

WELCOME TO

NISSAN

SUNDERLAND

YOUR GUIDE TO SETTLING IN



HELLO AND WELCOME TO **NISSAN** SUNDERLAND

Take on your new challenge, with all the help and support you need!

Starting at Nissan Sunderland (NMUK) is an exciting challenge, full of possibilities, and there will be a lot to take in at first. This onboarding guide is packed full of information to help you understand your new company, our culture and where to go when you need support or have a query.

Your Line Manager/Supervisor will be your first point of contact and will support you in any way they can.

In the meantime, it's great to have you on board and we hope you enjoy your journey with us.

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HISTORY OF NISSAN SUNDERLAND (NMUK)



1984

Nissan and HM Government sign an agreement to build a car plant in the UK. Nissan Motor Manufacturing (UK) Ltd established.

1986

FIRST NISSAN BLUEBIRD FOR COMMERCIAL SALE PRODUCED AT SUNDERLAND.



1990

Production for Nissan Primera began, Bluebird ended.

1992

NMUK BECOMES A TWO-CAR PRODUCTION FACILITY WITH THE LAUNCH OF THE NISSAN MICRA.



1995

ONE MILLIONTH VEHICLE ROLLS OFF THE PRODUCTION LINE.

1999

MILLIONTH MICRA BUILT – the first Japanese manufacturer in Europe to reach this landmark. Millionth Primera also built.

2010

After 2.3 million cars, Micra ends production and is replaced by Juke.



2009

SUNDERLAND PLANT RECEIVES QUEEN'S AWARD FOR EXPORT.

2006

Note production begins and Almera production ends. Record-breaking Qashqai also goes into production.



2003

NMUK named the most productive car manufacturing plant in Europe, 7 years in a row.

2002

Production of new Micra begins.



2000

Plant becomes three-model production facility with the start of new Almera production.

2011

Sunderland plant produces its MILLIONTH QASHQAI and 6 millionth car, almost 25 years since production began.



2012

Record production year for the plant and the UK car industry – 510,572 UNITS.

2013

Production starts on Nissan LEAF, the world's first mass market electric vehicle.

2014

Launch of the Skills Foundation to promote careers in engineering and manufacturing within schools.



2015

Infiniti Q30 launches.



2016

Sunderland plant celebrates its 30th year of manufacturing.



2022

Nissan sees its electrified range increase with the launch of the Juke HEV and Qashqai e-POWER



2021

Sunderland plant launches the next generation Qashqai and Nissan announces a £1bn investment in the Sunderland plant - EV36Zero.

2020

The all-new Nissan Juke goes into production and the plant made vital PPE to help frontline workers.



2019

NMUK builds its 10 millionth car.

2017
NMUK PRODUCES ITS 9 MILLIONTH CAR.



The 5 values of the Nissan Way align our goals, while helping us work innovatively, transparently and with respect for ourselves and others.



To be really inclusive we need to start with being more human. Listen more, accept unconditionally and do not judge.

Small changes in attitude and approach can bring big changes in work relationships.

- Ashwani Gupta, COO

NISSAN WAY

Nissan Way sets out our company way of doing things, with the 5 values underpinning how we can work together to achieve success.

#1 ALWAYS THINK OF THE CUSTOMER

A meaningful understanding of customer needs is core to every function and employee at Nissan. It's important we spend time with colleagues considering what we would want or expect as a Nissan customer ourselves. By analysing data and insights we can better understand the value and impact our strategies and decisions will have for our customers, not just now but also in the future.

#2 SHOW FACTS, FACE REALITY

We are confident and capable in what we do and happy to discuss our work and our actions with colleagues. We have healthy conversations with management, supported by facts and we are not afraid to speak out if we feel unable to perform our role in an honest and effective manner. The more transparent we are about the reality of a situation, the better we are able to address any issues that may exist.

#3 BE ACCOUNTABLE, ACT PROACTIVELY

We take ownership of our actions and decisions, both as a professional individual and as a team. We empower ourselves to recognise what needs to be done instead of waiting for managers to tell us. We are confident and proactive in our approach to work and quick to support one another, celebrate our successes and pro-actively provide solutions to challenges.

#4 THINK OUTSIDE THE BOX

At Nissan we are empowered to think creatively, as we value the ability to find new and better ways of working that can deliver positive results. Even ideas that seem small can deliver significant benefits. We do not wait for something to go wrong, but instead challenge ourselves to think pro-actively, in different and diverse ways, to find the most innovative solutions.

#5 RESPECT OTHERS, RESPECT SOCIETY

We always treat our customers, colleagues and partners with respect and in the manner we would like to be treated ourselves. We are diverse and inclusive in our workforce and in the way we approach business. Understanding and adhering to compliance principles ensures we raise issues that need to be addressed and respond to them in a fair and unbiased way. We are honest and act with integrity as a member of society.

FUTURE OF NISSAN

EV36 ZERO

We are driving towards a more sustainable future, using our purpose, products and technology to deliver the future of mobility today.

For the past 20 years Nissan has been fully committed to raising environmental awareness and sustainability at the Sunderland plant. We have already seen 10 wind turbines installed on site that contribute 6.6MW power to the plant and a further 4.75MW generated from the current solar farm.

