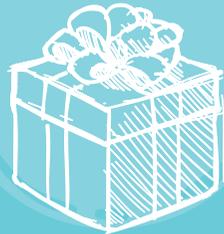




Nestlé®

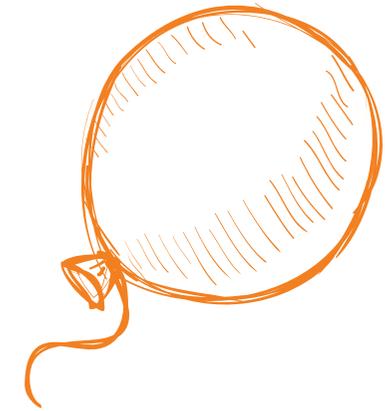


WELCOME  
PACKAGE



# 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

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

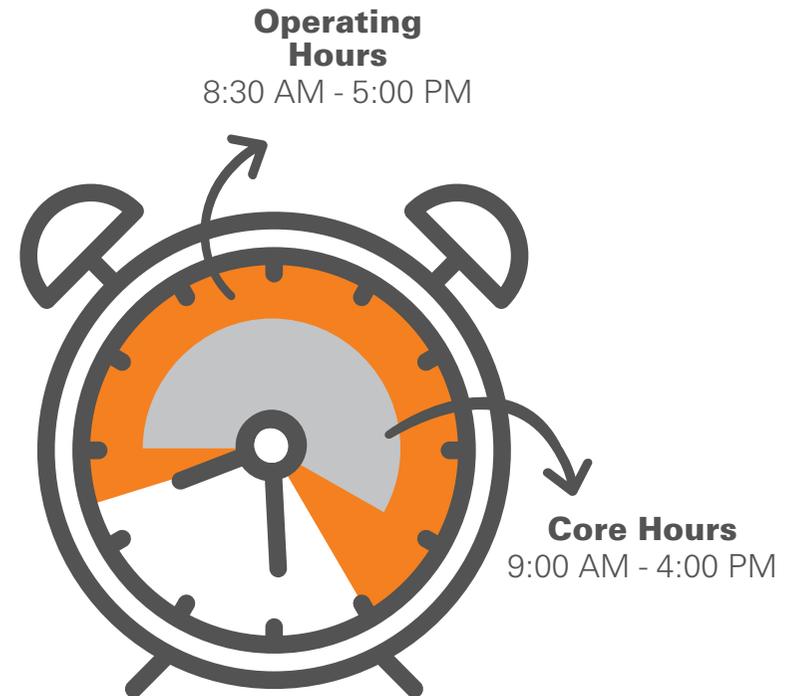
A 1 to 1 session explaining to new hires the Nestlé performance and development plans, the Nestlé Leadership Framework (NLF) and setting their own Onboarding Goals

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

- **Time Tracking:**  
Our office is a time tracking free environment.
- **Operating Hours:**  
Flexible in alignment with your Line Manager  
8:30 AM - 5:00 PM
- **Core Hours:**  
Those are the hours require your presence in the office.  
9:00 AM - 4:00 PM



# CANTEEN

## Cashless System

The canteen follows a cashless system card. Activate your employee ID to be able to use it with these 3 easy steps:



Send an email to  
[abela.support@abelaandco.com](mailto:abela.support@abelaandco.com)



Receive account activation  
confirmation from Abela & Co.



