

■ GEBERIT

Twyford

GEBERIT CULTURE GUIDE





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Scan this QR code for an introduction to Geberit and how we work.

A MESSAGE FROM OUR MANAGING DIRECTOR

I started my career with Geberit Sales Ltd in 2000 and following several roles in Sales and Marketing I was fortunate to take over as Managing Director in 2008. I am often asked "Why have you had such a long career at Geberit?". My answer is always the same - the people, the products and most importantly, the culture.

Culture is not something that is made overnight, it's something that happens over a long period of time and becomes incredibly strong where a group of people share the same values.

Many companies have values, but not every company makes those values central to what they do and really "live" them on a day-to-day basis. This is something so important to Geberit and why every new employee is introduced to our values and what they mean. #MERIT

It's because of our strong values that Geberit is a fun place to work; we have the best people, designing and selling great products that make a real difference to people's lives and wellbeing.

Mark Larden





A MESSAGE FROM OUR HEAD OF HR

Our people make the difference.

A bold statement, but one that I truly believe sets Geberit apart as an employer. From day one you will experience the warmest of welcomes and genuine team spirit. Our team care about each other, about our products and our customers.

We also promise you plenty of opportunities to develop, challenges to overcome and fun times to be had along the way! You can look forward to an engaging career with a company that invests in its people, considers the human impact of decisions and encourages Team Spirit.

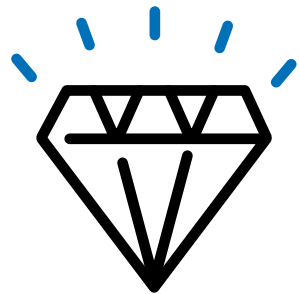
Our people shape our culture which is why we feels it's important to provide you with a glimpse of what you can expect when you join our team.

We are an international company, with a strong culture, good performance record and we value our people... excited?

Come on board and see for yourself!

I look forward to welcoming you to our team.

Ashley Anderson



OUR VALUES

OUR VALUES ARE EXTREMELY IMPORTANT TO US

Upon joining our business, you will become a key contributor to our culture and as such we feel it is important that you feel aligned to our values and support them going forward. Living by the values makes our business stronger and creates a healthy and happy work environment. We are relying on you.

When it comes to values, we put more behind ours than simply corporate rhetoric. We invest in our values, looking for opportunities to recognise those that excel and act as an example of our values in practice. Right from the start, during your recruitment, we were looking for examples of our values and this will continue throughout your employment. We want our team to challenge each other on living our values and aspire to keep these at the forefront of our business.



We are Modest

We are ambitious and successful but adopt, both individually and collectively, modest and unassuming attitudes and behaviour.



We are Enthusiastic

We identify with our company and motivate ourselves and others, achieving challenging goals, building strong relationships and engaging others.



We Renew Ourselves:

We are ready and willing to continuously learn, grow and explore new paths.



We act with Integrity

We maintain high ethical standards based on trust and mutual respect combined with open and honest communication.



Team spirit

We share our knowledge and work together constructively to find the best solution.

Collectively, we refer to our values as



MERIT AWARDS

Each year we open a nomination process, to recognise those people who have exhibited our values. You will have the opportunity to nominate your colleagues, and if you are nominated you will receive the nomination, word for word. There is nothing better than reading the complimentary things your colleagues have to say about you! Nominees from previous years have spoken about how touched they are at reading these comments and for us, this is the most powerful aspect of our MERIT process. This truly embodies our Team Spirit.

We make sure we keep you updated, releasing the names of the people that have been nominated during the current month. At the end of the year our judging panel (made up of the previous year's winners), review all the nominations and create a shortlist of finalists.

The overall winner in each category is announced at our annual MERIT awards, which has proven to be a fantastic evening every year! If you win one of our categories, you not only have a sense of accomplishment, but we also provide a financial reward!



COMMUNICATION

We have two main sites in the UK, our head office in Warwick and our distribution warehouse in Alsager. We also have a large field-based sales team that span the length and breadth of the UK. Feeling connected is extremely important to us and we have various methods to ensure our teams feel connected with the business and with each other, irrespective of geographical location. Communication is key.

1. MONTHLY COMPANY CALLS

Our Managing Director hosts a monthly call which provides an update on key sales figures and essential news for the month, along with MERIT nominations and people celebrating a length of service milestone

2. 121 MEETINGS

Your manager will meet with you on a regular basis, giving you quality one on one time, and providing you the opportunity to say how you are doing and if you need any more support. It's also an excellent opportunity for your manager to provide feedback. We view feedback as positive, as it aligns to our value of 'Renewing Ourselves'. You should always feel comfortable to ask for feedback.

