



Nestlé®

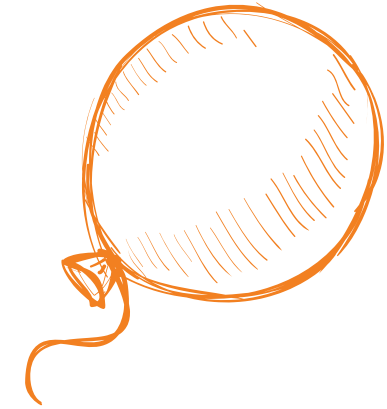


WELCOME
PACKAGE



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



WHAT

MY PERFORMANCE AND DEVELOPMENT

SALES AND MARKET VISIT

FACTORY VISIT

BY WHO

Line Manager

Sales Function

Overview by Plant Manager
Technical areas by SME

DURATION

60 mins

Half Day

Half Day

LOCATION

NME HO, Countries and Factories

Countries

UAE and Iran

DETAILS

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 Nestlé products and their dynamics in the market

Plant Overview
Food Quality and Safety
Production Line

WORKING HOURS

Operating Hours

7:30 AM - 4:30 PM

- Time Tracking:

Our offices are a time tracking free environment

- Operating Hours:

7:30 AM - 4:30 PM

In alignment with your Line Manager, you may start your working hours from 7:00 AM till 4:00 PM



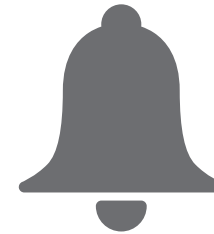
CANTEEN



- Lunch catering is available for all employees.



- You can place your order through our lunch sheet which is sent every month.



- Our one hour Lunch break is between 12 p.m. to 2 p.m.



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 Kuwait NKG
Nestlé Building 69 Block 1
Behind Al-Yousifi Panasonic

Ardiya Industrial Area
Farwaniya Governorate,
P.O. Box 29096

TEL: +965 220894555

OFFICE AREAS



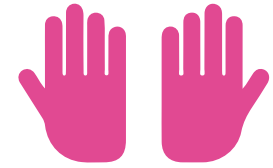
KitKat Break Room

For a little break and a quick PlayStation game.



Ping Pong

To stretch your legs for some healthy activity



Prayer Rooms

for men and women.



Breastfeeding Room for New Mothers

It is within the women praying room area for more privacy.



Meeting Rooms

5 meeting rooms available in the office



GENERAL INFORMATION

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

PARKING & TRANSPORTATION



Car Parking

- Designated parking for Nestlé employees behind the building. Security at the gate will allow you to park after presenting Nestlé ID



No Smoking

- No smoking is allowed anywhere in the parking area except at the Nescafé Gold smoking area.



Visitor Parking

- There are 2 visitors parking available in front of the building.

SAFETY BRIEF



Take care of yourself
and others



If you see something,
say something



Follow the walkways



Drivers & passengers
must wear seat belts

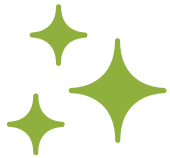


Comply with the speed limits



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



COLLARD
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

TRADITIONAL
ABAYA



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!

