



Prepare for
your

FIRST DAY

TOULOUSE SITES
FRANCE

BOARDING PASS

BOARDING PASS

FIRST CLASS



NAME Franck
Flight 28XN1964 Gate 4B
Seat FIRST CLASS Time GOOD TIME

SEAT
FIRST CLASS

NAME Franck
Page 1 FLIGHT Gate GATE
Seat FIRST CLASS Time GOOD TIME

AIRBUS

Welcome to Airbus!

Here you will
find
everything
you need in
order to
prepare for
your first
day...



Map – where to go



Travel – how to get here



Security & ID Badge



Checklist – what to bring



Day 1 – what to expect



Onboarding HUB pages



Catering facilities



Other useful information



Map – where to report upon arrival (1)



Navettes / Shuttles

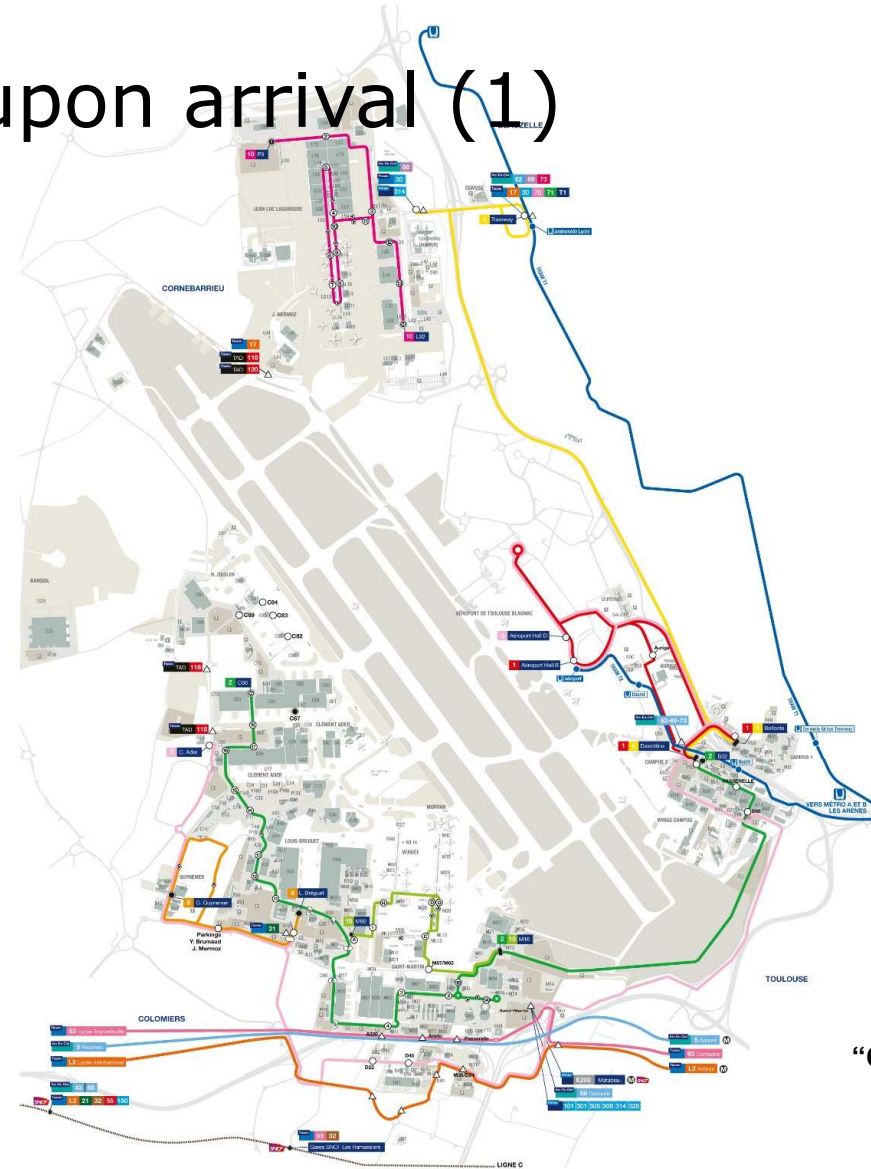
- 1** **Aéroport Hall B** — **Airport** — **Auriga** — **Dewoitine** — **Bellonte**
De 5h00 à 0h30 / From 5.00 AM to 0.30 AM
- 2** **B22 Dewoitine** — **St-Martin** — **L. Bréguet** — **C. Ader** — **C60**
Toutes les 10min de 6h30 à 19h30 / Every 10min From 6:30AM to 7:30 PM
- 4** **Dewoitine** — **Bellonte** — **J. L. Lagardère** — **Tramway**
Toutes les 15min de 7h00 à 19h00 / Every 15min from 7.00 AM to 7.00 PM
- 5** **Aéroport Hall D** — **M19** — **C. Ader**
Consulter le site internet / Visit the website
- 8** **G. Guynemer** — **Parkings Y. Brunaud / J. Mermoz** — **L. Bréguet**
Toutes les 12min de 7h00 à 9h30 et de 16h00 à 19h00 / Every 12min from 7.00AM to 9.30AM and from 4.00PM to 7.00PM
- 10** **P9** — **L32** — **P9**
Toutes les 10min de 6h15 à 19h00 / Every 10min From 6:15AM to 7:00 PM
- 15** **M90** — **M67/M63** — **M16**
Toutes les 10min de 5h50 à 1h00 / Every 10min From 5:50AM to 1:00 AM

Lignes externes

- | | |
|---|--|
| Airbus E 200 St-Martin Matabiau Train Station | Airbus 308 St-Martin St-Sulpice |
| Airbus 101 St-Martin Toulouse | Airbus 314 St-Martin Montauban |
| Airbus 301 St-Martin Auterive | Airbus 328 St-Martin Villefranche de Lauragais |
| Airbus 305 St-Martin Carbonne | |

— Lignes Bus
— Connexions Hub

- Station Transport Public
- Station Airbus
- Station Tramway







Download the
"Campus by Airbus"
application



Map – where to report upon arrival (2)







