

Nutrisystem

Welcome to Our New Home!

The Ins & Outs of Building Access

For the safety of all employees:

- All visitors, accompanied by you or otherwise, must sign in at the first floor reception desk. Third floor visitors may wait for their contacts in the third floor reception area.
- You are required to wear your Photo Badge and Access Card at all times. Forget your badge? You can obtain a loaner from the first floor security desk.
- Contact Security immediately if your Photo Badge and/or Access Card is lost or stolen.
- Please notify Security of any expected visitors so that they can have a visitor tag ready (upon proof of identification).
- Nutrisystem Photo Badges and Access Cards are the property of Nutrisystem. Turn them in to Security or HR when access to the building is no longer needed.
- Use your own Access Card; don't tailgate the person in front of you. This helps identify who entered the building in cases of fire or other emergency.
- Security officers are authorized to ask for identification—so be ready to produce it.
- Notify Human Resources or Security of suspicious people or activity on the premises.
- Please do not use the fire/emergency exits to enter and exit the building in a non-emergency.
- Your Photo Access card will be audited by Security periodically; please make sure to have it with you when asked so that we can verify your access rights.

Dress For Success

Please remember to dress appropriately and follow our dress code. Our dress code is in the Employee Handbook and can be found on the ADP HR/Benefits Solution website.

Since our new building is our corporate headquarters, there will be times when we have visitors (investors, vendors, clients, spokespeople, etc.) touring the office. From time to time you may receive an email asking employees to follow guidelines for "Visitor Dress." Visitor Dress, also known as business casual, is defined as skirt with top (no t-shirts), dress, or slacks (no jeans or shorts) with collared top (no t-shirts). In general, business casual means dressing professionally yet relaxed. If you have any questions or concerns, please see your manager or an HR representative.

To Your Health!

- **Complex Fitness Center.** Once opened, the complex fitness center hours will be Monday through Friday, 7am to 6pm. You must sign in at the complex hub to get an access badge, and you must also sign a waiver prior to using the center.
- **Nutrisystem Fitness Center.** Once opened, the Nutrisystem Fitness Center will be available on the first floor within the Town Hall area. You must sign a waiver before using any equipment.
- **Multi-Functional Wellness Rooms.** You'll find these rooms on the first floor for uses such as fitness classes or wellness initiatives.
- **Walking and Biking Trail.** The trail can be found on Camp Hill Road, and runs along the back of the complex. A trail map is in the cafeteria.

Keep It Neat

- Please dispose of your trash and clean up after you use any of our amenities—that includes your desk.
- Please clean any spills in the pantry areas. Cleaning solutions, paper towels and sponges have been provided.
- Please note that boxes will not be removed unless otherwise marked as trash.
- The cleaners do not enter offices with closed doors so keep the door open if you'd like them cleaned. If you'd like your trash removed but prefer to keep your door closed, please place the can outside the office.
- If a restroom is in the process of being cleaned, please be courteous and use another restroom not currently occupied by the cleaning crew.
- Please do not bring in any live plants as these can attract insects.
- No pets are allowed (yes, this includes goldfish).

Conference & Training Rooms, and Call Center Etiquette

- Conference rooms are available on multiple floors, most complete with A/V. Please reserve rooms appropriate to your needs based upon the size of your group (example: do not reserve an 8+ capacity room for a two-person meeting).
- No food is permitted in the 2nd floor workstations, training rooms, conference rooms or 2nd floor office.
- Please clean up after your conference and/or training room meetings.

Love Your Neighbor

- Please treat others with respect and courtesy in the same manner in which you would expect to be treated by others.
- Introduce yourself to someone you don't yet know.
- Please be considerate to others' time and privacy while in their workstation or office.
- Voices carry; remember that you may be heard much farther than anticipated.
- Speakerphones should be used behind closed doors whenever possible.
- Please turn off cell phone ring tones and set your phone to silent/vibrate.
- Please pick up documents that you've printed—neatness and confidentiality count.
- Please personalize your space in a professional manner. Keep all accessories inside the workstation walls or offices.

Where There's Smoke...

Smoking is permitted in designated areas only. During regular hours (Monday through Friday, 7am to 6pm), please use the rear or opposite side of the complex security post; on weekends and after 6pm you may only smoke in the rear of the building near the complex hub.

Smoking is NOT PERMITTED in the following areas:

- The tables in the outside eating area
- Outside the employee entrance
- Along the Office Center Drive side of the building facing the parking area
- In or around the courtyard outside our main entrance
- In the parking area across the street from the employee entrance

Safety First

- In the event of an emergency, proceed to the nearest stairwell and closest evacuation zone. Remain outside until you are notified otherwise. Do not use the elevators. (For those unable to navigate the stairs, please proceed to the nearest area of refuge, located in the stairwells.)
- First aid kits are located in the various pantry areas and are marked with a first aid sign.