3. EMPLOYEE FORUM

Representatives from across the company come together regularly to raise employee feedback and key topics. The representatives relay this information back to their respective teams.

4. GIN

Our Intranet! On the home page you will find both group and local news articles, links to training platforms and key information. You will also find the UK HR portal on the GIN, which contains lots of information on benefits, policies, MERIT and much, much more!

5. TEAM MEETINGS

You will have regular team meetings, during which you will receive business updates and have time to bond with your colleagues, share best practice and key updates.

6. SOCIAL EVENTS

Geberit UK hosts at least one large event each year, whether it's a Christmas party or Summer BBQ, it's a great opportunity to meet with colleagues and have fun. We also organise ad-hoc events such as charity events, bake-offs and competitions to name a few!

7. MONTHLY DEPARTMENT MANAGEMENT MEETINGS

Our department managers will be invited to attend a monthly meeting, with relevant updates from the Exec members as appropriate.

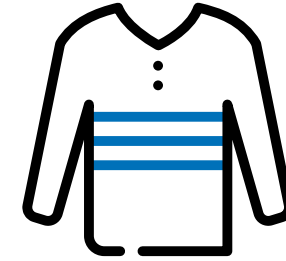
One of our values is Team Spirit. When it comes to communication we think talking face to face is the best way of communicating. We like to see people networking, catching up with colleagues and talking to people outside of their team.

We prefer talking face to face, or secondly via Microsoft Teams. Whilst of course there is a place for emails, we believe that a good level of physical interaction further strengthens relationships and aids decision making.

Another of our values is integrity, and when it comes to communication, we value strength. We want people to express their views as we feel this will only strengthen our ability to improve, change and remain agile. We feel this makes us stronger and that having healthy discussion is what generates improvement. We wouldn't want you to be afraid to voice your opinion.

Our people make the difference. Every new recruit comments on the welcome they received and the willingness of our team to help, assist, answer questions and make time for them. You have this to look forward to, so don't worry, you will be warmly welcomed.

During your induction you will get the opportunity to meet our Exec team. Every member of the Exec encourages the values and would be more than happy for you to stop them and have a chat when you see them.



WHAT TO WEAR

In the office, we work to a business casual dress code – this means we blend traditional business wear with a more relaxed style that's still professional and appropriate for an office environment.

Some ideas of business casual attire are: chinos, knee length skirts, jeans (without rips/patches etc), polo shirts, button up shirts (long or short sleeved), blouses, sweaters, cardigans, blazers, knee length or maxi dresses, smart trainers, loafers, boots, flats, or sandals as long as they have a back.

You are not limited to these options, this is merely an example. You may see people around the office varying their style daily, one day they may wear jeans and a smart jumper and another day they may wear a dress with a smart jacket. We hope this gives you an idea of what you can wear whilst maintaining the flexibility for you to express your own individual style.

If you work in a customer facing environment, you may be required to adapt your dress code accordingly. We also provide everyone with Geberit uniform that they can wear if they wish to.



WELLBEING

We spend approximately 1/3 of our lives at work! We want that to be a good experience, and we feel it's critical that we consider your physical, mental and nutritional health and provide resources and information to help keep you healthy. Each year we have a 'wellbeing' calendar, focussing on a different initiative each month. Opposite is a typical example of our wellbeing calendar. We use the Employee Forum to gain ideas for the subsequent year's calendar to keep it aligned to what people want to see! We've had fantastic feedback from this initiative and would love to hear what you think once you start with us. If you have ideas, please let us know!

We change the calendar every year, but some of our initiatives are detailed below, to give you an appreciation of what to expect!

- We trained 12 Mental Health Support Advisors and launched initiatives to support good mental health
- Organised onsite blood testing to help identify prostate cancer, shared information on testicular cancer and produced a Men's MOT Booklet
- Provided webinars and resources aimed at managing stress
- Held a month-long walking competition, tracked via Strava with a leaderboard to encourage people to be more active and connect with others. We offered Fitbit prizes to the top two people who walked the furthest total distance, and also a prize to the person who connected and walked with the greatest number of people
- Had an independent company provide general health assessments, providing key body health indicator numbers, such as your cholesterol, blood sugar levels, blood pressure and more
- Gave away free Geberit sun cream alongside a leaflet with information on identification and causes of skin cancer
- Held a healthy cooking competition and shared resources and information about good nutrition