ENTITY	GPS	SCAN ME
AIRBUS SAS Central Entity 1 rond point Maurice Bellonte 31707 Blagnac Cedex +33 (0) 5.61.93.33.33	Campus 1: lat. : N 43.62525 Ing. : E 1.38331 Campus 2: lat. : N 43.6266 Ing. : E 1.38563	
AIRBUS Operations SAS - Site St Martin du Touch 316 route de Bayonne 31060 Blagnac Cedex9 +33 (0)5.61.93.55.55	lat. : N 43.61123 Ing. : E 1.37225	
AIRBUS Operations SAS - Site Louis Breguet 316 route de Bayonne 31060 Toulouse Cedex 9 Tel +33 (0)5 61 18 21 16	lat. : N 43.61499 Ing. : E 1.35315	
Airbus Operations SAS - Site Clément Ader Chemin de Gramont 31700 Colomiers Tel +33 (0)5 61 18 00 17 +33(0)5 61 18 10 52	lat. : N 43.62516 Ing. : E 1.3471	



Map – where to report upon arrival (3)



ENTITY	GPS	SCAN ME
Airbus Operations SAS - Jean-Luc Lagardère Avenue Franz Joseph Strauss 31700 Blagnac Tel +33 (0)5 61 93 55 55	lat. : N 43.655 lng. : E 1.36042	
Airbus Operations SAS - Saint Eloi 57 Chemin du Sang de Serp 31060 Toulouse Cedex 9 Tel +33 (0)5 61 93 72 08	lat. : N 43.61455 lng. : E 1.4287	
Airbus Delivery Center - Henri ZIEGLER Avenue Jean Monnet 31770 Colomiers Tel +33 (0)05 67 19 70 52		
Airbus Operations SAS - Guynemer 316 route de Bayonne 31060 Toulouse Cedex 9 Tel +33 (0)5 61 93 55 55		

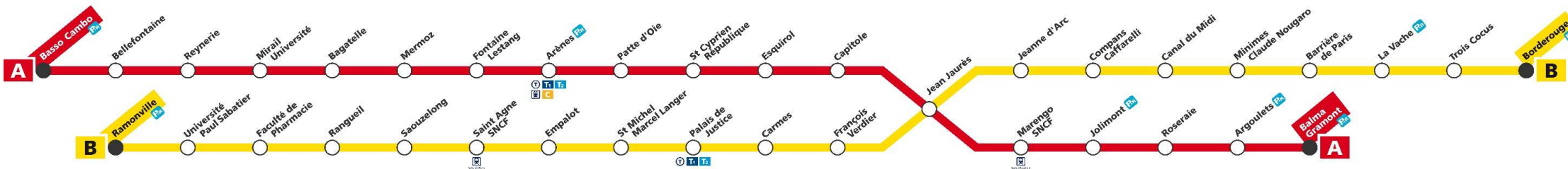


Travel – how to get here



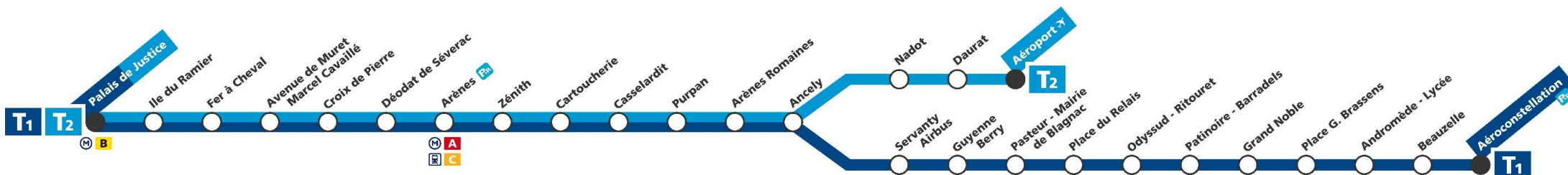
Metro

To catch the tramway station 2 options 'Arènes' stop line A or 'Palais de Justice' stop line B www.tisseo.fr



Tramway

For First Day Event The T1 line starts from "Palais de Justice" to Aeroconstellation" / The nearest stop from to the Jean-Luc Lagardère badge office is: "Andromède-Lycée". Then walk from "Andromède-Lycée" stop to the security office (15 min)





Travel – how to get here



Car/ Moto Park

Car passes can be obtained through the Security team. You should ensure this is displayed at all times when using the Car Park. In order to access the barriers you need to scan your personal ID badge.

Cycling Facilities

For Bicycle users, we have a range of different storage options from open bike racks outside most building entrances some of which are covered, individual bike lockers and secure bike compounds to suit the needs of all our cyclists. Showers are also available.

If you want other information go to the HUB in Services → Site Access & Transportation. On the map click on France, Toulouse → To and From Airbus. You will have information on how to get to airbus by bicycle. This is the cycling map of Toulouse:

http://umap.openstreetmap.fr/fr/map/carte-cyclistes-airbus-secteur-sud-est-de-toulouse_102160#18/43.62584/1.38666



Security & ID Badge



Security

This applies to all –regardless of your nationality. You must bring your Passport or National Identity Card with you on your first day. If you hold a Work Permit or Visa you must also bring this with you on your first day. If you are unable to provide documentation, you will not be able to commence employment