Today Nissan's vision for the future is brighter than ever with the launch of "Ambition 2030" alongside the announcement of the EV36Zero project and the company's journey to carbon neutrality.

AMBITION 2030

Nissan aims to become a truly sustainable company, driving towards a cleaner, safer, and more inclusive world. The vision supports Nissan's goal to be carbon neutral across the life cycle of its products by fiscal year 2050.

EV36ZERO

EV36Zero will transform Nissan Sunderland into a flagship EV hub, bringing together electric vehicles, renewable energy and battery production, and setting a blueprint for the future of the automotive industry.

The project brings together a new electric crossover for our plant, the Envision-AESC gigafactory, and the renewable electric microgrid.



EV36
ZERO



THE 3 PILLARS OF EV36ZERO

NEW GENERATION 100% ALL-ELECTRIC NISSAN CROSSOVER

- Building on Nissan's EV expertise and the worldwide success of the Nissan LEAF, Nissan is investing to produce a new-generation, all-electric crossover in the UK
- Promises next-generation vehicle styling, efficiency, and battery technology that makes the switch to electric driving even more accessible
- Merges Nissan's industry-leading EV heritage with its pioneering crossover capability
- All-electric crossover is designed for global markets - UK production

THE ENVISION-AESC GIGAFACTORY

- Nissan's long-standing battery partners, Envision-AESC, are investing in building a second gigafactory adjacent to the company's Sunderland plant on the International Advanced Manufacturing Park (IAMP)
- Envision-AESC currently supply batteries for the Nissan LEAF built in Sunderland
- Envision-AESC will now provide next-generation battery technology for Nissan vehicles

A 100% RENEWABLE ENERGY MICROGRID

- The microgrid offers an infrastructure project to be the first of its kind in the UK
- In total, the microgrid aims to reduce our carbon footprint by 55,000 tonnes per year, supporting Nissan's wider Ambition 2030 Carbon reduction programme

WHAT'S PLANNED NEXT?

- Installing the first of a potential 10 additional solar farms, generating 20MW to double the amount of renewable electricity generated at Nissan's Sunderland plant to 20% of the plant's needs (that's enough to build every 100% electric Nissan LEAF sold in Europe)
- An initial £1 bn investment from Nissan and its partners in future electric vehicle manufacturing

WHAT CAN I DO TO HELP NISSAN BE MORE SUSTAINABLE?

- Report any noticeable emissions or odours
- Turn off all lights, facilities and equipment when leaving the buildings or not in use
- Report compressed air leaks
- Support waste reduction by preventing damage through appropriate storage and handling as well as repairing, reusing and recycling whenever possible

For more information on how you can support, please speak to your Shop Environmental Group (SEG), view the shop environmental boards or ask your Line Manager for ways to help contribute to our current plans

NMUK SITE MAP

Nissan Sunderland is a 362,000m2 site of world-leading manufacturing excellence. Here is a handy map to help you get around.



YOUR FIRST WEEKS AT NISSAN

The history of the business, the plant, our culture and philosophy









All manufacturing staff will be enrolled onto a training course at NA College for the remainder of the induction period

Your introduction to Nissan Sunderland - An opportunity to learn about your new workplace


An introduction to our plant's safety rules, policies and procedures


Indirect employees will have a production line experience within 3 months

Day 1 & 2


  NISSAN ONBOARD	  NISSAN INTRODUCTION, HISTORY AND VALUES
  THINK SAFETY	  PLANT TOUR


Day 3

 ENROLMENT ONTO YOUR PRODUCTION TRAINING & QUALIFICATION


 INTRODUCTION TO DEPARTMENT WORKING

Day 4


 TRAINING QUALIFICATION AT NA COLLEGE

 OFFICE WORKING BEGINS. GOOD LUCK!


Day 5

 TRAINING QUALIFICATION AT NA COLLEGE


Day 6


 TRAINING QUALIFICATION AT NA COLLEGE

Day 7


 TRAINING QUALIFICATION AT NA COLLEGE


Day 8


 (AM) TRAINING QUALIFICATION AT NA COLLEGE

 (PM) SHOP/ DEPARTMENT ONBOARDING AT NISSAN SUNDERLAND

Day 9 & 10

 SHOP INDUCTION AND INTRO TO PRODUCTION. YOUR FIRST DAYS ON THE JOB! GOOD LUCK!

 Office-based staff

 Production staff

QUALIFICATIONS

(Production Staff Only)

Learning and development opportunities are available from day one here at Nissan. As part of our manufacturing team, you will be supported to achieve real qualifications that will stay with you for life.

The results of your functional skills test (during your recruitment assessment) were used to identify your development pathway and you will now be enrolled onto either the LMO Adult Apprenticeship or the L2 Applying Business Improvement Techniques training course.

LEAN MANUFACTURING OPERATIVE (LMO) ADULT APPRENTICESHIP

OVERVIEW

This qualification covers the knowledge and understanding of manufacturing practices and processes required for your career in production. It will prepare you to both perform in your role and to progress and develop within the organisation.

Through this qualification you will receive a Level 2 Diploma in Manufacturing. It takes a hands-on approach, with the majority of your learning done 'on-the-job' in your daily working life.

