

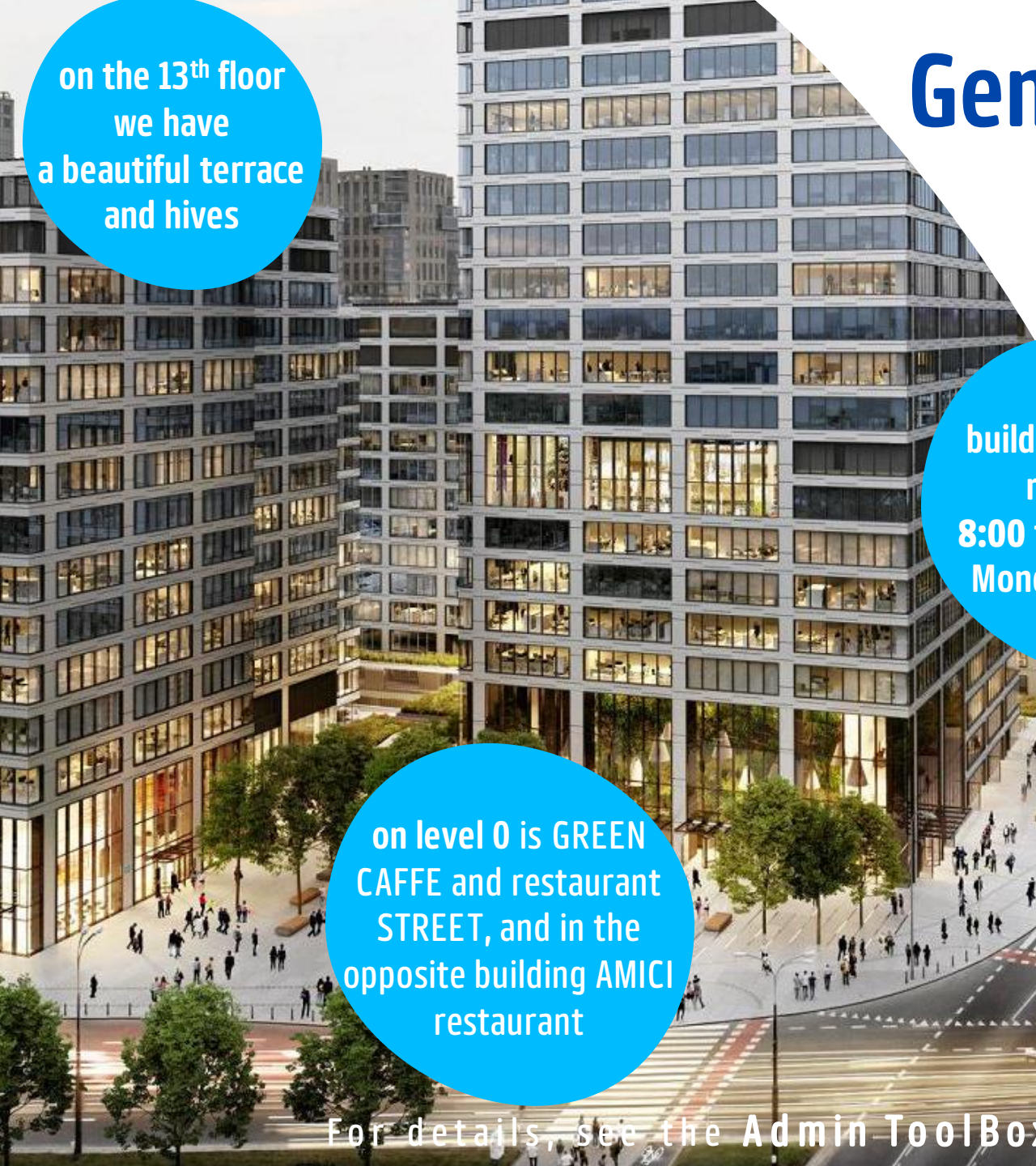
Administration welcomes you to PAYBACK :)



It's great you are here!

