

# SWAROVSKI

## YOUR FIRST DAY

Here is an overview what will happen on your first day.



1. Your manager picks you up at the gate and officially welcomes you to Swarovski.



2. You and your manager go to Plant Security to pick up your ID badge and key. You will need your employee ID badge, for example, to clock in and out at the terminals, to enter the factory premises and to pay for your meal in the canteen (Haus Marie & Jausenkantinen). Your manager and buddy will give you further information on how to active and upload money to your card.



3. You will then receive an induction to safety and fire regulations and your equipment, work clothing, etc. Everything you need to get started!



4. Your manager will then introduce you to your new team, department and buddy.

WE WISH YOU A GREAT FIRST DAY!

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## WHAT SHOULD I WEAR?

Swarovski provides our factory workers as well as our Swarovski Tourism colleagues in food service the appropriate attire and shoes. For all our colleagues at the office the dress code is "Business Casual", meaning shorts, or short dresses/skirts are not perceived as appropriate.

## FORMALITIES

Our employees are at the center of what we do. We value each person's expertise and input equally regardless of their position or job title and place a high value on open, trust based collaboration. This is also fostered in the local language of German, where "du", the personal form of you is used instead of the more formal "Sie".