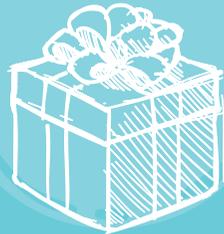




Nestlé®

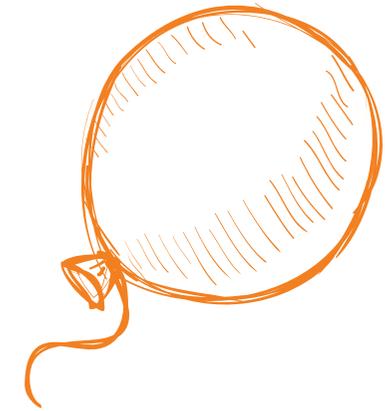


WELCOME
PACKAGE



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



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



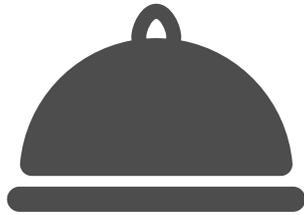
WHAT	MY PERFORMANCE AND DEVELOPMENT	SALES AND MARKET VISIT	FACTORY VISIT
BY WHO	Line Manager	Sales Function	Overview by Plant Manager Technical areas by SME
DURATION	60 mins	Half Day	Half Day
LOCATION	NME HO, Countries and Factories	Countries	UAE and Iran
DETAILS	A 1 to 1 session explaining to new hires 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

- **Time Tracking:**
Time tracking free environment
- **Operating Hours:**
8:00 AM - 5:00 PM
One-hour lunch break
- **Operating Days:**
Sunday to Thursday
- **Other Timings:**
Timings for Merchandiser and Medical Delegate may vary based from their market and hospital assignments, respectively

Operating Hours
8:00 AM - 5:00 PM





OFFICE PANTRY

- The Canteen area is designated for lunch. You can either bring your own food to work or simply order in.
- Lunch break is between 12 PM to 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 Qatar Trading LLC

Al Asmakh Tower

18th Floor, Building No. 49

Zone 63, Street No. 684

West Bay, Doha

P.O. Box No. 24603

TEL: (+974) 4458 7666

Landmarks:

- * In front of Ministry of Higher Education
- * Opposite side of Tornado Tower, Monoprix



GENERAL INFORMATION

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

PARKING & TRANSPORTATION



Parking

- You can park anywhere around the building.
- For safety reasons, you are advised to park your car in reverse. We operate in the center so please be alert & careful at all times.



Public Transport

- There are a number of taxi companies & public transportation options available.

SAFETY BRIEF



Take care of yourself
and others



If you see something,
say something



Follow the walkways



Drivers & passengers
must wear seat belts

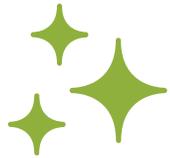


Comply with the speed limits



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

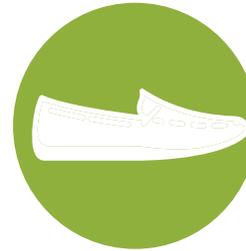
COTTON
T-SHIRTS



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!

