



**Nestlé Canada Inc.**  
**Sterling Road Factory**



**Nestlé**

Good Food, Good Life



# Nestlé Canada Inc.

## Sterling Road Factory

72 Sterling Road  
Toronto, ON  
M6R 2B6  
Tel: (1) 416-535-2181



- 541 employees: 461 hourly and 80 salaried
- Produces all Nestlé Canada confectionery products: Kit Kat, Smarties, Aero, Coffee Crisp, Favorites and Mirage



- Factory was built in 1886, and Nestlé Canada acquired the facility in 1988
- Only CERTIFIED peanut-free Nestlé plant in North America







# *Welcome to Nestlé Sterling Road Factory!*

The purpose of this guide is to enhance your onboarding experience with Nestlé Sterling Road. This is why we made sure to include all that you need to know in order to familiarize yourself with our factory along with what to expect during your first day with us.





# Your first day – What to expect?

Upon arrival at 72 Sterling Road, Toronto, ON, there is free parking across the street; please enter door at 72 Sterling and advise Security you are here for the Orientation.

You will need to present your photo id to be registered at Security.

Your HR rep will greet you in the lobby area.





# What do I wear?

APPROPRIATE ATTIRE	INAPPROPRIATE ATTIRE
<ul style="list-style-type: none"><li>• Jeans (no rips, tears, fray etc.)</li><li>• Wool or cotton dress pants, e.g., Dockers, chinos, khakis</li><li>• Skirts and blouses, casual dresses</li><li>• Sweaters, turtlenecks and collared shirts</li><li>• Sport shirts with collars, e.g., golf shirts</li><li>• Sport jackets and blazers</li><li>• Loafers, boots, flats, dress sandals, leather deck shoes, street/fashion sneakers primarily designed for comfort and aesthetic appeal</li></ul>	<ul style="list-style-type: none"><li>• Leggings, tight-fitting or revealing attire</li><li>• T-shirts or any shirt without a collar</li><li>• Halter tops, mini- skirts, and spaghetti-strap or strapless dresses</li><li>• Athletic wear, athletic shoes (running shoes), sweatpants, sweatshirts, Spandex</li><li>• Clothing with slogans, graphics, sayings, etc. (excluding Nestlé-branded clothing)</li><li>• Shoes such as Birkenstocks, flip flops or slippers, etc.</li><li>• Shorts of any kind including but not limited to: walking shorts, short shorts, golf shorts, cargo shorts, Bermuda shorts</li></ul>





# Hours of work

## ***Salaried employees –***

Our standard work day is 7.5 hours per day for a 37.5 hour work week. As the factory is a multi-shift operation, you may be required to be flexible with the hours. Please review hours of work with your manager.

## ***Hourly employees –***

The collective agreement defines the hours of work for employees covered under the bargaining units. You will receive your copy of the collective agreement on your first day of orientation.







# Lunch Options

**Sterling Road is a peanut, tree nut free facility. Your lunch and snacks must be absolutely free from any kind of nuts.**

- We have two cafeterias onsite – on the 2<sup>nd</sup> and 4<sup>th</sup> floor.
- You may bring your own lunch or purchase frozen meals from our Company store.
- We have fridges, microwave ovens, vending machines with hot and cold beverages and snacks available in both cafeterias.
- An approved list of restaurants that you can order-in from is available to all employees and posted on our notice boards.





# Locations

**Security:** 1<sup>st</sup> floor

**Cafeteria:** 2<sup>nd</sup> floor & 4<sup>th</sup> floor

**Meeting Rooms:**

1<sup>st</sup> floor – PIC room

2<sup>nd</sup> floor – Main boardroom

3<sup>rd</sup> floor – Engineering boardroom

4<sup>th</sup> floor – NCE room, Training room 1 & 2, Computer training room

**Meditation room:** Located on the 1<sup>st</sup> floor, outside of Human Resources

**Company Store:** Located on the 1<sup>st</sup> floor – offers Nestlé products at discounted prices.

Open Tuesday to Friday (closed on Monday)

6:00 am – 8:00 am

11:00 am – 12:30 pm

2:00 pm – 3:30 pm

**Designated Smoking Area:** Located on the 1<sup>st</sup> floor

**Health Centre:** 1<sup>st</sup> floor beside Human Resources

**Change room lockers for men and women:** 2<sup>nd</sup> floor

**Washrooms for men and women:** 1<sup>st</sup> and 2<sup>nd</sup> floor







# Safety



## 5 Behaviors I WILL LIVE BY



### I WILL SPEAK UP

I will proactively question, challenge, listen, report and intervene to resolve all at-risk behaviors, conditions or hazards.



### I WILL BE MINDFUL

I will anticipate possible risks, keep my workspace tidy, and be aware of my surroundings at all times. If it looks unsafe or if I am unsure, I will stop immediately to address it.



### I WILL GET INVOLVED

I will actively participate in behaviors that secure my safety and the safety of those around me.



### I WILL FOLLOW RULES

I will set the example by following all policies, standards and procedures 100% of the time – no matter how simple or complex.



### I WILL CARE FOR THE ENVIRONMENT

I will take action to conserve energy and natural resources, and eliminate waste in my daily work and activities.





# Workplace Etiquette

- Be neat and clean in your appearance
- Be suitably attired for your work environment
- Always present a professional image of Nestlé when dealing with internal and external customers
- Be punctual
- Keep your workstation clutter-free and organized at all times.
- Be mindful of fragrant foods – if you have packed a fragrant lunch, consider eating in the cafeteria rather than at your desk.
- **Respect everyone** – Foster a positive dynamic environment with everyone in the factory.







If you have any questions prior to your first day, please reach out to your Human Resources rep!

*We look forward to welcoming you to our factory!*

