



# Welcome on-board!

Airbus Helicopters Marignane

On Boarding

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**Dear Colleague,**

**AIRBUS HELICOPTERS** is very pleased to welcome you and to count you among its employees.

Airbus Helicopters is a division of Airbus Group, a global pioneer in aerospace and defense related services.

Airbus Helicopters is a key player in the international helicopter manufacturer market and its range of civil and military helicopters is the world's largest.

**Our priorities :** **Customer satisfaction, Quality and safety**, and **Competitiveness**.

Together, we are **service-minded, accountable** and **rigorous** in our ways of working. We embrace problems as opportunities to learn and drive **continuous improvement** to reach sustainable results.

At the center of Airbus Helicopters as a workplace, we aim at empowering all employees to make an impact and achieve our ambitious objectives together as a **One committed and passionate team**.

This welcome booklet aims at helping you prepare your first steps in our company.

We wish you a very good start with us!



# First day – The basics

- **The 6 Primary Safety Rules**
  - **Industrial Security**
  - **Your Badge**
  - **Lunch and canteens**
  - **Main IT platforms**
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# The 6 Primary Safety Rules

## What are they?



Always wear appropriate PPE\*



Keep all safety equipment accessible and operational



Be alert on unsafe situations



Drive safely



Respect non-smoking and non-use of electronic devices rules



Walk Safely

\* Personal Protective Equipment

Towards a "ZERO accident" culture

## To whom do they apply?

- All Airbus Helicopters employees, contractors and visitors must follow these rules, at Airbus Helicopters facilities.

## Why do we focus on Primary Safety Rules?

- Quality and Safety are a priority for Airbus Helicopters
- Enforcing them and ensuring 100% compliance is the first step toward the creation of a « Zero Accidents » culture and the change in behavior this requires.



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# Industrial Security

You will integrate an Airbus Helicopters site which is an environment governed by **rules that must be respected**



## Governmental regulations

- A site under the supervision of the French State
- A **PROTECTED ZONE** identified site
- **VIGIPIRATE** set-up

*It's forbidden to enter the site without a formal authorization (Article R413-1 PENAL CODE).*

*Any offender will be subject to penalties provided by article 413-7 of the penal code.*



## The internal regulations

- Within the Labour Code's frame
- Specifies the Health, Safety & Environment (HSE) rules
- Specifies the rules relating to discipline
- Includes an IT charter
- Applies in its entirety for all

*Industrial safety is a key point of the internal rules. Protecting the knowledge and innovation is essential to maintain our leading position.*

## On site

I always wear my badge

I put away my protected documents in a locked place and I secure PC

I accompany my visitors during their stay on the site

I respect the terms of access

I use paper shredders

I do not take any photos on site without prior permission

## With our information systems

I use only software approved by the IT Department

I do not store protected data on the local disk, but on a dedicated and secure network

I use an encryption means to manage strategic information (Airbus Helicopters Confidential)

## Best Practices & Key Behaviours

### When travelling

I do not mention sensitive information in public locations (train, plane, hotel ...)

I do not leave my professional tools and supports without surveillance

I take neither parcels nor luggage to help

### With social media

I check my privacy settings

I am extremely careful with my publications (pictures, videos, words...)

I accept invitations only from people who I know



# First day – The basics

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# First day : Your badge

You will receive your employee ID card (badge) which is mandatory to access and move around the site. Please indicate the name of your manager to the receptionist in order to inform him or her of your arrival.

**To receive your badge you will have to give to the receptionist your valid passport or ID card.**

The badge is your internal ID card on site to get it and out. You will have to always wear it and have it **visible**.

This applies to the sites of AIRBUS HELICOPTERS France and Germany as well as our Customer Centers. Airbus Helicopters is strongly committed to compliance with safety regulations (you will find the Company Rules & Regulations on the Intranet as soon as you join us and have access).

## Access & Security

- ☞ Access to the site - Access to sensitive area
- ☞ Identity proof to call the Service Desk (8666) and the Work Council (CE).

## Restaurants

- ☞ Thanks to the badge, you can open an account at the restaurants and pay employee rate

## Time management

- ☞ This badge will allow you clock in and clock out when it's applicable.



If you lose your badge, please contact the reception desk **immediately** (in order to ensure that external people can not abuse it). You will get a new badge.

# First day – The basics


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# How and Where can you have lunch?

This badge will allow you **to pay your meal at the canteens W1, U6 or A11 (see map).**

You can recharge your badge using a credit card (terminals available at the entrance of each restaurant).

 To **activate the badge**, please note that you will have to go to the W1 Restaurant.

To facilitate your access to the canteen, please remember to **have some money change with you on your first day.**

## 2 PAUL bakeries

(open daily from 11h to 14h) also offer sandwiches, salads, starters, desserts,...