LEARNING OUTCOMES

- Health and Safety within a manufacturing environment
- Communicating and working effectively within a manufacturing environment
- Working relationships and individual roles & responsibilities within a manufacturing environment
- Application of workplace organisation
- Work-related problem-solving techniques
- Preparing for, controlling & concluding manufacturing operations

DELIVERY MODEL

- When you start work, your professional learning & development on the job will all be credited towards your qualification
- You will be supported by a work coach, who will be based at Nissan and will provide your ongoing training
- You will attend NA College for 2 days around weeks 12 and 36 to complete improvement activity and knowledge assessments
- Your End Point Assessment will take place at the end of your training period, around month 12 – 15. You will be supported through this by your work coach
- You will be released for half a day to prepare for your End Point Assessment

LEVEL 2 APPLYING BUSINESS IMPROVEMENT TECHNIQUES

OVERVIEW

This programme focuses on the knowledge and skills associated with lean business improvement principles. The qualification will kick start your career at Nissan.

Using practical skills to demonstrate understanding, you will achieve the qualification upon successful completion of 7 mandatory units. You will engage in learning that is relevant to you and will have opportunities to develop a range of skills and techniques, personal skills and attributes essential for successful performance in working life.

You will gain the knowledge, understanding and skills that you need to work effectively and progress. You will practice hand skills to prepare you for working in the manufacturing sector and gain confidence with your knowledge of Business Improvement Techniques.

LEARNING OUTCOMES

- Unit 1: Contributing to safe team working
- Unit 2: Contributing to effective team working
- Unit 3: Contributing to the application of workplace organisation
- Unit 4: Contributing to the application of continuous improvement (Kaizen)
- Unit 5: Contributing to the application of visual management
- Unit 6: Contributing to the application of problem solving
- Unit 7: Contributing to the application of flow process analysis

DELIVERY MODEL

You will attend NA College for 5.5 days prior to starting your Nissan manufacturing duties. During this time you will complete your Business Improvement Techniques qualification.



Head of Manufacturing Qualifications, NA College

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Location

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NA College
www.nacollege.ac.uk

WHAT WILL I BE DOING AS PART OF MY ROLE?

OVERVIEW

This section outlines which type of activities you will be undertaking as part of your new role at Nissan. It includes key roles and responsibilities within the different employment functions found at Nissan: Direct, Semi-Direct and Indirect.

DIRECT

Direct roles typically include those found in production, such as manufacturing staff.

SEMI-DIRECT

Semi-direct roles are those with cross-over between office and production environments, such as QA and maintenance technicians.

INDIRECT

Indirect employees are classified as those working in office environments.



DIRECT

TRIM AND CHASSIS 1 & 2

Trim & Chassis is when the painted body becomes a car.

The name of the shop describes what takes place there:

- **Trim** fits parts to the painted body shell, such as body harness, carpet, cockpit module, interior trim and glazing
- **Chassis** fits parts to the trimmed body, such as suspension, engine and wheels, as well as filling the car with fluids

Joining us as a manufacturing employee gives you the opportunity to develop skills in Lean Manufacturing techniques and Workshop Controls, as well as increasing your own personal dexterity while fitting key parts to the car. These skills go hand-in-hand with automation in the shop, which ultimately gives you a finished car ready for the customer.

WHAT WILL YOU BE DOING?

Your responsibilities will be dependent on the section of Trim & Chassis to which you are assigned, but include:

- Processing of the car through various assembly stations within the shop
- Inspecting and processing of finished cars
- Parts kitting & sequence
- Self assurance of own work and quality checks
- Suggesting ideas and improvements to our process



DIRECT

UNIT ASSEMBLY

Unit Assembly is the manufacturing of an engine from scratch, incorporating headline, bareline, mainline assembly processes and a final hot testing stage to confirm the quality conformance of the engine. Joining us as manufacturing staff gives you the opportunity to develop in a number of manual skills that support our balance between automation and highly-skilled teams.

WHAT WILL YOU BE DOING?

Your responsibilities will be dependent on the section of Unit Assembly to which you are assigned, but include:

- Processing engines through various assembly processes
- Inspecting engines to ensure that they are high quality
- Parts kitting to sequence
- Hot testing of engines
- Carrying out Total Production Maintenance (TPM) tasks

DIRECT UNIT MACHINING

In Unit Machining we have 2 separate machining lines, producing 6 different variants of cylinder heads. These parts are either used in Unit Assembly or shipped to Renault and Dacia. These are both complex and precision products that require constant quality checks to ensure the product reaches the customer in the highest quality.

WHAT WILL YOU BE DOING?

Your responsibilities will include a variety of quality checks and result interrogation, feeding back concerns to the relevant departments. These will include:

- Using a number of different Co-ordinate Measurement Machines (CMM) for dimensional checks
- Part cleanliness checks using a PALL Wash and Microscope for analysis
- Measuring surface finish of cylinder head features using Mitutoyo R.a gauges
- Prioritising part measurement to minimise production losses during breakdowns
- Working closely with other departments so any concerns identified can be rectified
- Carrying out Total Production Maintenance (TPM) tasks



DIRECT PRESS, PLASTICS, ED AND BATTERY

The Press business unit is a very diverse manufacturing shop, which ranges from metal raw material coming into the shop, to being cut and pressed into all body panels to supply the Body Shop. We also have an injection moulding zone, which supplies injection-moulded bumpers direct to bumper paint. Alongside supporting the current model vehicle build we have a small painting process which ED (Electrophoretic deposition) coats service panels to the aftermarket. We have a battery assembly process that supplies directly to trim and chassis.