ID Badge

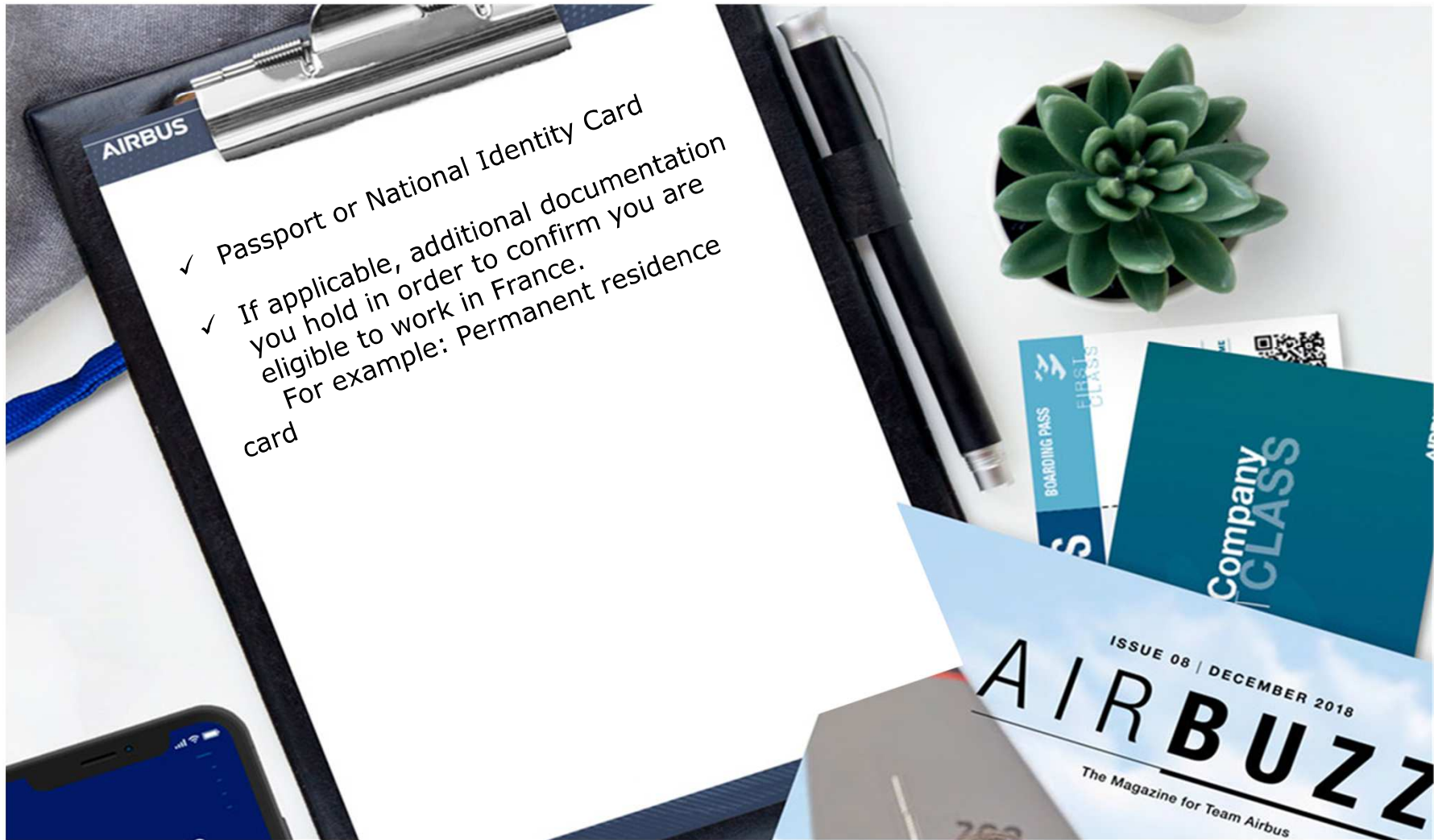
Once you have completed the Security and Eligibility checks you will be issued with your personal ID Badge. **This must be worn at all times.**

Your badge is multi-functions it allows you:

- the access to the different sites and buildings
- manage your working time
- 'load' funds and pay at the canteen (see slide 12)
- the possibility to print documents via the „follow-you“ option



Checklist – what to bring





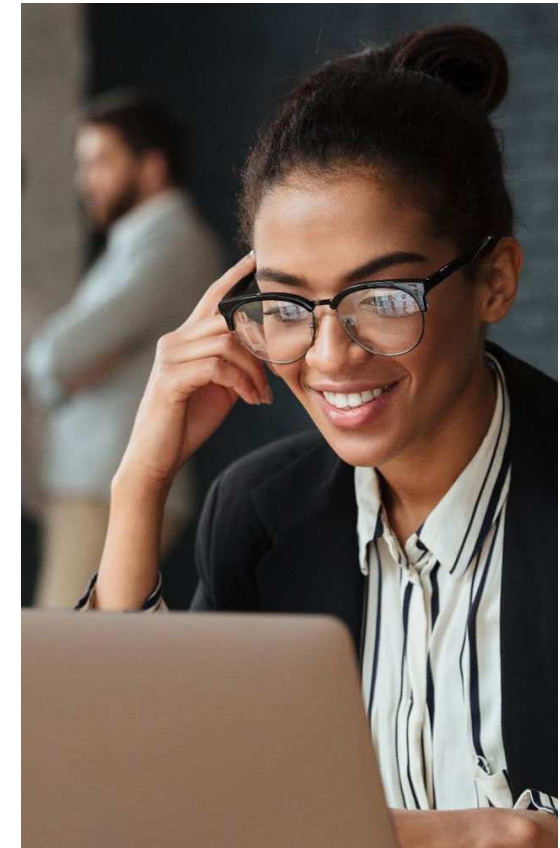
Day 1 – what to expect



At sites with a large number of Newcomers joining on the same day you may be invited to attend a **large scale First Day Event** together with other Airbus Newcomers. You will experience presentations on various topics and have an opportunity to network with the speakers as well as other new employees.

At sites with smaller numbers of Newcomers joining on any given day, there will not be a large First Day Event. Instead, you can easily access to the First Day Event content and learn key aspects about Airbus through the **Starter Pack**. Furthermore, your Manager or nominated colleague/buddy will guide you during your First Day.

For all Newcomers we have a dedicated HUB page with all the information stored for you. You can retrieve all presentations and necessary documents within the Starter Pack. You will receive a link to these pages when you join.





Onboarding HUB pages



Upon joining you will have access to the Airbus HUB.
We have created dedicated pages to help guide you during your integration period.

The screenshot shows the Airbus HUB website interface. The top navigation bar includes the Airbus logo, 'Hub', a search bar, and user profile options. The main navigation menu features 'Switch Homepage', 'SERVICES', 'PEOPLE', 'COMPANY', and 'SOCIAL PARTNERS'. The 'PEOPLE' menu is circled in red and contains a sub-menu with 'On-Boarding' also circled in red. Below the navigation, there are five main categories: 'JOINING AND LEAVING AIRBUS', 'WORKING TOGETHER', 'EMPLOYEE ESSENTIALS', 'DEVELOPING MYSELF AND OTHERS', and 'CHANGING JOBS - MOBILITY'. The 'On-Boarding' link is highlighted with a yellow arrow pointing to a callout box. The main content area includes a welcome message, an 'ON BOARDING' section with a 'Your Onboarding Journey' flowchart, and a sidebar with 'ONBOARDING PLAYLISTS' and 'STARTER PACK' resources. Three callout boxes are connected to the page by arrows: a blue box for 'ONBOARDING PATH', an orange box for 'STARTER PACK', and a yellow box for 'E-LEARNING PLAYLIST'. The 'ONBOARDING PATH' callout points to the 'ON BOARDING' section. The 'STARTER PACK' callout points to the 'STARTER PACK' sidebar section. The 'E-LEARNING PLAYLIST' callout points to the 'On-Boarding' link in the navigation menu.