Next to the CE Building

Between A5 et N4 buildings



**Tip!**

You can pay with your badge at Paul.



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# Main IT Platforms : Intranet / Teamcopter

Once installed on your workstation, you will be able to log in **Teamcopter** (local intranet) from your PC or free-access terminals available in some areas.

This portal offers a large range of information (e.g. transportation, business, human resources, representative bodies, communication, computer tools, Phonebook, ....).



*Launch internet explorer from  
your PC*

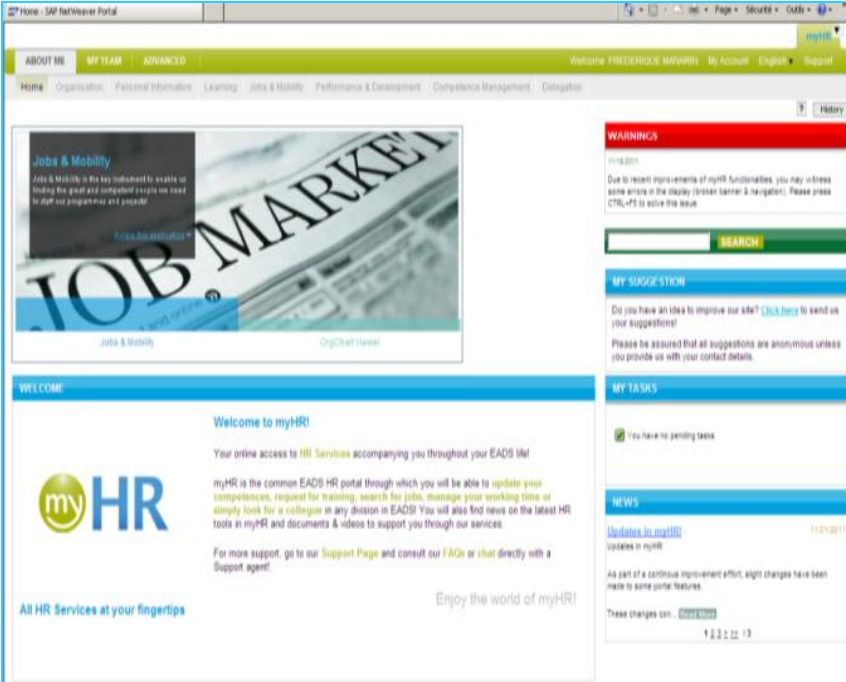
**For any information about our Rules of  
Procedures and Social Policies :**  
*My Channel > Agreements and Policies*



# Main IT Platforms: MyHR

**MyHR** is the platform where you will be able to manage all the activities mentioned here below.

- Access will be created when you join the company
- It will be accessible through the Intranet



The screenshot shows the MyHR portal interface. On the left, four arrows point to the following features: Recruit, Follow clock In/out, Manage absences, and Select your training course. On the right, three arrows point to: Manage time, Manage your competences, and The OrgChart. A fourth arrow on the right points to Check job opportunities, which is not explicitly labeled with an arrow in the image but is listed in the text.



Get familiar with your MyHR space!  
All HR information you might need are available.

# First Day : Your Arrival

- **Access by car**
  - **Access by bus**
  - **Access by train**
  - **Car Sharing**
- 





# Access by car

## AIRBUS HELICOPTERS

International Airport Marseille Provence  
13725 Marignane Cedex – France  
Tel : +33 (0)4 42 85 85 85 – Fax: +33 (0)4 42 85 85 00