We'll tell you today about:

1. Our **building** GENERATION Z
2. How **Reception** can support you
3. Several **rules** from our office life
4. **Meetings** and **events**
5. Our **safety**
6. Possible ways to **travel**
7. **Neula** | Makigami
8. AMEX **policies** (ADS, MGE, TLM, Credit Cards)



on the 13th floor
we have
a beautiful terrace
and hives

Generation Z building

PAYBACK 

animals shall not be
present in the
building
(except guide dogs)

building reception
runs from
8:00 to 18:00 from
Monday to Friday

our building is
environmentally
friendly

SMOKING
is permitted only in
special
designated places

on level 0 is GREEN
CAFFE and restaurant
STREET, and in the
opposite building AMICI
restaurant

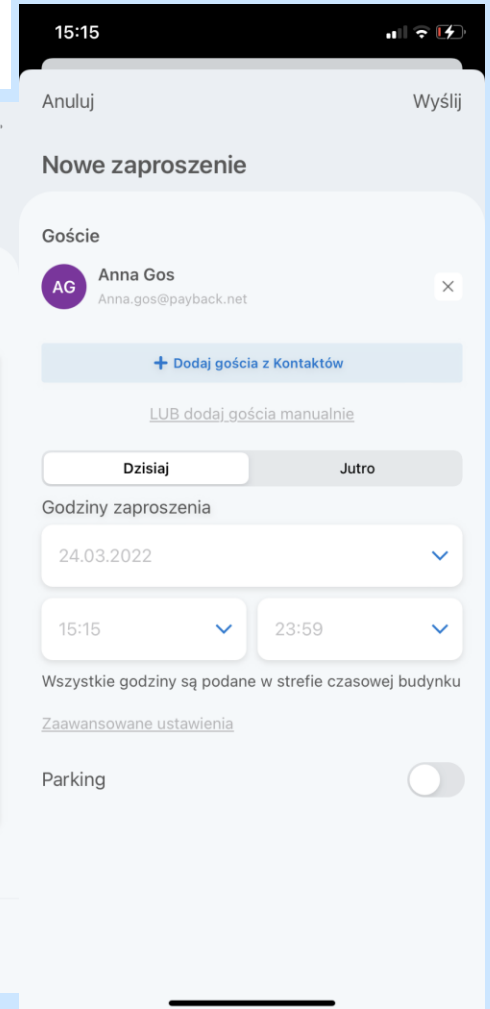
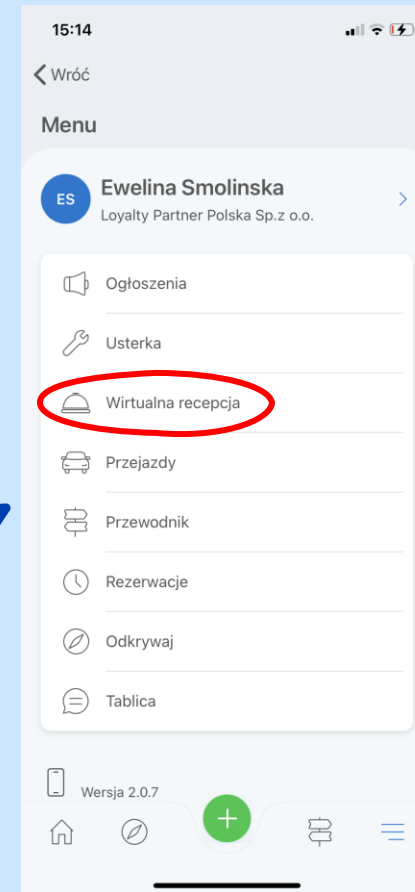
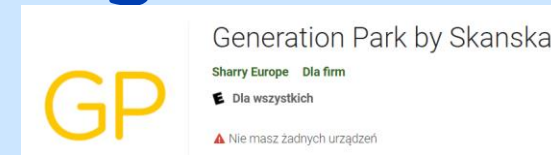
spaces for
BICYCLES are in front
of the building and in
the underground
garage

locker rooms for
cyclists and sanitary
facilities you will find
on level -1

For details, see the Admin ToolBox: <https://toolbox.loyaltypartner.com/index.php?id=902>

How do I get into the building?

- Remember to register your attendance in the **Office Attendance Registration System** before each office visit (**INSTRUCTIONS**)
- As an EMPLOYEE, all you have to do is **put your entry card in the reader** at the entrance gates to the lift lobby on level 0 (the display will show the indication of the lift that will come for you).
- In addition to 8, we also have access to the 13th floor, which is the public terrace. To get there, put your card from the bottom to the panel on the wall next to the lifts and select 13.
- Invite your GUEST via the **Connected by Skanska app** (iOS and Android app - Generation Park by Skanska). Guests will receive an email with a **QR code** so they can easily access the lifts and our floor.



Your Office Access Card

**Report card loss
immediately to the
Administration!**

- **Don't pass your CARD on to anyone!**
- You will only enter on your card on floor 8 or 13 (terrace).
- We do NOT put business cards in the card case !
- The cost of obtaining a duplicate card is PLN 50.

