



Nestlé®

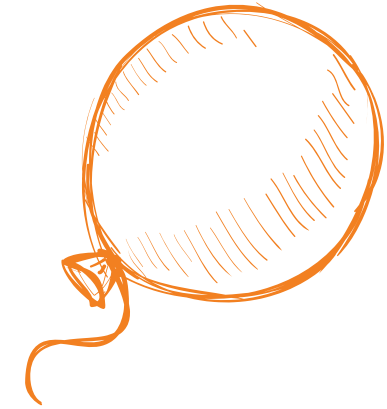


WELCOME  
PACKAGE



# WELCOME

to the Nestlé family!



The purpose of this guide is to enhance your onboarding experience with Nestlé, this is why we made sure to include all that you need to know in order to familiarize yourself with our offices along with what to expect during your first day with us.



Joining  
date



Building  
Information



Parking &  
Transportation



Working  
Hours



Office  
Areas



Safety  
Brief



Canteen



Dress  
code



# YOUR FIRST DAYS

At Nestlé



Getting acquainted with how everything works might be overwhelming at first. So the next few pages will give you insights to your first few days with Nestlé

Remember, you can always reach out to a coworker or to HR if you are unsure about anything.

# ONBOARDING AGENDA

## First Day



### WHAT

OFFICE TOUR

SECURITY & SAFETY

HYGIENE & QUALITY

### BY WHO

Buddy

Security and Safety Manager

Factory Hygienist

### DURATION

30 mins

30 mins

60 mins

### LOCATION

NME HO, Countries  
and Factories

NME HO, Countries  
and Factories

Factories

### DETAILS

A tour to show the  
new hire the company  
premises

An overview about the key safety  
and security messages that all  
employees need to be aware of

An overview about the key  
hygiene messages that factory  
employees need to be aware of

# ONBOARDING AGENDA

## Induction Day



### WHAT

WELCOME AND  
OPENING SESSION

INTRODUCTION TO  
THE BUSINESS

HR SESSION

### BY WHO

Nim Com Member,  
Country Manager,  
General Business Manager  
or Factory Manager

Brand Representatives

HR

### DURATION

30 mins

15 mins per brand

45 mins

### LOCATION

NME HO, Countries  
and Factories

NME HO, and Countries

NME HO, Countries  
and Factories

### DETAILS

An opening session to  
welcome new hires to  
Nestlé and provide them  
with an overview about  
the Company

An introductory session  
about the different brands and  
businesses at Nestlé

Introduction session to HR  
structure and services that  
would benefit a new hire

# ONBOARDING AGENDA

## Induction Day



### WHAT

CORPORATE PRESENTATION

IT END USER SECURITY

COMPLIANCE AND LEGAL PRESENTATION

### BY WHO

HR

IT

Legal Team and HR

### DURATION

45 mins

30 mins

45 mins

### LOCATION

NME HO, Countries and Factories

NME HO, Countries and Factories

NME HO, Countries and Factories

### DETAILS

Introduction to Nestlé purpose, values, history and brands

Introduction session to IT structure and services and security information that is essential for the new hire

Introduction session to the Nestlé Corporate Business Principles and key legal guidelines

# ONBOARDING AGENDA

## During the First Month



<b>WHAT</b>	MY PERFORMANCE AND DEVELOPMENT	SALES AND MARKET VISIT	FACTORY VISIT
<b>BY WHO</b>	Line Manager	Sales Function	Overview by Plant Manager Technical areas by SME
<b>DURATION</b>	60 mins	Half Day	Half Day
<b>LOCATION</b>	NME HO, Countries and Factories	Countries	UAE and Iran
<b>DETAILS</b>	A 1 to 1 session explaining to new hires the Nestlé performance and development plans, the Nestlé Leadership Framework (NLF) and setting their own Onboarding Goals	A half day tour exposing new hires to the Nestle products and their dynamics in the market	Plant Overview Food Quality and Safety Production Line



# WORKING HOURS

Nestlé Jordan's office is open for business in accordance with the local labor laws of Jordan.

- **Office Working Days:**

Sunday through  
Thursday

- **Office Working Hours:**

Option 1:

8:00 AM to 4:30 PM

Option 2:

8:30 AM to 5:00 PM.

Both options have a half  
hour lunch break.

**Option 1**

8:30 AM - 5:00 PM



**Option 2**

8:00 AM - 4:30 PM

# CANTEEN



Each of our 3 floors contains a small kitchenette for employees' use. The main kitchen is on the second floor.



You can either bring your own food to work, or simply order in.



# EXPLORE OUR OFFICES

Everything you need to know about the building and offices is in this segment.

You can familiarize yourself with the address, floor maps and the designation of certain areas and what they are for.

# BUILDING INFORMATION

**Nestlé Middle East FZE**

9, Bahjat AlHimsi street, 4th circle,  
Jabal Amman. P.O BOX: 5719  
Amman 11183 Jordan

# OFFICE AREAS

Nestlé's values are rooted in Respect. This includes Respect for ourselves and others, and this is clearly visible in our open space culture which is our business philosophy and commitment to openness, transparency and collaboration.

There are 3 meeting rooms in Nestlé Jordan which should be booked through your outlook calendar.



## Maggi

Mainly used for meeting with suppliers.



## KitKat

It is the only room which contains Virtual Conferencing Facility.



## Nido

It is the biggest meeting room and usually used for group meetings.



# GENERAL INFORMATION

The below sections are some information that are good general knowledge to keep in mind when working here at Nestle.

# PARKING & TRANSPORTATION



Our building's parking area can accommodate up to 9 cars only.

However there are parking lots available in the neighborhood.



Employees can park in the neighborhood as long as they do not block another building's garage entrance.

# SAFETY BRIEF



Take care of yourself  
and others



If you see something,  
say something



Follow the walkways



Drivers & passengers  
must wear seat belts



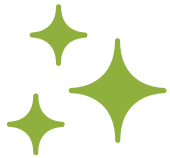
Comply with the speed limits



Always use handrails  
on stairways



# SAFETY BRIEF



Clean & organized workplace is a safe workplace



Never overload electrical sockets & leave loose wires



Protect & save the environment. Don't waste resources



Use helmet with chin strip on motor bike



Never use cell phone while driving & walking



Don't bend your back while lifting

# DRESS CODE

## OFFICE-BASED WOMEN AND MEN

COTTON  
T-SHIRTS



DENIM  
JEANS



LOAFERS



SNEAKERS



FLIP FLOPS



RUNNING  
SHOES



SHORTS



- ✗ RIPPED JEANS
- ✗ TRACKSUIT PANTS/ACTIVEWEAR

*You are advised to dress appropriately at all times.*

# DRESS CODE

## OFFICE-BASED MEN

THAWB



COLLARED  
SHIRTS



COTTON  
T-SHIRTS



POLO  
T-SHIRTS



INAPPROPRIATE  
SYMBOLS



TANK TOPS



*The general dress code Sunday through Wednesday is Smart Casual. Thursdays are casual.*

# DRESS CODE

## OFFICE-BASED WOMEN

SLEEVELESS  
TANK TOPS



DRESSES



SKIRTS



SANDALS  
(with back ankle strap)



MINI  
SKIRTS



TANK TOPS  
(spaghetti strap)



CROP TOPS



- ✗ BACKLESS SHIRTS
- ✗ YOGA PANTS/LEGGING

*The general dress code Sunday through Wednesday is Smart Casual. Thursdays are casual.*

# A WARM WELCOME TO THE NEST!