WHAT WILL YOU BE DOING?

Your responsibilities will be dependant on the section of Press to which you are assigned, but include:

- Using a number of different Co-ordinate Measurement Machines (CMM) for dimensional checks
- Operating presses to achieve output and quality panels or bumpers
- Inspection of components in all areas (key focus across the shop)
- Potential of forklift operations across the areas
- Carrying out TPM tasks and kaizen-type activity once trained
- Assembly type manufacturing in the battery plant
- Maintaining quality painted parts throughout the ED process



DIRECT UNIT AXLES

Unit Axles is the manufacturing of front and rear axle/suspension parts from pressed child parts. The parts go through welding, painting and then finally bush pressing before shipment to vehicle assembly.

WHAT WILL YOU BE DOING?

Your responsibilities will be dependent on the section of Unit Axles to which you are assigned, but include:

- Loading/setting child parts into jigs/fixtures
- Quality checking both in line and offline
- Material handling/movement of parts and stock control
- Training and development of staff
- Carrying out Total Production Maintenance (TPM) tasks



DIRECT PAINT SHOP

Paint shop provides some key operations to the vehicle manufacturing process to complete the overall look of the vehicle body. These processes include: anti-corrosion coatings, sealants to guarantee water tightness and spraying operations, delivered by an innovative mix of automation and a highly-skilled team.

WHAT WILL YOU BE DOING?

Your role will be dependent on the section of the Paint shop to which you are assigned, but will include:

- Sealant and anti-corrosion application
- Vehicle and bumper paint spraying
- Robot programming and robot quality activities
- Masking process to create a two-tone finish
- Paint/Bumper final inspection
- Paint refinish and repair
- Managing and maintaining your own work station, tools, jigs and elements of the facility



DIRECT CASTINGS

Castings at Nissan Sunderland is fundamentally a foundry. Using raw materials, sand and aluminium, we produce aluminium cylinder heads for Nissan and Renault. We mix the sand with a resin to create a solid-shaped sand core, then melt aluminium at 750°C and pour it into the casting furnace, which creates an aluminium cylinder head. The sand is removed and the cylinder head then is prepared for our customer, Unit Machining.

WHAT WILL YOU BE DOING?

There are 4 key activities you will undertake in this process:

- Core Making – Making of the sand core
- Melting – Melting of the aluminium ingot
- Casting – The forming of the cylinder head
- Finishing – Removal of the sand core pack and first-stage dressing of the cylinder head

DIRECT BODY SHOP

Body shop is a mainline shop, receiving the pressed metal panels from press shop and manufacturing the vehicle body at pre-paint stage. Sub-assembly lines feed automated mainlines, which directly supply a manual metal line fitting cover parts. Body shop has 96% automated welding, with the new Qashqai having 100% automated welding.

WHAT WILL YOU BE DOING?

Your responsibilities will depend on the section of Body shop to which you are assigned, but will include:

- Parts Load
- Parts Fit
- Quality Confirmation
- Inspection
- Robot Programming
- Metal Repair

SEMI-DIRECT NISSAN DISTRIBUTION SERVICES (NDS) MARSHALLING – WASHINGTON / PORT OF TYNE

NDS Marshalling is a fast-paced environment where the completed vehicle is passed from the plant Manufacturing to our team for management of international distribution and logistics. Based at the plant and the Port of Tyne, no 2 days will be the same contributing to the efficient delivery of vehicles to our global customers - we are the final step in the process before a vehicle reaches Global Alliance customers.

WHAT WILL YOU BE DOING?

Your daily duties will include:

- Transfer of vehicles
- Battery management
- Haulier interaction
- Quality overchecks
- European Vehicle Logistics system operations
- Vehicle inspection
- Vehicle enhancement
- Suggesting improvement ideas and implementation



SEMI-DIRECT

PARTS QUALITY ASSURANCE (PQA)

The core function of the Parts Quality Assurance (PQA) department is to ensure total customer satisfaction to internal and external customers. You will receive training on PQA's high technology equipment, alongside a suite of internal and external training opportunities.

WHAT WILL YOU BE DOING?

Your responsibilities will vary depending on the area in PQA to which you are assigned, but will include:

- Concern containment
- Supporting Right First Time Production
- Plant Equipment Management
- Reworking to adopt Early Design Change
- Non-Conformance Management



SEMI-DIRECT

VEHICLE QUALITY ASSURANCE (VQA)

Vehicle Quality Assurance (VQA) is mainly involved in the confirmation of the final vehicle quality after the production process. This involves a series of visual and functionality checks to confirm the vehicles meet design intent prior to release to the sales network. Areas within the VQA department include Tester Line, OK Line, Road Test, Vehicle Test, Engine Test and Emissions Test.

WHAT WILL YOU BE DOING?