ONBOARDING PATH
CONTAINING USEFUL LINKS AND INFORMATION

STARTER PACK
WELCOME BOOKLET, SITE INFORMATION AND KEY TOPIC PRESENTATIONS

E-LEARNING PLAYLIST
LINK TO RELEVANT E-LEARNING FOR NEWCOMERS

AIRBUS Hub

Switch Homepage | SERVICES | **PEOPLE** | COMPANY | SOCIAL PARTNERS | MY DASHBOARD

> JOINING AND LEAVING AIRBUS | > WORKING TOGETHER | > EMPLOYEE ESSENTIALS | > DEVELOPING MYSELF AND OTHERS | > CHANGING JOBS - MOBILITY

> **On-Boarding** | > I am recruiting | > Leaving Airbus | > Our culture | > Recognition | > Health and safety | > HR and me | > Global compensation and benefits | > Time and absence | > Conditions of employment | > Performance and goals | > myDevelopment | > Leadership

This page and the Onboarding Journey below are here to support you during your integration period. You will find some information and advice, adapted to each step of your journey, in order to give you a successful integration.

ON BOARDING

Your Onboarding Journey – please click on each step to get more information

Before joining | **First Day** | Meet my Team | First days / weeks | First months

ONBOARDING PLAYLISTS

- myPULSE learning - English
- myPULSE learning - French
- myPULSE learning - German
- myPULSE learning - Spanish

STARTER PACK

- Welcome Booklet
- Site information
- IT Support



Catering facilities



We have several restaurants and cafes on site offering a range of hot and cold options to eat in or take away. In addition to cash payment, in most cases you also have the option to pay with a debit or credit card.

You can also choose to 'load' funds onto your personal ID Badge in order to pay for food/drinks. You will find machines located in the restaurants to enable you to do this. Once you have loaded funds onto your ID Badge you can present it at the till once you have made your selection, and the total will be deducted from the balance. Menus are published weekly on the HUB. You will have access to the HUB from your first day. Once you are logged into the system you can find the details on the HUB under 'Services' > 'Catering'.

CANTEENS

Airbus Central Entity

Campus 1: R01 headquarter main building and B02

Campus 2: R02 training center and R06 next to B22 and B23

Campus 3: B30

Airbus Operations Saint-Martin-du-Touch

M03: Galaxie

M04 Beluga

M21: Concorde

D20 Didier Daurat

Airbus Operations Louis Bréguet

A92: Caravelle

A06: Louis Breguet

Airbus Operations Clément Ader and Henri Ziegler

C06: Clément Ader

C75 Delivery

Airbus Operations Jean-Luc Lagardère

L37: Sequoia

L82: Star

Airbus Operations Saint-Eloi

E56: Saint-Eloi

Airbus Operations Guynemer

D06



Other Useful Information



Sickness Absence



Whenever an employee is unable to attend work due to sickness, it is their responsibility to notify the company. All employees must inform their manager, and send the sickness absence to this address:

Reward Operations France
PO Box B75
2, rond-point Emile Dewoitine
BP90112 - 31703 Blagnac
Cedex

Emergency Numbers



Security: 17
Medical: 15
Airbus fireman: 18
Building facility: 13
Welcome Desk: 9

HR contact



For general HR queries, please contact the Reward Operations Helpdesk. They can be contacted via email **reward-ops.supportfr.airbus@airbus.com** or via phone, **+33 (0)5 81 31 76 76**

IT Helpdesk



8666 (internal number)
+33 1 57 32 48 05 (external number)

TechBar information :
https://hub.intra.corp/sites/ICT_Airbus/myIT-Space/Tech_Bar/France/default.aspx



Prepare for
your

FIRST DAY
AIRBUS D&S TOULOUSE
FRANCE

BOARDING PASS

BOARDING PASS

FIRST CLASS



NAME Franck

Flight
28XN1964

Gate
4B

Seat
FIRST CLASS

Time
GOOD TIME

SEAT
FIRST CLASS

SEAT
FIRST CLASS

NAME
Franck

Page
1 FLIGHT

Gate
GATE

Seat
FIRST CLASS

Time
GOOD TIME

AIRBUS

Welcome to Airbus!

Here you will
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your first
day...