Reception is the 
of our office and
Kinga's kingdom
where you will find:



mail
courier
taxis
business cards

kitchen supplies
& stationery (pens, etc.)
repairs



conference
rooms
&
catering
incl. Pan Kanapka

our reception is working
from **9:00** to **15:00**
every day you will find delicious cakes,
coffee beans and milk,
if there is no kitchen





You're the HERO of our office!

from the
office

Working system

- In our office we work in the **HOT DESK** system, which assumes that you can choose **any space in the open spaces** to work. To make it possible, **we do not** annex desks for exclusive use.
- If we use specialized equipment (other than standard desk equipment) e.g. mice, keyboards, chargers, we take them from the desks on leaving. We have **LOCKERS** at our disposal.
- And here are some simple rules:
 - Leave your desk in order when you're done.
 - Use lockers if necessary.
 - Don't lock an empty lockers and take the key away - this way you prevent your colleague from using the locker when you really need it.
 - Keep your workplace hygienic.
 - Protect your data.

Hot Desks & Lockers

To make life easier..

... let's
follow these
few rules!



1. Return **used dishes to the kitchen** - the place for dirty dishes is in the DISHWASHER, not on the desk.
2. We say a **definite and firm NO to fish** in the microwave!
3. We **do not make phone calls** in open space, especially private ones.
4. We **collect our parcels from the Reception**, it's not the place to store them.
5. Let's be ECO! **Garbage likes to be separated**, so let's use the bins available in the office accordingly.
6. Let's **turn off the lights**.

Thank you !



meetings & events

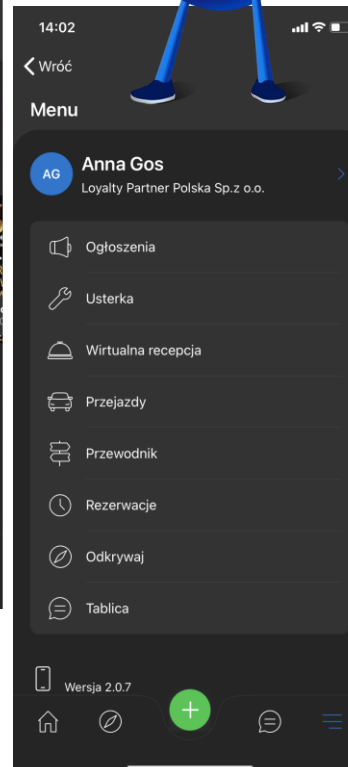
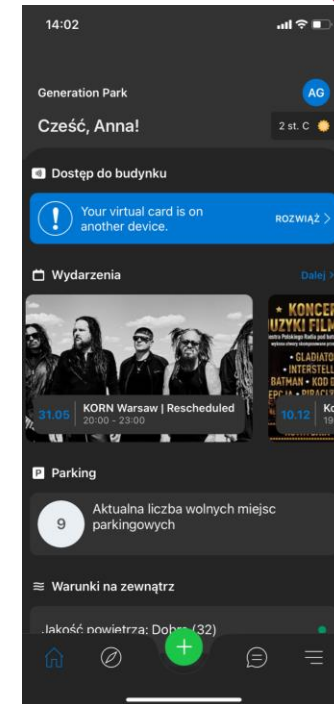
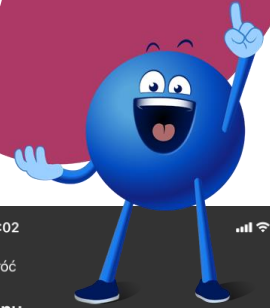


To organize a meeting...

PAYBACK

1. Make a **RESERVATION** in your Outlook calendar.
WITHOUT RESERVATION, meeting rooms may not be used, even if they are currently free.
2. If you need CATERING, please contact Kinga, at least 2 days in advance !
3. Invite external guests using the Connected by Skanska app.
4. If you need **POINTERA** or **JABBER**, make a request at the Reception.
5. Watch the **time of the meeting** (someone is sure to be waiting in line for the room).
6. After the meeting is over **tidy up** (take your cup, wipe the boards, collect documents, slide chairs) so that other users can use it straight away.