- Confirming the vehicle systems function correctly with the aid of facilities
- Static final visual inspection and specification checks
- Dynamic evaluation of the vehicles on a test track
- Working within the production process, carrying out quality confirmation checks
- Emissions testing
- Engine testing



SEMI-DIRECT FACILITY MAINTENANCE

The Facility Maintenance department's key responsibility is to maintain the plant and equipment to prevent failure and improve manufacturing performance, through utilisation of maintenance techniques and application of Global Management Best Practice (GMR).

WHAT WILL YOU BE DOING?

Your main responsibilities working in Facility Maintenance are:

- Maintaining a safe plant within legislative standards
- Performing basic maintenance and servicing of production equipment
- Maintaining an effective plant to deliver business targets and products for our customers
- Utilising planned and predictive maintenance methodologies such as PPM, PdM and CBM
- Providing rapid response and resolution of equipment failures, breakdowns and plant stoppages
- Investigating equipment failures with identification of root cause and reoccurrence prevention
- Developing and using analytics tools to improve plant performance
- Confirming new plant and equipment meets expected standards to support future performance

SEMI-DIRECT MATERIAL HANDLING

Material Handling is an important function within the business, working hand-in-hand with both production control and the production department to ensure parts arrive line-side at the correct quality level and the right time. Employees are fully trained in a variety of our core roles such as goods receiving, parts sequencing, parts kitting, sub-assemblies and linefeed.

WHAT WILL YOU BE DOING?

Your responsibilities will depend on the section of Material Handling to which you are assigned but will include:

- Parts Receipt to plant (Forklift Driving)
- Parts delivery to point of fit (Tow Tractor Driving)
- Parts kitting & sequence
- Stock management
- Quality checks
- Area housekeeping
- New model preparation
- Zone Improvements



SEMI-DIRECT DIE MAINTENANCE

Die Maintenance departments are responsible for the maintenance of stamping, casting and injection tools across the plant. This tooling supports the manufacturing of parts across the vehicles built at Nissan Sunderland. Die Maintenance ensure the quality and dimensional accuracy of the parts produced and have a major impact on the quality of the final vehicle.

Joining Die Maintenance as either an apprentice or technician will give you the opportunity to develop a wide variety of maintenance and toolmaking mechanical skills. These include CAD/CAM, machining, fitting, and welding. You will be working alongside a team of highly-skilled technicians.

WHAT WILL YOU BE DOING?

Your responsibilities will vary greatly within a department with many diverse and bespoke skills. These include:

- Breakdown call-out and recovery
- Planned Preventative Maintenance (PPM)
- Tooling design changes
- Mechanical skills including hand fitting and welding (MMA, TIG & MIG)
- Machining including 3 & 5 axis CNC milling
- CNC programming
- CAD/CAM
- Using simulation software
- Problem solving
- Tooling Try-out

INDIRECT HYPERCOMP

Hypercomp is a team developed to support the Shape Sunderland challenge to deliver 100% kitting within T&C shops.

The advantages of kitting systems are:

- Removes NVA (None Value Added) work from both the Production and Material Handling process
- Improves plant flows by bringing kit systems closer to the Receiving areas
- Allows inventory reduction on site
- Improves pedestrian safety by minimising manual delivery
- Improves 5S and operator mindset
- Makes multi-model complexity easier to manage

WHAT WILL YOU BE DOING?

- Developing a Master schedule for both T&C shops
- Data collection for all new and optimised Kitting systems
- Individual kit planning and communication with the customer
- Space clearance and allocating kit systems to the right place to reduce NVA
- New kit and current kit installation and optimisation
- Kit box design and AGV build
- Delivery quality control



INDIRECT SUPPLY CHAIN MANAGEMENT

As part of our Supply Chain Management function, you will be part of the team that ensures successful plant operations through effective management of global supplies. You will operate in a highly-diverse, multi-dimensional division, covering logistics, inventory control, project management and supplier relationship management.

WHAT WILL YOU BE DOING?

We are an integral part of Nissan and are responsible for getting the right parts and vehicles to the right place at the right time and for the right cost. There are a variety of roles available within the SCM function:

- Production Planning: working with internal production shops to schedule their production, and interface with the Sales & Marketing team to understand customer demand
- Parts Control: managing the inbound supply of components from a global supply base while maintaining lean inventory levels
- Design Change Control: working as an interface between the Design team and the manufacturing plant to ensure the smooth introduction of material changes
- Inbound Logistics: liaising daily with logistics providers to design and engineer innovative and cost-effective global logistics solutions



INDIRECT HUMAN RESOURCES

HR is a key function within the business, working hand-in-hand with all departments to attract, develop and engage a Nissan workforce with the correct skills and people to continue our world-class operations. Joining us in the HR department, you'll gain exposure to a wide range of roles and have opportunities to influence Nissan on a European and global scale. Areas within our HR department include Talent Acquisition, Employee Relations, Health & Safety, Payroll Pensions, Planning, L&D, Talent Development and Contracts.

WHAT WILL YOU BE DOING?