Map – where to go



Travel – how to get here



Security & ID Badge



Checklist – what to bring



Day 1 – what to expect



Onboarding HUB pages



Catering facilities



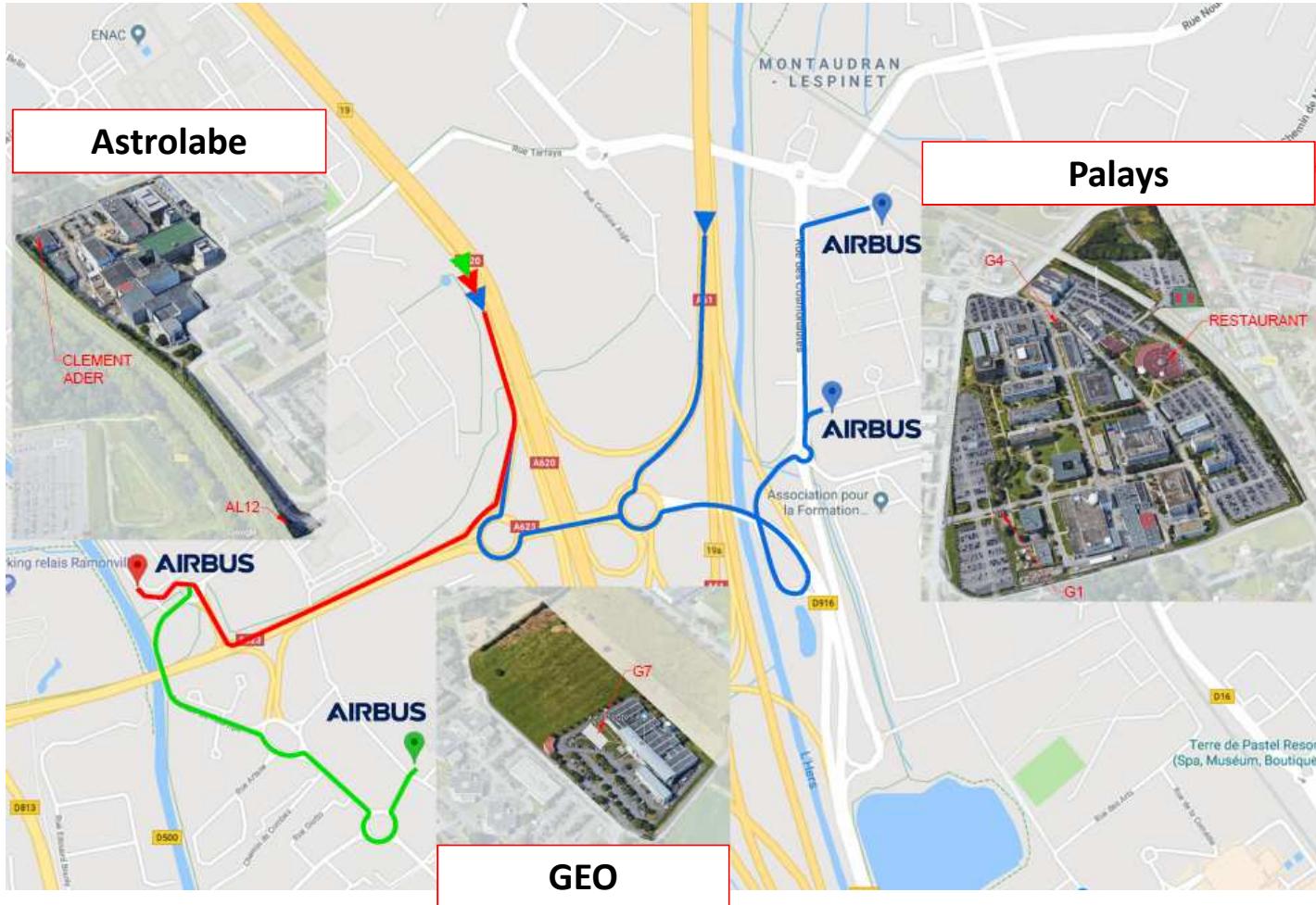
Other useful information



Map – Airbus Defence & Space Toulouse Sites



Site Astrolabe –Parc technologique du Canal
 2 Rond-point Pierre Guillaumat
 31029 Toulouse
 Cedex
 France



Site principal -
 Toulouse Palays
 31 rue des
 Cosmonautes
 31402 Toulouse
 Cedex
 France
 +33 (0)5 62 19 62
 19

Site Intelligence –
 Parc technologique
 du Canal
 5 Rue des Satellites
 31400 Toulouse
 France
 +33 (0)5 62 19 40
 40



Map – where to report upon arrival



Depending on your first day, you may be asked to come directly to your working Airbus Defence & Space site or to come to the Palays site.

Welcome days Event will start on Palays site.

Please report to the G6 Gate :





Travel – how to get here



Car/Motorbike

Several car park are available.

Bus

Bus lines 78 / 79 and 80 stop close to Airbus (available from “ligne B” metro). Please refer to tisseo.fr or Tisseo App for details on bus routes and timetables.

Bicycle

Bike racks are available near to the gates. More information :
Allons Y A Vélo: <https://allonsyavelo.le-pic.org/>
HUB >> Cycle to work > Wiki > Toulouse-Sud-Est

Car-share

You may wish to share a car journey with others travelling to work.
You use the KAROS App to see if you can find a suitable match.



Security & ID Badge



Security

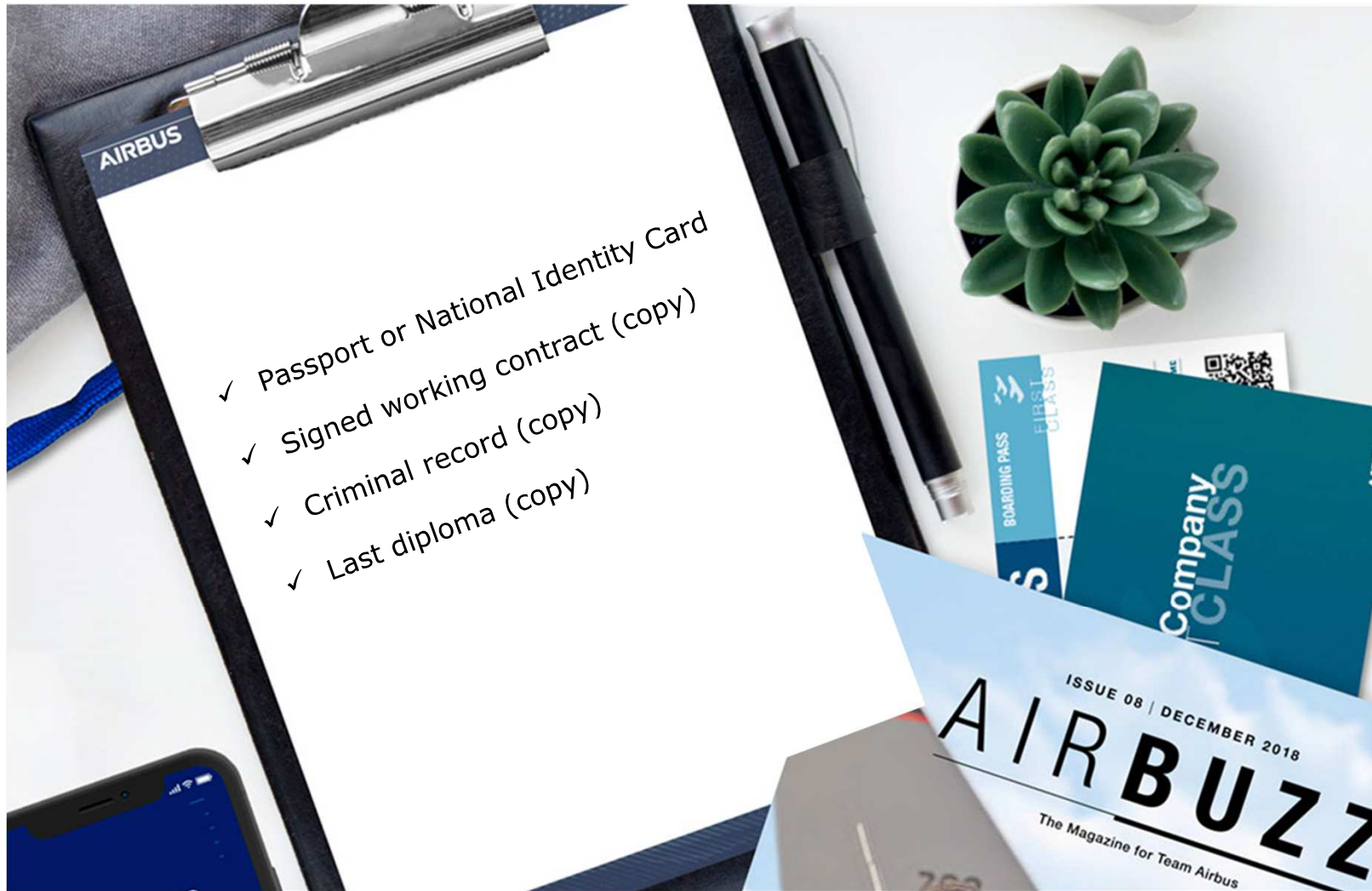
Airbus Defence & Space Toulouse sites are secured areas. Don't forget to bring your Passport or National Identity Card.

