective with a knack for untangling lies.



Available on Prime Video

As he digs deeper, Blanc realizes that every member of the Thrombey family has secrets, and motives. With razor-sharp twists, witty dialogue, and a classic whodunit flair, the story unravels into a modern murder mystery that's as clever as it is entertaining.

Barbara's Rating: 5/5 ★ The star-studded cast is easily one of the film's biggest highlights, bringing Rian Johnson's Oscar-nominated screenplay to life with flair, and fully embracing the quirky caricatures that make *Knives Out* such a blast to watch. The goal, as it quickly becomes clear, isn't just to solve the crime, but to understand it. Johnson turns the mystery into a clever allegory about social dynamics, packed with a subtext that's deeper than the film's delicious twists. Equal parts homage and razor-sharp satire, *Knives Out* is nothing short of a triumph.

Glass Onion: A Knives Out Mystery

A tech billionaire invites a group of his closest friends to his private Greek island for a murder-mystery getaway. But when the eccentric detective Benoit Blanc unexpectedly shows up, the game becomes very real.



Available on Netflix

Secrets unravel, alliances shift, and the glittering façade of wealth and friendship cracks as Blanc works to uncover the truth behind the elaborate puzzle.

Barbara's Rating: 5/5 ★ In *Glass Onion*, Rian Johnson once again proves he knows how to make a mystery both clever and fun. With a brilliant cast, sharp writing, and perfectly timed twists, the sequel feels faster, funnier, and even more dynamic than *Knives Out*. The real charm lies in its quirky characters and witty pacing – a stylish, playful ride that keeps you guessing and grinning until the end.

Wake Up Dead Man: A Knives Out Mystery

Detective Benoit Blanc returns and faces what might be his strangest case yet. He's summoned to a small New York church community after a Catholic priest delivers a fiery sermon and then walks into a sealed concrete box – only to be dead thirty seconds later.



In Theatres November 26, 2025; Available on Netflix December 12, 2025

Blanc joins forces with the local police to unravel this baffling, almost supernatural-seeming crime. The suspects are a motley crew connected to the congregation.

As Blanc digs in, the case forces him to confront themes of faith, guilt, and belief –and to reckon with parts of himself in a way he hasn't before.

Barbara's Rating: 5/5 ★ I had the absolute pleasure of watching this one at the 2025 Toronto International Film Festival (TIFF), and I can confidently say that it's the best *Knives Out* mystery yet! *Wake Up Dead Man* takes a bold turn, diving into the clash between faith and logic, and it might just be the franchise's most ambitious story so far. Daniel Craig is, as always, fantastic as Benoit Blanc, bringing fresh layers to the character with every film. But this time, it's Josh O'Connor who completely steals the spotlight as a young priest – brilliant in the heavy moments and downright hilarious in the lighter ones. The latest entry in one of the most beloved mystery series of recent years is sharp, inventive, and endlessly entertaining.

Health and Lifestyle

Contributor: Veena Ramesh


Stress Reset: Your Guide to a Calm Mind!

"It's the most wonderful time of the year... It's the hap-happiest season of all!" I'm sure we've all been listening to this song on the radio around this time of the year.

But is it really?

For some people it can be, depending on how you view it, but for the most part, this time of year causes a lot of stress. We saw the various causes in the previous issue. Today, we'll be talking about how to *de*-stress.

Traditional Ways to De-Stress

- **Meditation:** Mindfulness and focused breathing help calm the nervous system and slow things down so you can stay relaxed.
 - **Yoga:** Combining gentle physical movement with guided breathing helps reduce cortisol levels.
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- **Physical activity:** Any physical activity – running, walking, cycling, or dancing – helps release endorphins, the *feel-good*
 - **Tai Chi:** Gentle movements paired with breath control and meditation.
 - **Practicing gratitude:** Writing down the reasons you are thankful helps you process emotions, feel empowered, and lift your mood.
 - **Talking with a friend:** A friend is someone with whom you can share your innermost feelings without fear of judgment. Expressing your thoughts to a friend helps put things into perspective.
 - **Listening to music:** Music is emotional and has a strong influence on our minds. Peppy or rock songs can increase your heart rate, while slow-tempo classical music can lower it and reduce anxiety.
 - **Reading:** This activity can transport you into a completely different world and give your mind a break.
 - **Green therapy:** Spend time in nature or grow some plants.

All of the above, combined with adequate sleep and a healthy diet, help reduce stress levels.

Non-Traditional or Creative Ways to De-Stress

Everyone has their own ways of de-stressing. We saw the more traditional methods, but de-stressing can also come in the form of trying something new and fun.