### ▪ From Lyon:

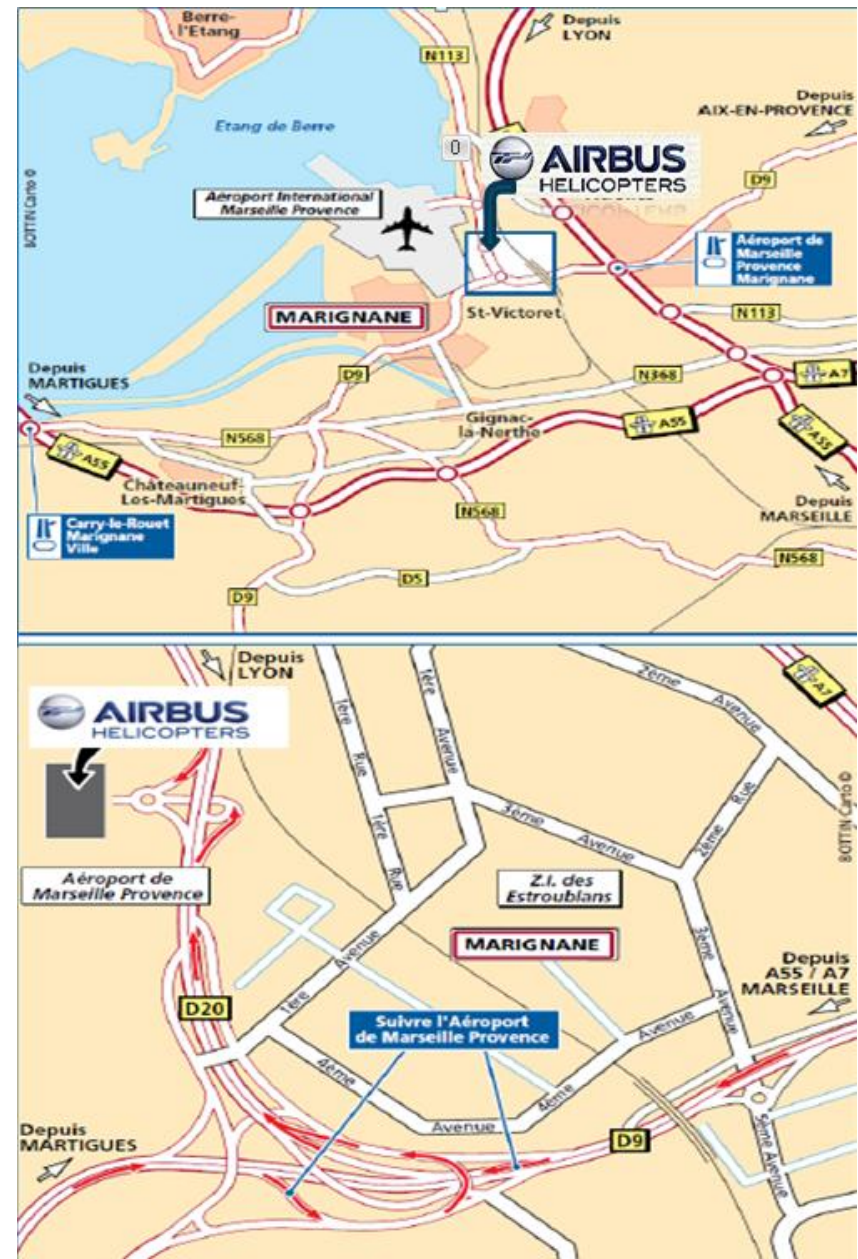
Join the highway A7 towards Marseille.  
Take the Marseille/Provence Airport exit.  
Then continue to follow Marignane airport.  
Turn right and take the Airbus Helicopters exit.

### ▪ From Marseille:

Join the highway A55 and A7 towards Lyon. Take the Marseille/Provence Airport exit.  
Then continue to follow Marignane airport.  
Turn right and take the Airbus Helicopters exit.

### • From Martigues:

Take the highway A55 towards Marseille.  
Take the Carry-le-Rouet/Marignane City exit.  
Follow the N568 then the D9 to Marignane.  
Continue towards Marseille/Provence Airport.







## Access by car

**Parking area: (see map on next page)**

Parks P1 and P2 are the closest ones to the main entrance.

The P10 Parking is accessible via the second entry called “Corporate”.

Parks P3, P4, P5 and Eurosud are on the other side of the access road (a 10-15 minutes walk to the main entrance or by shuttle).

Indications of the number remaining parking spots are displayed on each access road.

To get out of the parking you must present your badge.

In the event you would not have your badge, you can press the call button and mention that you are a new employee.



Contact: [contact.personnel-transport.ah@airbus.com](mailto:contact.personnel-transport.ah@airbus.com)





# First Day : Your Arrival

- **Access by car**
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# Access by bus

Airbus Helicopters has implemented a network of free shuttles from various towns and villages within a radius of 40 km around the site.

Timetables are available on [www.airbushelicopters.com/welcome](http://www.airbushelicopters.com/welcome)

As soon as you are on the site, you can also check schedules via the Intranet/Travel tab or contact the logistics department.

You can take these shuttles from the first day without your badge. If you decide to take regularly the bus you will need to register and wear your badge to take the bus.

Contact: [contact.personnel-transport.ah@airbus.com](mailto:contact.personnel-transport.ah@airbus.com)



**Tip!**

Registration is required through the e-mail address here above.