ID Badge

Please wear your badge at all times and make sure it is visible. Do not allow access to other people.



Checklist – what to bring





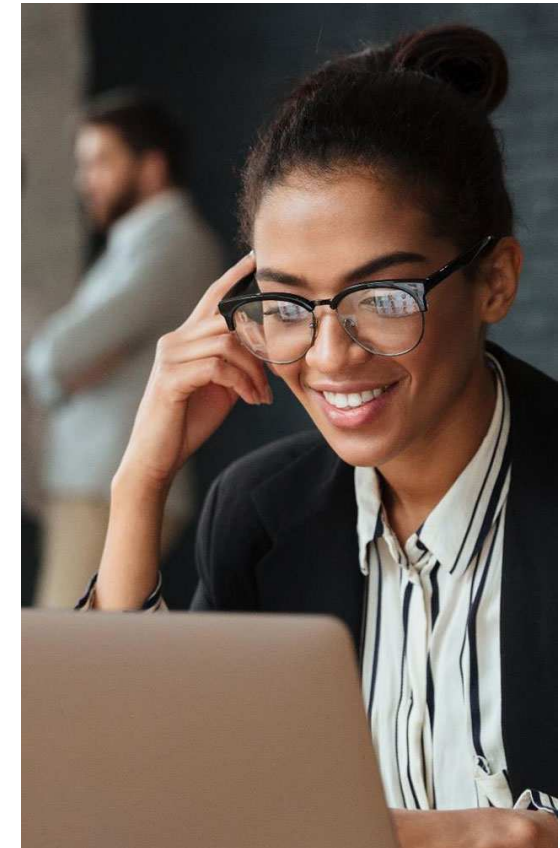
Day 1 – what to expect



Just before you arrive, you should be invited to **Welcome Days Event** with other Airbus Newcomers. You will experience presentations on various topics and have an opportunity to network with the speakers as well as other new employees.

Furthermore, your Manager or nominated colleague/buddy will guide you during your First Day.

For all Newcomers we have a dedicated HUB page with all the information stored for you. You can retrieve all presentations and necessary documents within the Starter Pack. You will receive a link to these pages when you join.





Onboarding HUB pages



Upon joining you will have access to the Airbus HUB.
We have created dedicated pages to help guide you during your integration period.

The screenshot shows the Airbus HUB website interface. The navigation bar includes 'AIRBUS', 'Hub', a search bar, and user profile options. The main menu has categories: 'Switch Homepage', 'SERVICES', 'PEOPLE', 'COMPANY', and 'SOCIAL PARTNERS'. The 'PEOPLE' menu is circled in red and contains sub-items: '> On-Boarding', '> I am recruiting', and '> Leaving Airbus'. The 'On-Boarding' item is also circled in red. Below the menu, there are sections for 'ONBOARDING PLAYLISTS' (listing myPULSE learning in English, French, German, and Spanish) and 'STARTER PACK' (listing Welcome Booklet, Site information, and IT Support). A central section titled 'ON BOARDING' features a 'Your Onboarding Journey' with a progress bar showing steps: 'Before joining', 'First Day', 'Meet my Team', 'First days / weeks', and 'First months'. The 'First Day' step is highlighted in green. Three callout boxes with arrows point to these elements: a blue box for 'ONBOARDING PATH' pointing to the journey progress bar, an orange box for 'STARTER PACK' pointing to the 'Welcome Booklet' link, and a yellow box for 'E-LEARNING PLAYLIST' pointing to the 'On-Boarding' menu item.

ONBOARDING PATH
CONTAINING USEFUL LINKS AND INFORMATION

STARTER PACK
WELCOME BOOKLET, SITE INFORMATION AND KEY TOPIC PRESENTATIONS

E-LEARNING PLAYLIST
LINK TO RELEVANT E-LEARNING FOR NEWCOMERS

AIRBUS Hub Search... My profile EN ?

Switch Homepage SERVICES **PEOPLE** COMPANY SOCIAL PARTNERS MY DASHBOARD

> JOINING AND LEAVING AIRBUS > WORKING TOGETHER > EMPLOYEE ESSENTIALS > DEVELOPING MYSELF AND OTHERS > CHANGING JOBS - MOBILITY

> On-Boarding > I am recruiting > Leaving Airbus > Our culture > Recognition > Health and safety > HR and me > Global compensation and benefits > Time and absence > Conditions of employment > Performance and goals > myDevelopment > Leadership

This page and the Onboarding Journey below are here to support you during your integration period. You will find some information and advice, adapted to each step of your journey, in order to give you a successful integration.

ON BOARDING

Your Onboarding Journey – please click on each step to get more information

Before joining First Day Meet my Team First days / weeks First months

ONBOARDING PLAYLISTS

- myPULSE learning - English
- myPULSE learning - French
- myPULSE learning - German
- myPULSE learning - Spanish

STARTER PACK

- Welcome Booklet
- Site information
- IT Support



Catering facilities



We have several restaurants and cafes on site offering a range of hot and cold options to eat in or take away.

In addition to cash payment, in most cases you also have the option to pay with a debit or credit card.


You can also choose to 'load' funds onto your personal ID Badge in order to pay for food/drinks. Once you have loaded funds onto your ID Badge you can present it at the till once you have made your selection, and the total will be deducted from the balance.

Menus are published weekly on the HUB. You will have access to the HUB from your first day. Once you are logged into the system you can find the details on the HUB under 'Services' > 'Catering'.