Creative and Expressive Outlets

- **Art therapy:** Painting, drawing, pottery, or colouring help channel emotions visually. It is not necessary to be good at it! Just trying something new helps move your mind away from the thoughts causing stress.
- **Making music:** Trying a new instrument, singing, or drumming.
- **Dance therapy:** Free movement to release tension and express emotions.



Sensory Methods

- **Aromatherapy:** Using calming scents like lavender, chamomile, or sandalwood.
- **Salt caves:** Taking a walk in a salt cave to detox your body.
- **Sound baths:** Immersing yourself in harmonic sounds.
- **Float tanks:** Sensory deprivation in saltwater can induce deep relaxation.



Laughter & Leisure

- **Laughter therapy:** Using intentional laughter to boost mood and reduce tension.
- **Watching a comedy:** Lighthearted shows or movies help distract from stress.
- **Board games & puzzles:** Engaging with friends or family provides connection and mental relaxation.



Mindful Activities

- **Baking & cooking:** These require mindfulness and creativity, helping many people unwind.
- **Volunteering / helping others:** Reduces self-focused stress and promotes a sense of purpose.
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Modern Approaches

- **Wellness apps:** Tools such as *Calm*, *Headspace*, or *Insight Timer* that offer meditation, breathing exercises, and sleep support.
- **Virtual nature experiences:** Forest walks, ocean views, or calming landscapes online.
- **Digital detox:** Completely disconnecting from screens and social media for a set period.
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Animal Connection

- **Pet therapy:** Spending time with animals to lower stress levels.
- **Visiting animal shelters:** A calming and uplifting way to connect with animals and give back.



Holidays can be relaxing and enjoyable when we do things we truly want to do. It is important not to over-stretch yourself physically, emotionally, or financially, and to learn how to say no – and be okay with it. Holidays do not need to be perfect. Hosting does not have to be exhausting. They are not the be-all and end-all.

Once we understand that and take things easy, the year-end might actually be a good time after all.

Educational Achievements

"Knowledge is what can separate you from the pack. It can take you as high as you want to go if you put it into action."

The employees of Universal Logistics regularly receive industry training that is paid for by the company. We are proud to recognize the achievement and success of our latest course and program graduates.

Certified Customs Specialist (CCS) Course



Marco Han
Customs Consulting Services
(Head Office)
graduate of the CCS course

Congratulations Marco!



Stanley Kwong
Customs Consulting Services
(Head Office)
graduate of the CCS course

Congratulations Stanley!



IT Corner

IT Tips

The IT Corner now features a rotating mix of practical content across five helpful categories since the May 2025 publication:

- 💡 **Quick Tips & Best Practices** – Simple tricks to make your day smoother
- 🔒 **Cybersecurity Awareness** – Stay safe and secure online
- 🔧 **Tools & Tech Tips** – Get more out of the tools you already use
- 💪 **Working Smarter Together** – Collaborate more effectively
- 🧠 **Learning & Development** – Bite-sized skill builders for continuous learning

Each edition will spotlight a tip or two that you can put into action right away.

💡 **Quick Tips & Best Practices – Simple tricks to make your day smoother**

- Use “Ctrl + F” to instantly find words in documents, emails, or webpages.
- Use “Ctrl + C” to Copy, “Ctrl + V” to Paste, “Ctrl + Z” to Undo
- Restart your computer at least twice a week – it fixes glitches and makes programs run faster.
- Keep your desktop clean: too many files can slow things down and make it harder to find what you need. All needed files should be saved to the G: drive and in your Team’s folder.

These little shortcuts can save minutes every day – and they add up!

🔒 **Cybersecurity Awareness – Stay safe and secure online**

- Think before you click: If an email feels “off,” don’t open links or attachments
 - **Beware of Phishing:** Unexpected emails asking you to click, download, or “verify” something?
 - **Stop and think:** Was I expecting this? When in doubt, report it to the *IT Solutions Team*.
- Lock your screen whenever you step away (Windows: Win + L).
- Store Work Files in Approved Locations: Avoid saving documents on personal drives or local desktop folders.

Security starts with habits – and everyone plays a part.

🧡 **Working Smarter Together – Collaborate more effectively.**

- Use clear file names (***ProjectName_Version_Date***) so teammates know exactly what they're opening.
- Keep folders tidy – delete outdated versions and move documents to the right location.
- Write short, direct subject lines in emails to help others quickly understand what's needed.
- Create folders instead of leaving files in your G: drive folder, create sub folders to sort your needed document and not have one massive folder.

A little housekeeping helps keep systems running at their best.

Calling all Universal Employees!

We are looking for volunteers to contribute short articles for *Universal & You*. Topics can be team or industry-related or you might want to share a personal experience (e.g. volunteer work or travel) with your fellow employees.

Please forward your ideas to [Sharon Fong](#).