Connected
by Skanska



For details, see **ToolBox Admin**: <https://toolbox.loyaltypartner.com>

Which rooms for EXTERNAL meetings?

dedicated room
for RECRUITMENT*

WAWER

(4 persons)

*recruitment takes
precedence over any other
meeting

combined rooms

BIELANY

(12 persons)

MOKOTÓW

(10 persons)

PRAGA

(8 persons)

all three rooms have video
conferencing systems

VIP Room**

WOLA

(14 persons)

**reservations made ONLY
by Admin Team

Which rooms for INTERNAL meetings?

2 p ROOMS

**Pink Floyd
Rolling Stones
The Beatles
Dżem
Perfect**

All GABINETS
serve as
meeting rooms
(each min.
4 people)

4 p ROOMS

**Queen
Red Hot Chili Peppers*
The Doors**
Depeche Mode**

for informal meetings we
invite you to the
**COLLABORATION
SPACE and COMMON
MEETING**

*a room dedicated to the HR department

**a room without reservation
for **QUIET WORK**





Our security



In the event of an emergency, we all have a responsibility:



1. Alert others in the immediate area.
2. Press the nearest **Manual Fire Alarm** (ROP) available in corridors throughout the office.
3. Alert Building Security **885 562 240** or the Fire Service **998, 112**.
4. Proceed to extinguish the fire with hand-held firefighting equipment and prevent the danger from spreading.
5. Provide first aid to the injured.
6. When the evacuation signal is given, **IMMEDIATELY carry out the tasks and instructions of the evacuation manager!**

How to evacuate?

absolute
and always!



For details, see ToolBox Admin: <https://toolbox.loyaltypartner.com/index.php?id=491>

for EVACUATION

is responsible Anna Gos, Ewelina Smolinska
Iwona Jeznach and Kinga Krajewska

for FIRST AID

is responsible Iwona Jeznach, it will also be
provided by the Building Security staff