# Shuttle schedules: Airbus Helicopters - Airport

MATIN		
Departure from main gate	Departure from Corporate (R7)	Departure from airport
06:40	06:45	06:50
07:00	07:05	07:10
07:20	07:25	07:30
07:40	07:45	07:50
08:00	08:05	08:10
08:20	08:25	08:30
08:40	08:45	08:50
09:00	09:05	09:10
09:20	09:25	09:30
09:40	09:45	09:50
10:00	10:05	10:10
10:20	10:25	10:30
10:40	10:45	10:50
11:00	11:05	11:10
11:20	11:25	11:30
11:40	11:45	11:50
12:00	12:05	12:10

APRES-MIDI		
Departure from main gate	Departure from Corporate (R7)	Departure from airport
13:20	13:25	13:30
13:40	13:45	13:50
14:00	14:05	14:10
14:20	14:25	14:30
14:40	14:45	14:50
15:00	15:05	15:10
15:20	15:25	15:30
15:40	15:45	15:50
16:00	16:05	16:10
16:20	16:25	16:30
16:40	16:45	16:50
17:00	17:05	17:10
17:20	17:25	17:30
17:40	17:45	17:50
18:00	18:05	18:10
18:20	18:25	18:30
18:40	18:45	18:50
19:00	19:05	19:10



# First Day : Your Arrival

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# Access by train



The train stops at the VAMP station.

Airbus Helicopters propose a shuttle service connecting the VAMP train station to the site in 5 minutes.

## Train lines are the following:

- [Marseille / Miramas](#)
- [Ligne Marseille / Cavaillon via Salon](#)
- [Ligne Marseille / Tarascon via Arles](#)
- [Ligne Toulon / Marseille](#)

On site, you will be able to check schedules via the Intranet/Travel tab or contact the logistics department.

Subscriptions can be annual, monthly or weekly and they are reimbursed.

Contact: [contact.personnel-transport.ah@airbus.com](mailto:contact.personnel-transport.ah@airbus.com)

**Tip!**

For reimbursement, go to the "Logistics Department"  
(Building A1)



# First Day : Your Arrival

- **Access by car**
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# Access to Marignane: Car sharing

## Anytime

No trains! No buses! and you need to get to work?  
Simply run a search on your journey and find others going your way. Or, offer a lift so others can find you!

## Save money

Whether you're driving or catching a lift, sharing your journey will save you money - cheaper than the train and most bus trips, what are you waiting for?

## Have fun

We've met some of our best friends through car-sharing and had some real fun - your destination provides instant common ground and we know you'll find much more. Just another reason to give it a go!

For more information: <http://www.covoiturage-travail.fr/vers/airbus-helicopters>



The screenshot shows the website for 'LA ROUE VERTE', a car-sharing platform. The header includes the logo and tagline 'Spécialiste du covoiturage domicile-travail'. A navigation menu contains links for 'Accueil', 'Le site, mode d'emploi', 'Conseils covoiturage', 'En savoir plus sur le covoiturage', 'Inscription', and 'Mon compte'. The main content area is titled 'Espace covoiturage entreprise Airbus Helicopters' and features a sub-header 'Le covoiturage et vous' with the Airbus Helicopters logo. Below this, a welcome message states: 'Bienvenue sur la communauté de covoiturage réservée aux collaborateurs Airbus Helicopters ! Simple, économique et écologique, choisissez le covoiturage pour vos trajets domicile-travail et partagez ainsi un moment convivial. Inscrivez-vous en quelques clics et retrouvez les collègues faisant le même trajet que vous. Bonne route et à bientôt !'. It also displays 'Déjà 467 inscrits et 284 trajets !' and a button labeled 'Je rejoins Airbus Helicopters'. To the right, a map shows the Marignane area with several car-sharing points marked by blue icons. At the bottom, there is a link for 'Les derniers covoitages de Airbus Helicopters'.





# Other information

- **Map of Marignane**
  - **Discover the region**
  - **Checklist**
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# Map of Marignane



**X** SECTEUR BATIMENT

<span style="color: blue;">■</span> ZONE 1	<span style="color: green;">■</span> ZONE 2
<span style="color: orange;">■</span> ZONE 3	<span style="color: yellow;">■</span> ZONE 4
<span style="color: red;">■</span> ZONE 5	

EUROSUD



# Discover the region: Accueil des villes françaises (AVF)



Accueil des Villes Françaises  
Service au Nouvel Arrivant  
Pour réussir la mobilité



You're coming from another division ?

You're moving to a new region ?

You would like to discover your new environment ?

**Click here for more info :** <http://avf.asso.fr/fr/welcome>



# Check-list to be ready for the first day

## I ask myself :

- Did I assimilate the 6 Primary Safety Rules and the behaviours I should adopt?
- Did I integrate the importance of Industrial Security and the best practices?



## I check

- My itinerary to get on the site: Car? Bus? train?
- The name of the person who will pick me up at the Reception Desk
- That I have all the information I need for my first day
- That my ID card/ passport is still valid



## I start getting my bearing

- If I wish, I can print the booklet and the site map



**Tip!**

For any questions, do not hesitate to contact your manager!



# Looking forward to welcoming you!