Other Useful Information



HUB 
Toulouse Hub page

For any further information related to the Airbus Defence & Space sites in Toulouse :
HUB > Services > Sites communities > Toulouse

Shuttles 
between sites

HUB > Services > Transport > Toulouse

Housing 

Leboncoin.fr
Seloger.com
...



Prepare for
your

FIRST DAY
NANTES SITE -
FRANCE

BOARDING PASS

FIRST CLASS		BOARDING PASS		FIRST CLASS	
NAME Franck		NAME Franck		NAME Franck	
Flight 28XN1964	Gate 4B	SEAT FIRST CLASS		Page 1 FLIGHT	Gate GATE
Seat FIRST CLASS	Time GOOD TIME	SEAT FIRST CLASS		Seat FIRST CLASS	Time GOOD TIME
For further information		For further information		For further information	

AIRBUS

Welcome to Airbus!

Here you will
find
everything
you need in
order to
prepare for
your first
day...



Map – where to go



Day 1 – what to expect



Travel – how to get here



Onboarding HUB pages



Security & ID Badge



Catering facilities



Checklist – what to bring



Map – where to report upon arrival



Bienvenidos
Welcome
Bienvenue
Wilkommen

Airbus Operations SAS

Nantes plant
Rue de l'aviation
44340 Bouguenais
Phone: +33 (0)2 51 19 70 00

- Bike stations
- Car Sharing Ubeeqo
- Meeting Point
- Medical center
- Restaurant
- Osteo-psycho-social pole



Please report to the security Badge Office upon arrival (Main entrance)





Travel – how to get here



Car/Motorbike
Bicycle

AIRBUS OPERATIONS SAS
Site de Nantes Rue de l'aviation
44340 BOUGUENAIS



Car-share

<https://www.klaxit.com/>
<https://www.ouestgo.fr/>
<http://www.covoiturage-travail.fr/point-d-interet/17561-nantes.html>
<https://www.karos.fr/>
<https://www.blablalines.com/>

Bus

There are 2 bus lines driving to Airbus: line 48 and line 98;
The main bus stop is in front of the main entrance and it's called
Airbus.

Please refer to www.tan.fr or lila.paysdelaloire.fr for details on bus
routes and timetables.



Security & ID Badge



Security

For your first day, we expect you to be at the following address: Rue de l'Aviation 44340 Bouguenais at 08:00 am with a valid identity card or passport (original only).

ID Badge

You will receive your badge and will be welcomed by a member of the HR team who will provide you with very important information before starting at Airbus.

If you are a minor, please note that you must be accompanied to your workstation by your tutor or his/her delegate – you are not allowed to make your own way around the site.



Checklist – what to bring



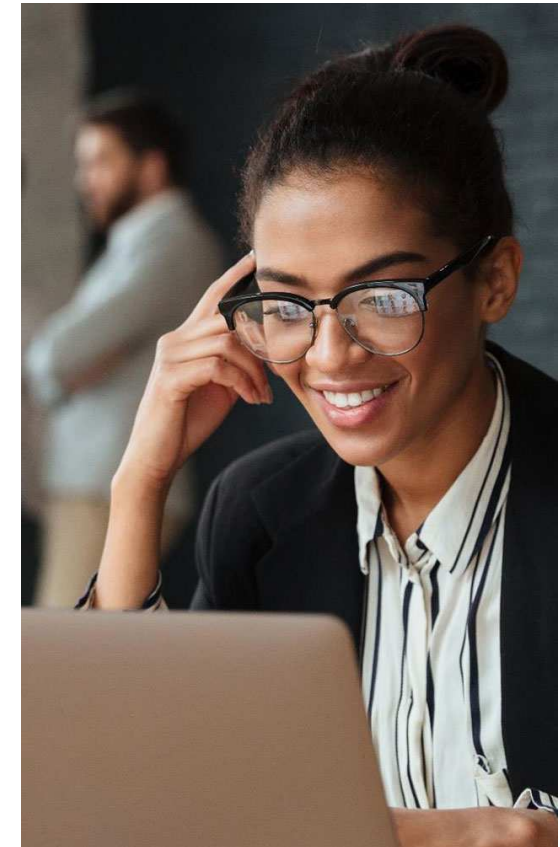


Day 1 – what to expect



At sites with a large number of Newcomers joining on the same day you may be invited to attend a **large scale First Day Event** together with other Airbus Newcomers. You will experience presentations on various topics and have an opportunity to network with the speakers as well as other new employees.

For all Newcomers we have a dedicated HUB page with all the information stored for you. You can retrieve all presentations and necessary documents within the Starter Pack. You will receive a link to these pages when you join.





Onboarding HUB pages



Upon joining you will have access to the Airbus HUB.
We have created dedicated pages to help guide you during your integration period.

The screenshot shows the Airbus HUB interface with several callout boxes and arrows:

- ONBOARDING PATH (Blue box):** CONTAINING USEFUL LINKS AND INFORMATION. An arrow points to the 'ON BOARDING' section of the main content area.
- STARTER PACK (Orange box):** WELCOME BOOKLET, SITE INFORMATION AND KEY TOPIC PRESENTATIONS. An arrow points to the 'STARTER PACK' section in the right sidebar.
- E-LEARNING PLAYLIST (Yellow box):** LINK TO RELEVANT E-LEARNING FOR NEWCOMERS. An arrow points to the 'On-Boarding' link in the 'PEOPLE' menu.

The website interface includes a top navigation bar with 'AIRBUS Hub', a search bar, and user profile options. The main menu features 'SERVICES', 'PEOPLE', 'COMPANY', and 'SOCIAL PARTNERS'. The 'PEOPLE' menu is expanded, showing categories like 'JOINING AND LEAVING AIRBUS', 'WORKING TOGETHER', 'EMPLOYEE ESSENTIALS', 'DEVELOPING MYSELF AND OTHERS', and 'CHANGING JOBS - MOBILITY'. The 'ON BOARDING' section contains a welcome message and a 'Your Onboarding Journey' flowchart with steps: 'Before joining', 'First Day', 'Meet my Team', 'First days / weeks', and 'First months'. The right sidebar lists 'ONBOARDING PLAYLISTS' (myPULSE learning in English, French, German, Spanish) and 'STARTER PACK' (Welcome Booklet, Site information, IT Support).



Catering facilities



There are 2 restaurants, the Patio and the Cheviré on site offering a range of hot and cold options to eat in or take away.

In addition to cash payment, in most cases you also have the option to pay with a debit or credit card.

