New Employee Orientation

MISSION
Strengthening our Distribution Business Network with the support of our capabilities in Manufacturing and Retailing of Food & Beverage in Indonesia.

VISION
Enriching Indonesian consumer lives with our Food & Beverage brands.

DISCIPLINE

COMMITMENT

PASSION

HUMILITY

EXCELLENCE

RESPECT

TEAM WORK

HIGHER • BIGGER • STRONGER

DIMA TOWER
Landmark Pluit, Jakarta
WORK ETHICS

To Be a World Class Professional Employee
Being Professional

- Look
- Say
- Do
- Think
ETIKA BEKERJA - LOOK

**Body**
- Hair-Skin-Nail

**Apparel**
- Shirt-Dress-Shoes

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**Don'ts**

- Too Creative
- Too Open/ Tight
- Messy

**APPEARANCE**
ETIKA BEKERJA - GREETING

REMEMBER 3S

Senyum
Salam
Sapa
Max ring ??
1..
2..
3...

Max Ring | Greeting | Phone ringer | Voice | Smiletalk
ETIKA BEKERJA - PHONE

- Lowest Ringer
- Voice
- Respect Privacy
[4. Work Atmospheres]

- Personal Noises
- Neat & Clean
- Odors
5. Office Facility

- Equipment: One for all, all for one
- Office Supplies: Don’t Over “Sense of Belonging”
- Toilet: Please, Save the World!!
- Pantry: The Amnesia..
ETIKA BEKERJA

It Shows other about our personality

It Shows other about our competency

To Get Things Done..

6. Email Etiquette
The Power of Context

- Salutation
- Use Bullets
- Don’t use All Capital
- Email have emotion

The power of Content

- Keep it Polite
- Plan your purpose
- Make it Short & Compact..
ETIKA BEKERJA
• Don’t Forget...
  • Attach first..
• Not to Big..
  • Batasan: 4MB
  • Zip it...
Mailbox is not a cemetery for burying issues.
Do reply within 48 hours.
People don’t have to send a second or third e-mail asking for your phone number or mailing address.