- Organised a breast cancer awareness webinar, and held a bake-off competition to raise awareness and funds for Breast Cancer UK
- Released a Menopause Policy and shared multiple resources on Menopause awareness and support
- Joined the Movember challenge, raising funds for men's health and holding a Men's Health webinar to empower men to take control of their health
- Organised a community volunteering project at a local food bank, alongside a food bank collection box in the office
- Offered flu jabs before the coming winter months to help boost immunisation



We have a Wellbeing page on GIN dedicated to our wellbeing calendar resources and benefits. On this page you will see a section dedicated to our Mental Health Support Advisors, a link to our Employee Assistance Programme, a link to our Wellbeing Application, Cycle to Work information, healthy recipes shared and plenty more!

Our employee discounts platform not only has a wealth of discounts to assist with financial wellbeing, it also hosts wellbeing resources, such as free exercise videos, nutritional advice and recipes, and mindfulness videos to name a few.



CHARITY WORK

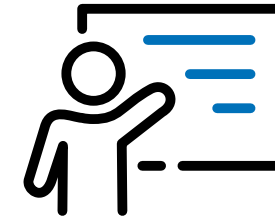
We are corporate patrons for CRASH, a charity that focuses on helping homelessness charities and hospices with vital construction projects, in order to create places that care for people. We are very proud to have won 'CRASH Patron of the Year' three years in a row for donating the most product.

In addition to company organised charity events our colleagues advertise events that they are participating in, such a sponsored cycles, runs etc.

We encourage volunteering and charity work, and colleagues are always welcome to email our UK distribution list when conducting this type of work to ask for sponsorship.

Geberit Group also organise charity projects with a sustainable theme, for example, in 2022 there were projects to help those countries with inadequate sanitation such as Nepal and Istanbul.





INDUCTION

Your induction plan will be sent to you before you start with us, so you can get an idea of what to expect! The induction will give you a general overview of the company and each team function, to ensure you feel informed.

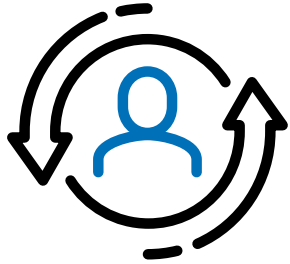
On your first day we ask you get to the office for 9:30am, in time for a tour of the office, and then your induction begins! Lunch is provided by us on your first day.

You will learn all about the history of the company during your induction, but if you would like to learn a little more then why not visit our Group site:

www.geberit.com/company/group-history

You will also be introduced to our local Exec team and our department heads. We think it's important you create those connections and know who to go to in your first few weeks with us.

Please go ahead and ask any questions you like throughout these meetings; we are an open book and happy to help! You don't have to worry about remembering everything from your induction, relevant information is shared after the induction meetings and we are here to support you with any queries throughout your career with us.



TRAINING & DEVELOPMENT

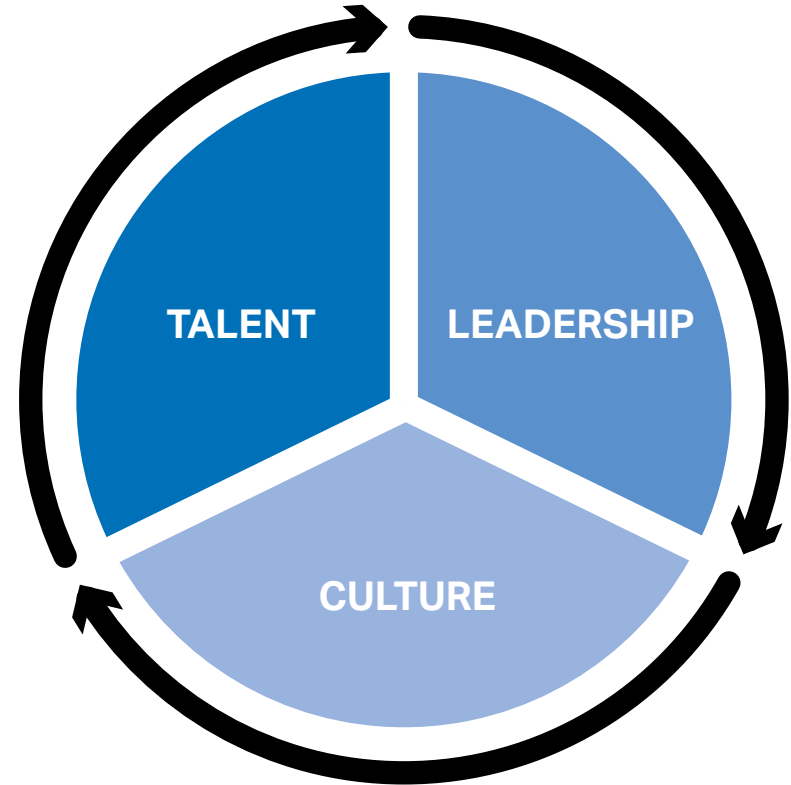
One of our values is Renew Ourselves, so of course training and development is important to us! We want to invest in people, and we are continually looking at opportunities to provide training and development whether this is through an apprenticeship, shadowing, mentoring or internal courses. We are open to requests provided they are business relevant and assist your development in line with your career.

