

## Orientation Guidelines

Welcome to Georgia-Pacific's Darlington Plant, we are thrilled to have you become part of the GP family! As you step into your new role, know that you are joining a team that is proud to produce iconic Dixie® brand plates and bowls – products that bring convenience and joy to countless families every day. Your contributions are vital to our mission, and we are excited to see the impact you will make.

At Georgia-Pacific, we believe in creating an environment where everyone can thrive and feel connected to our purpose. Your work here not only supports our esteemed brand but also plays a crucial role in ensuring quality, safety, and excellence in everything we do. Together, we are not just manufacturing products; we are creating memorable experiences for our customers and building a legacy of safe quality products that we can all be proud of.

**First Day Instructions:** To help you get started smoothly, here are some important details for your first day:

1. **Arrival Time:** Please arrive by 7:50 am on your first day. This will ensure you have enough time to settle in before we begin the orientation.
2. **Location:** Our facility is located at 200 Old Florence Road, Darlington, SC 29532. When you arrive, please park in the employee parking lot directly across Old Florence Road from the facility. For your safety use the crosswalk and contact your MWC lead when you reach the turnstile entrance so that a team member can come greet you. If you cannot reach your lead, use the intercom at the turnstiles to speak with security for further assistance.
3. **What to Bring:**
  - A valid form of identification (e.g., driver's license, etc.) – this will be required to obtain your facility ID / access badge from GP.
  - Your Safety Shoes – We require steel or carbon toe safety shoes.
4. **Orientation Agenda:** Your orientation will consist of 2 days. Your first day will be 6-hours from 8:00 am – 2:00 pm and include an introduction to our facility, an overview of safety protocols, and a tour of the production areas. You will also be trained on quality standards and job tasks. On your second day you will work a 6-hour shift from 7:00 am to 1:00 pm and receive on-the-job training to get comfortable with the role. Successful completion of the orientation process is required before being allowed to work independently and accept any additional shifts. **Your time spent in orientation will be paid and please come prepared to perform work activities as part of our on-the-job training.**



**Georgia-Pacific**



**MyWorkChoice**

As a new employee there are several things to know about our site before your first day. Please take a few moments to review the following before your first day:

1. **Smoke and Drug-free Workplace:** The use of smoking, drugs, and tobacco products (including vapes and e-cigarettes) are strictly prohibited on all GP-owned or leased property, including inside personal vehicles in our parking lots. We respect our near neighbors and community, so this expectation also extends to all roadways, public easements and private property which surrounds our facility. Smoking and / or breaking in these areas is strictly prohibited. Team members are expected to report to work free from the influence of drugs and/or alcohol and the use of drugs or alcohol while on duty is strictly prohibited.
2. **Safe Quality Food Requirements (SQF):** Our operation is subject to compliance with food safety requirements, individuals who report for orientation or work unable to comply with these requirements will not be permitted into the facility:
  - Fingernail polish, removable eyelashes, and/or fake fingernails are prohibited in all manufacturing areas of the facility, including warehouses.
  - Any jewelry must be removed before entering manufacturing areas. This includes, but is not limited to, earrings, gauges, rings, nose & tongue rings / studs, wedding rings, bracelets, and watches.
  - Clothing must be clean and cannot contain glitter, pins, sequins, or other items that are prone to shedding or falling off.
  - Hair coverings will be required. Individuals can wear a company provided hair net, or choose to bring a personal hair covering such as a ball cap, bonnet, etc. Facial hair is not required to be covered.
  - Gum, Candy, and any other food / drink items are prohibited in all SQF areas. Covered / contained food items may be brought into the facility but must be stored and consumed in designated break rooms.
  - Backpacks, handbags / purses, and other personal storage items are not permitted in SQF areas. These items, if brought to the facility, must be kept in employee break areas or stored in a personal vehicle.
3. **Dress Code:** Please dress in comfortable, but appropriate attire for a manufacturing environment. All clothing must be clean, properly fitting (not excessively loose or tight) and in good condition. Tank Tops / sleeveless shirts, skirts / dresses are not allowed. All pants must be worn above the waist. Shorts are permitted. Clothing with inappropriate images or offensive language is not permitted.
4. **Safety Gear (PPE):** This facility requires employees to wear safety shoes (steel or composite toe), safety glasses, hearing protection, hairnets / coverings, and high-visibility clothing (in forklift areas). GP will provide basic PPE such as non-prescription safety glasses, ear plugs, and hair nets. **Please note that safety glasses and high visibility vests**



**which have been issued to employees are not intended to be single use items.** You are expected to reuse these items and bring them to work each day. GP does not issue MWC employees safety-rated shoes or prescription safety glasses; **you must bring your own.**

5. **Break Periods:** We provide one break for every full 4-hours you are scheduled to work. We do not have a café or designated food service onsite, however, food trucks often visit the site, and the facility has vending options in each of the employee break areas. Feel free to bring your own lunch or snacks – but remember, you cannot bring these to the manufacturing floor. You can store your food in the breakroom cubby space and refrigerators and microwaves are also available for heating up food items.
6. **3<sup>rd</sup> Party Code of Conduct:** As a condition of working at our facility you will be required to review our 3<sup>rd</sup> Party Code of Conduct and sign the acknowledgement form. You will also be required to follow all workplace policies and safety practices.

If you have any questions before your first day, please don't hesitate to reach out to your MWC Community Director, Brooke Shriver, at [\(704\) 617-1836](tel:7046171836) or by email at [brookes@myworkchoice.com](mailto:brookes@myworkchoice.com).

We're excited to have you on board and can't wait to see the incredible things we will accomplish together.