Your responsibilities will be dependent on the section of Human Resources in which you will be working. These may include:

- Ensuring Nissan Sunderland is a safe place to work
- Employee support, advice and guidance
- Internal and external recruitment
- Training course development and delivery
- Apprenticeship scheme support and management
- Talent Acquisition and Management (inc. Graduate and Industrial Placements)
- Managing HR and Nissan Sunderland contracts and services
- Projects, strategy and planning
- Employee engagement and reward initiatives



INDIRECT ENGINEERING

Engineering is a core function within the business, involved in the early stages of the product development to ensure the manufacturability of the design of new products. Once the design of the product is agreed, we work out required processes and facility to implement the new model into our existing production lines. Joining us in the Engineering department, you'll gain exposure to a wide range of roles and have opportunities to influence Nissan on a European and global scale. Areas within our Engineering department include Process Planning, Facility Management, Quality Engineering, Industrial Engineering, Construction and Services, Environmental Management, and Digital Innovation.

WHAT WILL YOU BE DOING?

Your responsibilities will be dependent on the section of Engineering department in which you will be working. These may include:

- Vehicle and powertrain production process and facility design
- Design change adoption
- New facility installation and commissioning
- OEE/Volume delivery
- Conformity of Production, ISO 9001 Auditing, Supplier Quality Assurance
- Technical support to Production and Maintenance
- Support shop safety and ensure facility compliance with legislation
- Productivity improvement through shop floor study and analysis (inc. process flow optimisation and process automation)
- Data Science and Digital Innovation
- Energy management
- Construction management
- Environmental system management and compliance



INDIRECT

INFORMATION SYSTEMS DEPARTMENT

The Information Systems Department (ISD) is a key area of the Nissan Sunderland business. You will be part of an exciting organisation that ensures continuity of systems. From fixing laptops to maintaining R&D systems, our department is at the forefront of breakthrough IS technologies and development techniques. We go beyond the factory, with specialisations in other areas too, such as regional Information/Operational Security, Helpdesk, Governance, IT Operations, Market & Sales, After Sales, Finance & Administration.

WHAT WILL YOU BE DOING?

Your responsibilities will be dependent on the section of ISD in which you will be working. These may include:

- Reacting to and troubleshooting complex technical issues
- Business analysis - turning requirements into real world technical solutions
- Project management of small to large and complex enhancements or new system implementation
- Managing on shore/off shore vendors to support systems changes or new implementations
- Software design and development (Agile, Waterfall)
- Technical infrastructure design and implementation (servers/networks)
- Ensuring ongoing security safeguards and controls are in place and effective
- IS Systems and IT Infrastructure roadmap, strategy and planning



INDIRECT

PURCHASING

Nissan has UK-based Purchasing offices located at the R&D Technical Centre in Cranfield (Near Milton Keynes) and at our Sunderland plant. Across these 2 sites we purchase parts and materials required to build our cars, plus indirect purchases such as machinery and services. We also have key Project, Vendor Tooling, Supplier Quality and Planning and Control sections.

WHAT WILL YOU BE DOING?

Working in the Purchasing department is as fast-paced and diverse as you would expect at a global automotive organisation. Your responsibilities will include:

- Working directly with our suppliers, along with internal stakeholders throughout the business
- Ensuring parts and services are sourced with the highest levels of quality
- Ensuring the best cost through the life of the part, product or service

INDIRECT

FINANCE

The Finance Department plays a key role within the business. The goal of the Finance function is to measure and monitor the financial health of the various entities within Nissan Europe. The Finance department monitor critical metrics and trends, providing this data to senior leadership.

By working in the Finance Department, you will contribute to Nissan's decision-making process, working closely with our cross-functional partners in the manufacturing plant.

Due to the size and scope of Sunderland plant, the Finance Department is split into sections which have specific roles.

WHAT WILL YOU BE DOING?

Your responsibilities will be dependent on the section of Finance in which you will be working. These may include:

- Core Accounting - Preparation and management of statutory accounts for all UK entities, as well as the reporting of company performance to Nissan Europe and Nissan Global; UK treasury operations; Liaising and co-ordination with external auditors; Technical accounting
- Operational Support - Working with operational management so they understand their performance and spend, support and challenge delivery of cost reduction, ensure achievement of budgets; management of plant assets; management accounting
- Vehicle Costing - Ensure accurate costing of current models and products to ensure accurate profitability analysis; providing data and analysis to support cost submissions for new model allocations
- Tax and Customs - Ensure compliance with UK Tax and Customs regulations, provide analysis and initiatives to improve business performance in these areas
- Corporate Governance - Company secretarial and compliance support for all UK-based entities
- Regional Manufacturing Finance team - Regional Management Reporting: consolidation and analysis of Functional Performance across Europe Purchasing, Logistics, R&D, Plant Costs and Capex

WAYS WE COMMUNICATE WITH YOU



The plant has a dedicated Communications team that ensure you receive the information you need as a Nissan employee

START-OF-SHIFT COMMUNICATIONS

Every week your Supervisor/Line Manager will deliver your start-of-shift pack, which features news from across the plant on health and safety, manufacturing and innovation.

MONTHLY BUSINESS NEWS

Every month you will receive an update about what's going on in the business, both nationally and internationally.

COMMUNICATION NOTICE BOARDS

Across the plant there are numerous notice boards, which display key information and any available progression opportunities.

