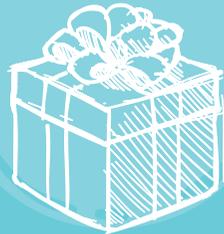




Nestlé®

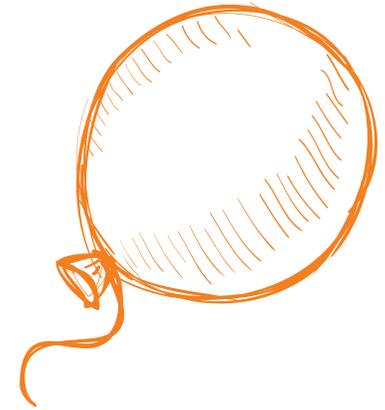


WELCOME
PACKAGE



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:

We have time tracking free environment in our offices

- Operating Hours:

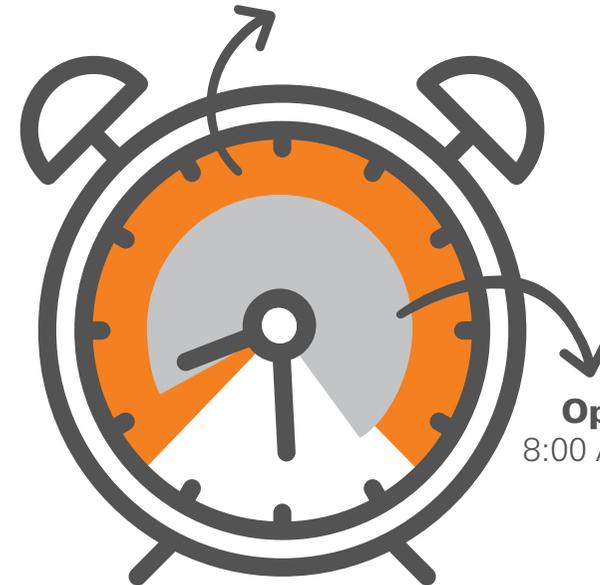
In alignment with your Line Manager, you may have flexibility in reporting to the office following one of the 2 options below:

7:30 AM - 4:30 PM

8:00 AM – 5:00 PM

Option One

7:30 AM - 4:30 PM



Option Two

8:00 AM - 5:00 PM

CANTEEN

Buffet Lunch served from 12:00 PM – 3:00 PM

Cashless System

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



Swipe your card



AED16 will be deducted from your next month salary



Pay and Enjoy your meal



EXPLORE OUR OFFICES

In this section you will find some useful information that you need to know about the office building.

BUILDING INFORMATION

Nestlé UAE LLC

Ground Floor – Nestlé Building

Near. Burjeel Hospital

Sheikh Zayed Road,

Al Quoz – Dubai, P.O. Box 17327

Tel. +971-4-4088100



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

Free Access to the outdoor parking.
For safety reasons, you are advised to
park your car reversed.

SAFETY BRIEF



Take care of yourself
and others



If you see something,
say something



Follow the walkways



Drivers & passengers
must wear seat belts

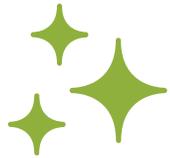


Comply with the speed limits



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

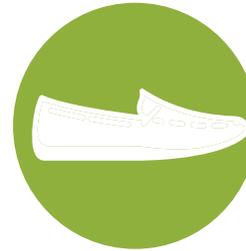
COTTON
T-SHIRTS



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!