Top up your Employee ID at the  
Kiosk in the canteen or online

## Menu Options



Gourmet  
Sandwiches



Buffet



Grab n Go  
Salads

Nestlé Middle East  
provides a 13 AED  
subsidy on Full  
Buffet option



# 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  
Dubai South HQ Building  
2nd and 3rd Floor

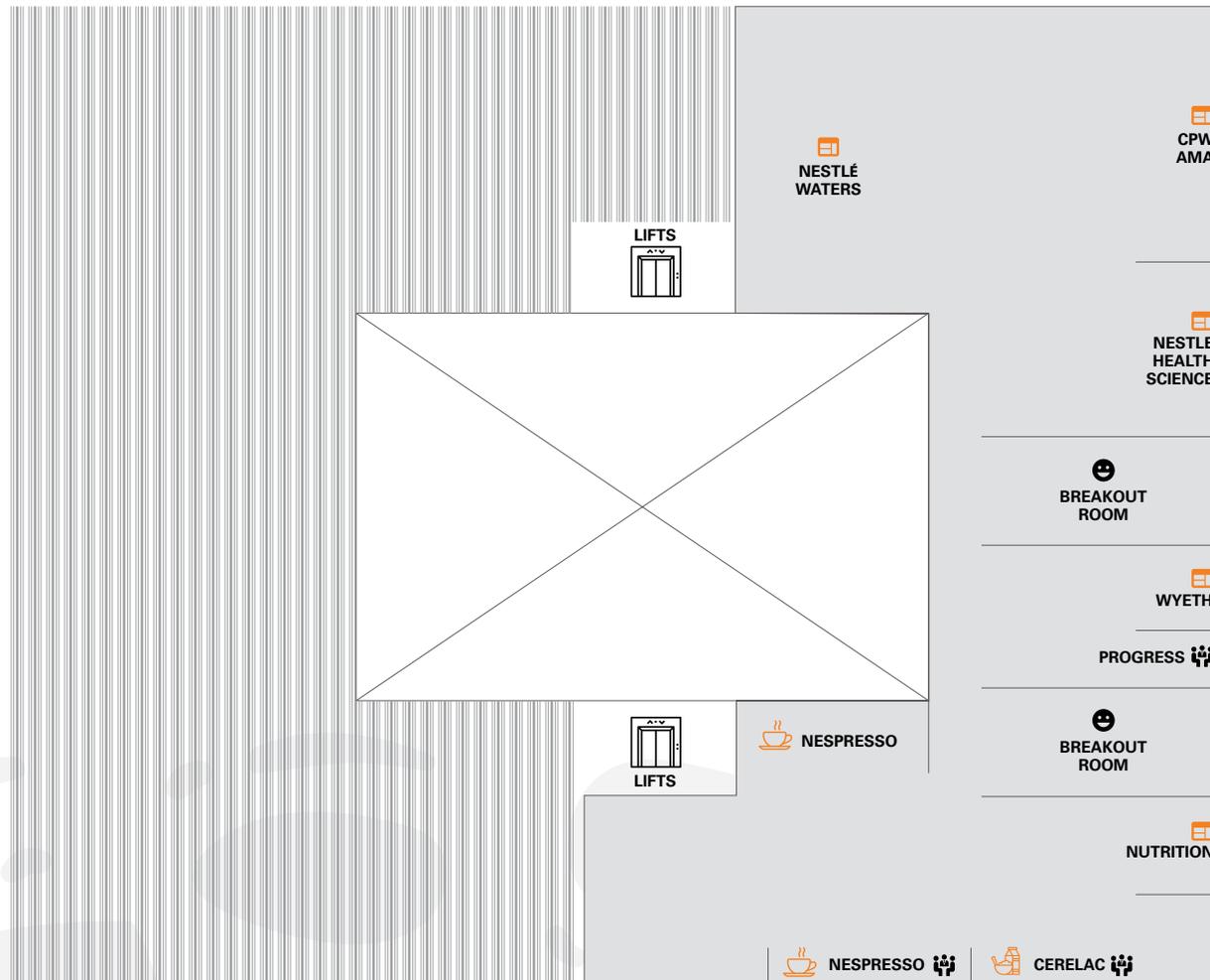
Near. New Al Maktoum  
International Airport