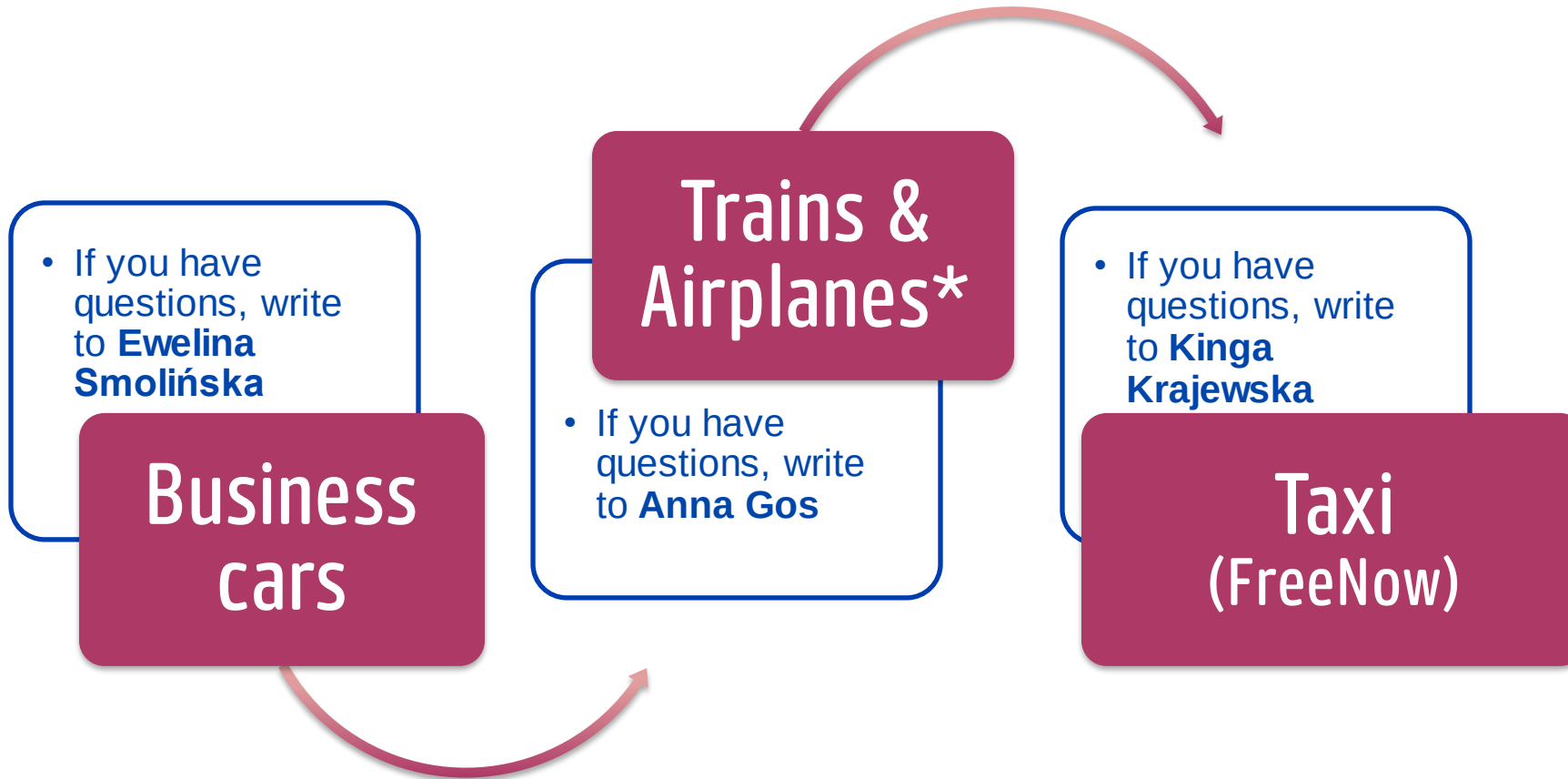
evacuation
&
first aid



Let's travel!



How can we travel?



***If you are going on a business trip you must get approval at Neula BEFORE YOU GO!**



For details, see ToolBox Admin: <https://toolbox.loyaltypartner.com/index.php?id=685>



What is Neula for?

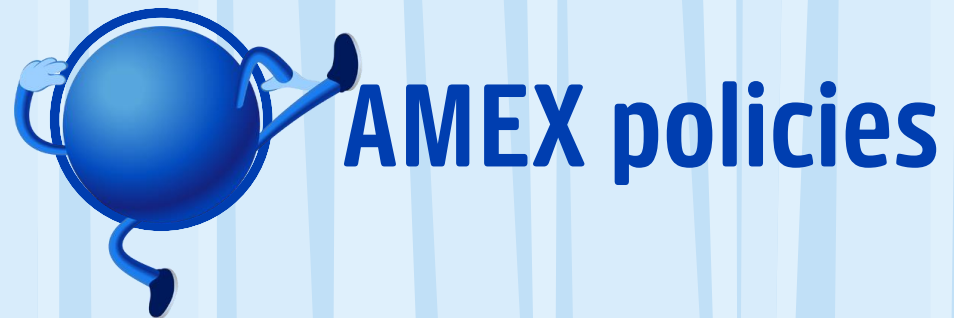
It's a platform with automated processes:

- Contract Control Check (CCC) without **accepted CCC no contract will be signed!**
- Business Travel
- Expense Settlement
- TLM_Vendor Onboarding
- Business Phone Replacements
- Onboarding and Offboarding

How do I sign in?
What is **CADENCE**
and screening?
... we know it,
Anna & Ewelina



For details, see ToolBox Admin: <https://toolbox.loyaltypartner.com/index.php?id=680>



If AMEX, then the procedures for action!

PAYBACK 

ADS

Active Directory Services - American Express account

<https://toolbox.loyaltypartner.com/index.php?id=1127&L=0>

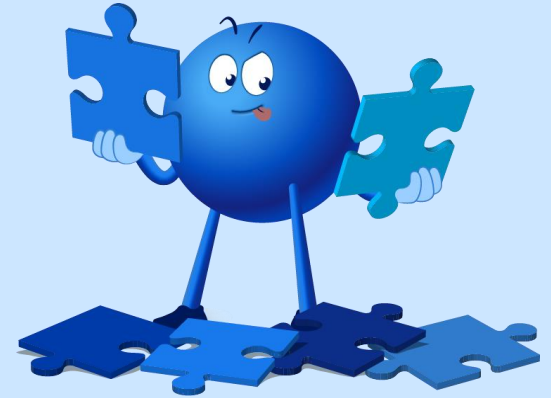
Responsible person: Ewelina

TLM

Process **Third Party Lifecycle Management**, i.e. how we check our Vendors

<https://toolbox.loyaltypartner.com/index.php?id=970&L=0>

Responsible person: Ewelina and Anna



MGEs

Procedure for granting and accepting benefits

Responsible person: Anna

AMEX Cards

American Express Business Credit Cards

Responsible person: Ewelina

For details, see **ToolBox Admin**: <https://toolbox.loyaltypartner.com/index.php?id=678&L=0>





KEEP
CALM
YOU HAVE THE
BEST ADMIN
TEAM EVER

Thanks !