Each year, you will discuss and agree objectives with your manager, and these will be set within our company system, 'ValYOU'. Your manager will meet with you regularly throughout the year to discuss your performance and achievement against your goals. Part of this process centres on your personal and professional development, and training can be agreed at any point during this process.

We have our own training academy onsite at our head office in Warwick and are proud to be able to offer our product training to all our employees. You may be offered more in-depth training, dependent on your role and requirement for product knowledge. Specialist product training is also offered at Group level where required.

Finally, we also have a Group learning system called Campus, which offers courses on a wealth of topics such as Office Applications.

WITH SO MUCH FOCUS ON LEARNING AND DEVELOPMENT, IT'S EASY TO SEE WHY WE HAVE AN INTERNAL PROMOTION RATE OF 25%!



WE WANT TO ATTRACT, DEVELOP AND RETAIN OUR PEOPLE AND IDENTIFY LEADERS FOR TODAY AND THE FUTURE.

THE RIGHT EMPLOYEES AND STRONG LEADERS ARE THE MAIN SHAPERS OF OUR CULTURE WHICH IS ONE OF THE KEY SUCCESS FACTORS.



FACILITIES & LOCAL AREA

WARWICK

Our Head Office is situated next door to a local café at the Pure Offices, or there is a Tesco Express just a 10-minute walk away if you wish to purchase any food or snacks.

We discourage people from eating at their desks, as we feel taking a break from your workstation is beneficial. In addition, the open plan nature of our office does mean that food odours can travel and feel it is best they are kept in one place! To this end, we have a lovely canteen area for you to eat your lunch.

We provide you with free drinks, either through the vending machine or via the supplies in our kitchens. There are fridges on site so you can bring in food for your lunch and store this correctly until it's time to eat!

Our team tend to bring in cakes when there are birthdays, so you can look forward to emails telling you that there are cakes in the kitchen!

To help you balance home and work life, you are allowed to have a reasonable number of small parcels delivered to our Head Office, provided you are able to take them within a day or so.

Whenever we are blessed with good weather (rare in the UK we know!) then there are several green spaces around so you can get out, stretch your legs and get some fresh air! We have a lovely green space right next to the office and several colleagues go out for a walk regularly, so you will likely have some company!

There is plenty of free parking onsite and we ask that you reverse park for safety reasons. If the car park appears full, you can double park in front of the back row of cars, and report your registration details to reception in case your car needs to be moved.

ALSAGER

Our logistics centre is a short drive away from local shops, so there is the option to purchase food if needed! Remember if you are visiting this site, you need to pass through the security office. There is also access to free drinks and fridges. There are plenty of spaces in both the office and logistics centre to eat your lunch and have a break.

There is the option of two car parks at our Alsager site, one to your right as you drive in plus a larger car park behind the main office. Please ensure you have your pass with you or you have reported to security that you will be attending so they can let you in.





WORKING WITH OUR GEBERIT GROUP

We work hard to maintain a 'Geberit' culture so that no matter which site you enter, in whichever country, you know that you are in a Geberit facility!

Our overall Group structure is flat, meaning we can make decisions quickly and effectively. Our Group Executive Board member visits the UK at least twice a year and is extremely approachable.

Depending on your job role and function you may have more regular visits either to or from our European facilities, e.g. to attend conferences, visit manufacturing plants and have production tours, attend training etc. There are also regular Teams meetings to maximise the connections we have across functional groups and share best practice.





WELCOME TO GEBERIT

We are so excited to welcome you to the Geberit Team and hope this guide has given you some insight into our Geberit culture, what you can expect when you join and what we value. You are pivotal to making us a success and we look forward to you joining.

We wish you every success with us, and please know we will support you at every opportunity.

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