Dubai Logistic City,  
Jebel Ali – Dubai, P.O. Box  
17327

TEL: +971 4 8838 000

# FLOOR MAPS

## Second Floor Map



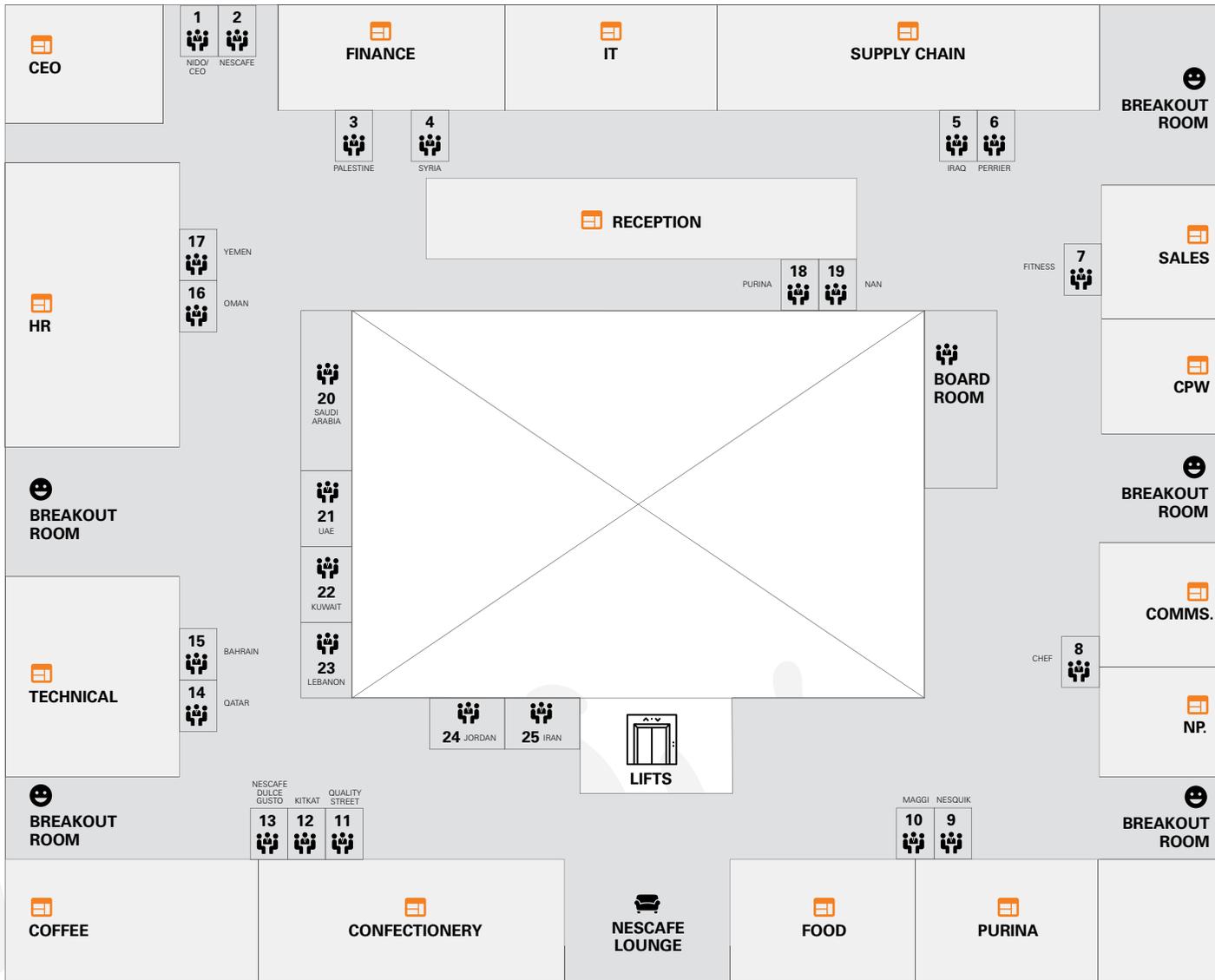
Nestlé's values are rooted in respect. This includes respect for ourselves and others, and this is clearly visible in our open space culture which is our business philosophy and commitment to openness, transparency and collaboration.

### Legend:

-  Department
-  Break
-  Meeting Room
-  Not part of the Floor Map

# FLOOR MAPS

## Third Floor Map



### Legend:

-  Department
-  Break
-  Meeting Room

# OFFICE AREAS



## Phone Booths

- Can be used to take phone calls in privacy without disturbing other employees
- Can be used for a period of concentrated work.



## Breastfeeding Rooms

- To help support our working mothers, we have a breastfeeding room available in our office



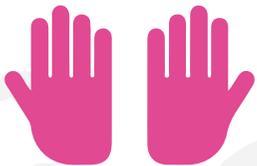
## Breakout Rooms

- Can be used to take phone calls in privacy without disturbing other employees
- Can be used for Informal one-on-one meetings



## Pantries

- Snacks or coffee
- No hot meals as they are not designed for it



## Prayer Rooms



## Meeting Rooms

- There are a number of meeting rooms available in the office. You can book them through Outlook calendar



# GENERAL INFORMATION

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

# PARKING & TRANSPORTATION



## Basement Parking

- Free Access
- Parking spaces are not assigned, except “reserved parking” spaces.
- For safety reasons, remember to reverse park your car at all times



## Parking Spaces

- Parking spaces in front of the building are designated for visitors of Nestle only.



## Shuttles

- Bus services are available to employees at their own expense.

# SAFETY BRIEF



Take care of yourself  
and others



If you see something,  
say something



Follow the walkways



Drivers & passengers  
must wear seat belts

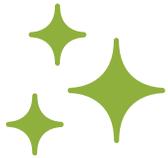


Comply with the speed limits



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

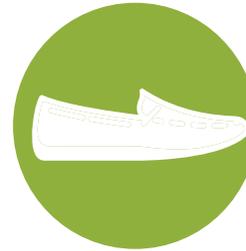
COTTON  
T-SHIRTS



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



# 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

# A WARM WELCOME TO THE NEST!

