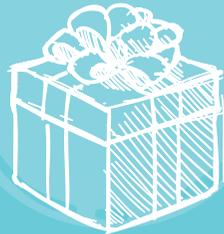




Nestlé®

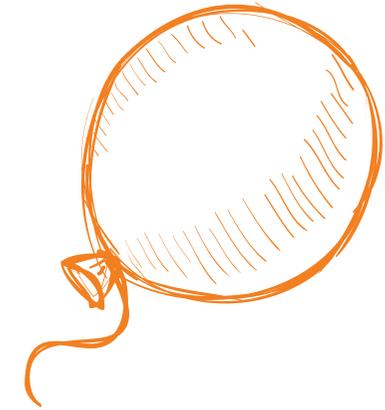


WELCOME
PACKAGE



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

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

Operating Hours

8:30 AM - 5:00 PM

- **Time tracking:**

Our office is a time tracking free environment.

- **Operating Hours**

8:30 am - 5:00 pm

In alignment with your Line Manager, you may start your working hours from 8:00 am till 4:30 pm





OFFICE PANTRY

- Lunch catering is available for all employees.
- You can have your breakfast and lunch in designated areas.
- Lunch break can be enjoyed any time between 12 pm and 2 pm



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 Oman Trading LLC
Oman Exhibition RD, Towell Group
Building

Building # 81, Area # 20,
Office #22, Lobby 1, 1st Floor

Gubra Industrial Area,
Boushar Muscat Oman 133
P.O. Box 548

TEL: +968 22033400

OFFICE AREAS



Breastfeeding Room
Available for women who want to breastfeed a baby. (also includes Prayer Room)



KitKat Break Room
For a little break and a quick PlayStation game.



Meeting Rooms
We have a number of meeting rooms available in our office. You can make a prior booking through Outlook.



GENERAL INFORMATION

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

PARKING AND TRANSPORTATION



Parking

- Designated parking for Nestlé employees behind the building
- Security gates at the entrance and exit open automatically.
- Visitors parking is available in front of the building.



Smoking

- Smoking is allowed anywhere in the parking areas except the back and front entrance.

SAFETY BRIEF



Take care of yourself
and others



If you see something,
say something



Follow the walkways



Drivers & passengers
must wear seat belts

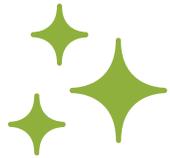


Comply with the speed limits



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

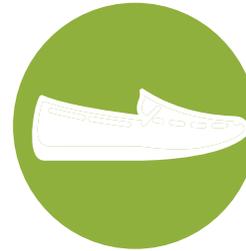
COTTON
T-SHIRTS



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



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

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!