You can also choose to 'load' funds into your personal ID Badge in order to pay for food/drinks. You will find machines located in the restaurants to enable you to do this. Once you have loaded funds into your ID Badge you can present it at the till once you have made your selection, and the total will be deducted from the balance.

Menus are published weekly on www.ceairbusnantes.com and "Welcome Airbus Nantes" application (available on Apple and Android store) .



Prepare for
your

FIRST DAY

SAINT-NAZAIRE SITE
FRANCE



BOARDING PASS

NAME Franck

Flight 28XN1964 Gate 4B

SEAT **FIRST CLASS**

Time GOOD TIME

QR CODE

For further information...

BOARDING PASS

FIRST CLASS

NAME Franck

Page 1 FLIGHT Gate GATE

SEAT **FIRST CLASS** Time GOOD TIME

For further information...

AIRBUS

Welcome to Airbus!

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Map – where to go



Day 1 – what to expect



Travel – how to get here



Onboarding HUB pages



Security & ID Badge



Catering facilities



Checklist – what to bring



Map – where to report upon arrival



Scan QR Code



Boulevard de la Légion
d'Honneur, 44600 Saint-
Nazaire, Francia

1/ Please report to the
Security Badge Office G25.

If necessary, you can park in the carpark
located to the right of G25.



Travel – how to get here



Car/Bike/ Motorbike/

You may park in the visitor car park upon arrival.

You will be issued with a pass for your vehicle in order to use the onsite car parks

Buses

Use our specific lines dedicated to Airbus' employees. More information :
<https://hub.intra.corp/common/transport/fr/Pages/default.aspx> => To and From
Airbus => Airbus Bus Transport

You can also use public buses, the nearest bus stop to the Security Badge Office is the "Aeronautique" stop. Please, go to <http://www.stran.fr/> for more informations.

Train

The nearest train station is "Montoir de Bretagne".

It takes approximately 10 minutes to walk from the station, you can also benefit from a specific shuttle on regular hours.

Carpooling

You may wish to share a car journey with others travelling to work.

You can register <https://www.karos.fr/> to see if you can find a suitable match.



Security & ID Badge



Security

This applies to all – regardless of your nationality. You must bring your Passport or National Identity Card with you on your first day. If you hold a Work Permit or Visa you must also bring this with you on your first day. If you are unable to provide documentation, you will not be able to commence employment.

ID Badge

Once you have completed the Security and Eligibility checks you will be issued with your personal ID Badge. This must be worn at all times.



Checklist – what to bring



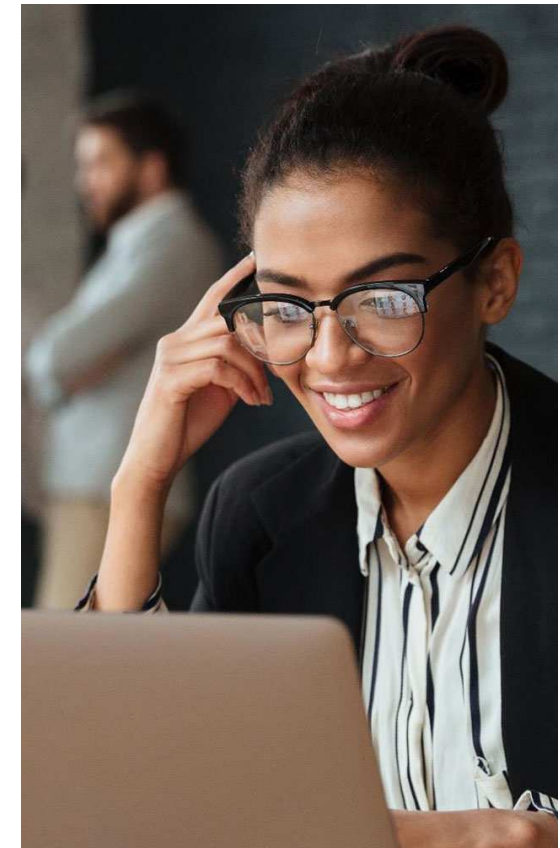


Day 1 – what to expect



You will be invited to attend a **large scale Day one** together with other Airbus Newcomers. You will experience presentations on various topics and have an opportunity to network with the speakers as well as other new employees.

For all Newcomers we have a dedicated HUB page with all the information stored for you. You can retrieve all presentations and necessary documents within the email “Welcome on board” .





Onboarding HUB pages



Upon joining you will have access to the Airbus HUB.
We have created dedicated pages to help guide you during your integration period.

The screenshot shows the Airbus HUB interface with several callout boxes and arrows:

- ONBOARDING PATH (Blue box):** CONTAINING USEFUL LINKS AND INFORMATION. Points to the 'ON BOARDING' section of the main content area.
- STARTER PACK (Orange box):** WELCOME BOOKLET, SITE INFORMATION AND KEY TOPIC PRESENTATIONS. Points to the 'STARTER PACK' section in the right sidebar.
- E-LEARNING PLAYLIST (Yellow box):** LINK TO RELEVANT E-LEARNING FOR NEWCOMERS. Points to the 'ONBOARDING PLAYLISTS' section in the right sidebar.
- Navigation:** The 'PEOPLE' menu item in the top navigation bar is circled in red. The 'On-Boarding' link under 'JOINING AND LEAVING AIRBUS' is also circled in red.

The main content area includes a welcome message: "This page and the Onboarding Journey below are here to support you during your integration period. You will find some information and advice, adapted to each step of your journey, in order to give you a successful integration."

The 'ON BOARDING' section features a horizontal timeline with five steps: 'Before joining', 'First Day', 'Meet my Team', 'First days / weeks', and 'First months'. The 'First Day' step is highlighted in green.

The right sidebar contains two sections: 'ONBOARDING PLAYLISTS' with links for 'myPULSE learning' in English, French, German, and Spanish; and 'STARTER PACK' with links for 'Welcome Booklet', 'Site information', and 'IT Support'.



Catering facilities



We have restaurant and cafe on site offering a range of hot and cold options to eat in. You can pay with a credit card, or using cash payment / cheque.

You can also choose to 'load' funds onto your personal ID Badge in order to pay for food/drinks. You will find machines located both at the entrance and till points in the restaurant to enable you to do this. Once you have loaded funds onto your ID Badge, you can present it at the till once you have made your selection, and the total will be deducted from the balance.

Menus are published on a weekly basis :

- at the entrance of the restaurant
- and on the Work Council's website