



Nestlé®

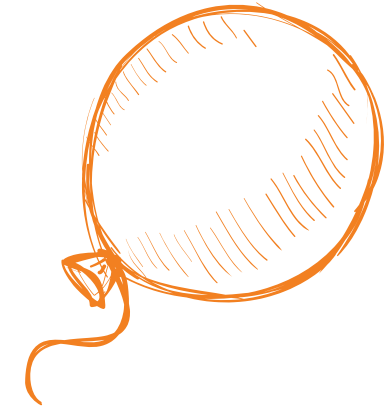


WELCOME
PACKAGE



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



Floor
Maps



Safety
Brief



Canteen



Office
Areas



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

30mins

15mins per brand

45mins

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	45mins	30mins	45mins
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

Working Days:

Monday to Friday

Working Hours: 07:30 – 16:30

(with a one hour lunch break).

Operating Hours
7:30 AM - 4:30 PM



Please keep your Line Manager aligned on your whereabouts at all times. Ensure to submit all your leaves on SAP and obtain your Line Manager's approval accordingly.

CANTEEN

Our main canteen is situated on the second floor and the utilities are available for employees to use at all times.

Canteen Utilities:



- Fridge to store your food.
- Microwave to heat up your food.



- Plates, cups, forks, knives and spoons.



- Coffee, sugar and cream are available at all times to make your perfect cup of Nescafé!



- Ice tea Nestea machine
- Nescafé Alegria machine
- Nescafé Ice machine.

The warehouse canteen is situated on the first floor of the warehouse & has similar amenities.



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

Société pour l'Exportation des Produits Nestlé S.A.

Tel +961 (4) 548548, Fax +961 (4) 541966

P.O. Box 11-54 | Beirut, Lebanon | Dbayeh, Nestlé Bldg.

Beirut - Lebanon



GENERAL INFORMATION

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

PARKING & TRANSPORTATION



Indoor Parking

We have an indoor parking on the ground floor of the building assigned to employees.



Outdoor Spaces

We have an outdoor parking available. You will need to use your access card to enter and exit the outdoor parking.

The HR team will inform you of your assigned parking spot. Remember to always park in reverse!

SAFETY BRIEF



Take care of yourself
and others



If you see something,
say something



Follow the walkways



Drivers & passengers
must wear seat belts

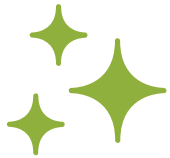


Comply with the speed limits



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 Monday through Thursday is Smart Casual. Fridays 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 Monday through Thursday is Smart Casual. Fridays are casual.

A WARM WELCOME TO THE NEST!