NISSAN INSIDER

Nissan Insider is a news app for Nissan employees. Nissan Insider brings the best of European and local Nissan news to your fingertips – from executive viewpoints to brand and product updates or even your weekly canteen menu, it's all there, waiting for you to enjoy.

HOW CAN I ACCESS IT?

You will be able to download the app once you've completed your first month of employment. Simply search for Nissan Insider in the Apple or Google Play Store.

IF YOU DO NOT HAVE A NISSAN EMAIL:

When opening the app for the first time, click on the **'I do not have a Nissan email'** button, after which you will be prompted to put in a company code. The code is: **Insider2016**.

Once you have inputted the code, you will be prompted to input your Name, Last Name, and SAP/Workday Number.

IF YOU HAVE A NISSAN EMAIL:

Use your UK number and the password you use to log into your PC. If you have any issues logging in please email **NissanEuropeNews@nissan-europe.com** or contact the Nissan Sunderland Communications team on **Ext. 2815**

ACCESS THE NISSAN INSIDER APP HERE!

 **GOOGLE PLAY**



 **APP STORE**



NMUK HEALTH AND SAFETY

10 Mandatory Rules

Health and Safety controls are essential in our workplace. They help us all to work safely and support our wellbeing.

These rule groups fully integrate into our existing Health and Safety arrangements, so you must ensure you understand them. We expect every person on site to uphold these rules and behaviours in the spirit with which they are written.

Let's keep Nissan Sunderland a safe place to work

THINK SAFETY!



TAKE A MINUTE

10 MANDATORY RULES

1. COMPLY WITH 5S STANDARDS AND BEHAVIOURS

2. PREVENT RISKS WHEN WORKING WITH MACHINERY AND EQUIPMENT

3. PREVENT RISKS FROM MACHINERY AND EQUIPMENT

4. PREVENT RISKS RELATED TO PEDESTRIANS AND TRAFFIC

5. PREVENT RISKS FROM HANDLING AND STORAGE

6. PREVENT RISKS FROM HAZARDOUS SUBSTANCES AND ENVIRONMENT

7. PREVENT RISKS FROM ALL ACTIVITIES

8. COMPLY WITH PPE STANDARDS AND BEHAVIOURS

9. PREVENT ERGONOMIC CONCERNS

**10. COMPLY WITH HEALTH AND SAFETY MANAGEMENT
AND ACCIDENT AND EMERGENCY PROTOCOLS**

THE COMPANY COUNCIL AND UNITE THE UNION AT NISSAN

THE COMPANY COUNCIL

The Company Council was established in order to promote effective communication and harmonious relations between the company, its employees and the Union. Coco represent all staff.

UNITE THE UNION

Unite is the largest trade union in the UK and Ireland, with members across the private, public and voluntary sectors including manufacturing, public services, transport, food, finance and construction. We are proud to support all Unite members working at Nissan Sunderland and always welcome new employees into The Union.



BECOME A MEMBER

To join the Union please ask for an application form during your induction, telephone Unite on **01642 242 314** or visit the website; <https://www.unitetheunion.org/>

You are protected and become a member from day 1 if you complete your application form.

STRUCTURE

- Stewards are elected by our members covering all areas of the plant, they are highly trained to support and represent you and have full access to Unite legal support as well as local and national officers
- They are there to help, advise and support members



BENEFITS OF COMPANY COUNCIL AND UNITE

- Representing employees at a company level
- Supporting employees in compensation, benefits, negotiations
- Representation in grievance, disciplinary and medical meetings
- Free legal representation and advice
- Entry into monthly cash prize draws
- Union Energy discounted supplies

ACCESSING YOUR NISSAN PAYSLIP

Here at Nissan you can easily access your payslip online using the SDWorx website.

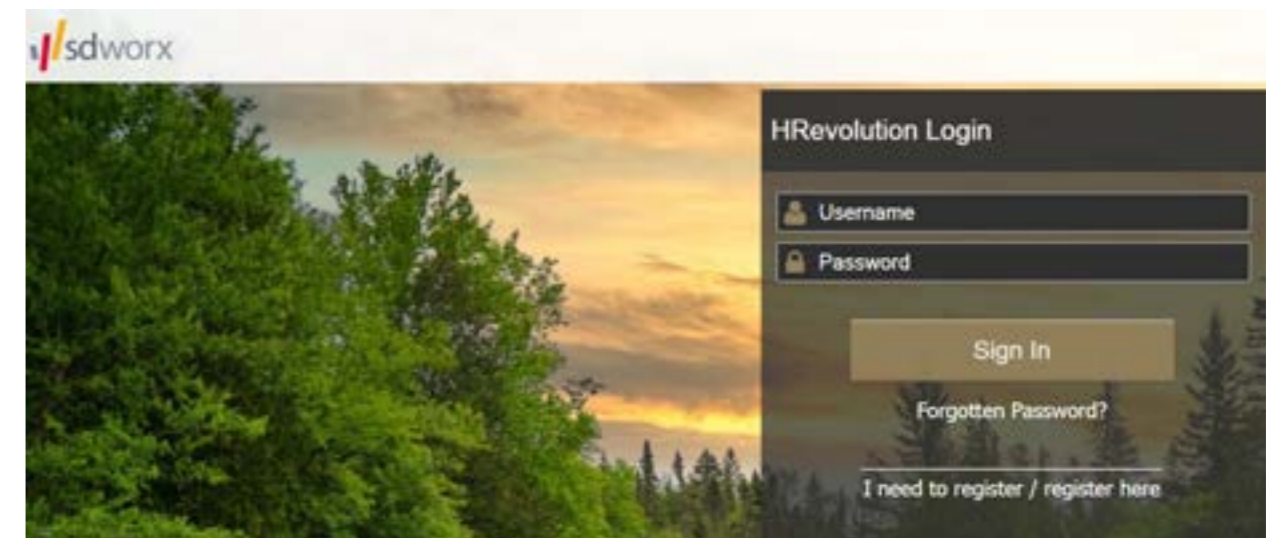
To register you will need your Bank Sort Code and Account Number (These must match the details you provided during your induction.)

