# YOUR FIRST DAY AT HERAEUS.

# Welcome to Heraeus!

We are pleased that you are joining our team. To make sure the first day goes smoothly, here are a few practical tips and tricks for getting started:



### Park in the visitor parking lot

If you arrive by car, you can park in our visitor parking lot on your first day at work. The visitor parking lot is signposted. If in doubt, please ask at the reception.



## Don't forget your identity card

Please register with our plant security after your arrival. For this purpose, you need a valid identification document. You will then receive your Heraeus employee ID card during the day.



#### **Corporate Service Portal**

The IT and HR departments have bundled their services in our Corporate Service Portal. Here you will not only find important information and forms, but also the contact details for your contact persons.



#### **Heraeus touch**

In Heraeus touch, our employee app, you will find the latest news about Heraeus. You can download the app to your smartphone from the Apple App Store or Google Play Store in advance. Once you have your personal log-in details, you can register for the internal area and access helpful information at any time, such as our valid employer/works council agreements.

We wish you an exciting first day with many new impressions. **Good luck at Heraeus!**