As a new starter you will need to wait until your first pay day before you can register for online payslips. This is typically the 25th of the month that you start employment (depending on payroll cut-off) unless the 25th falls on a weekend, in which case this will be brought forward to the immediate Friday before.



Follow the below steps to register for your online payslip:

1. Visit <http://bit.ly/2GHuDE0> or use the QR code to the right
2. Select 'I need to register/register here'
3. Complete steps 1-4, using the email you used for your employee set-up
4. Use company code 4368 when prompted



WORKDAY

WHAT IS IT?

Workday is an HR system that holds employee personal and work related information. You can use it to:

- View your working hours overtime & holidays
- Apply for jobs
- Change your personal information (address, contact details etc.)
- View your work schedule



ACCESS WORKDAY HERE

GOOGLE PLAY



APP STORE



WEBSITE VERSION



OPTION 1: THE MOBILE APP

From an IOS (iPhone) open the App Store and select the Workday App or from an Android Phone open Google Play store and select the Workday app. When downloading the app you will need to read and accept the terms and conditions.

When asked 'What Company do you work for?' enter **alliance** and click the arrow.

Credentials

User Name - Workday Number (also known as sap number)

Password - If you have not logged into Workday before please contact the GPS team for a password reset.

OPTION 2 DESKTOP USERS

1. Go to: <https://wd3.myworkday.com/wday/authgwy/alliance/login.html?returnTo=/alliance/d/home.html> via the link on Nissan WIN Intranet
2. Click on Workday@Nissan (NE) at the top of the drop-down list
3. Your single sign-on ACE Token Log-in should take you straight there
4. If your ACE Token Log-in does not work, enter your UK number as your username (UKX number for contractors) and your normal PC log-in password as your password

ENGAGE OUR NISSAN

Engage Our Nissan is our strategy to build a proud and engaged workforce, delivering high performance as a plant

Each pillar has a cross-functional team who collaborate to enhance working life at Nissan.

If you would like to get involved with one of the pillars please speak to your Line Manager.



LEADERSHIP

Developing strong, dynamic and inspirational leaders, who are transparent, accountable and in tune with the modern workplace.

COMMUNICATION/DIGITALISATION

Providing clear, relevant communication, building a two-way conversation.

EMPLOYEE EXPERIENCE

Enhancing the journey for everyone.

WORKPLACE ENVIRONMENT

Providing a safe and refreshed working environment, agile to latest conditions and technology.

NISSAN WAY

Nissan Way is a set of common values at the root of all decisions and actions by all Nissan people, and is the foundation of the Nissan corporate culture.

HEALTH & WELLBEING

Enhancing your health and wellbeing both at work and home, to ensure we are all the best version of ourselves.

CORPORATE SOCIAL RESPONSIBILITY

Supporting activities with the local community and playing our part in building a zero carbon future.

EMPLOYEE BENEFITS



THE NISSAN RETIREMENT CHOICES PLAN.

The Nissan Retirement Choices Plan ("The Plan") is a Personal Pension Plan administered by Scottish Widows.

Employees are automatically enrolled into the Plan on completion of 3 months' service (subject to meeting legal requirement). You can ask to join the scheme before you complete 3 months of service.

Minimum contribution level guidelines are determined by the Government (currently 3%). The company doubles your contribution to set levels, which depend on your length of service. You can decide how the money in your Pension Plan is invested, and are able to select from a range of different investment funds directly with Scottish Widows.

Scottish Widows - Contact Number: 0800 032 1260

Website: <https://www.scottishwidows.co.uk/save/nissan/>

GYM MEMBERSHIP

There are 2 gyms on-site; one is located below the main canteen and costs £2 a month. You can join this via the Nissan Select website;

<https://secure.nissan-selectbenefits.co.uk/login.php>

The other gym is located at the Sports & Social Club and costs £3 a month. You can join this by visiting the Sports & Social Club and completing a form. Your family members can also join by visiting the gym and completing a form, for which the monthly cost will be deducted from your wage.

PRIVATE HEALTHCARE

As a Nissan employee, you are eligible to receive private medical care through our scheme with AXA PPP Healthcare Trust. However, all memberships do attract a slightly higher tax contribution as PPP is classed as a taxable benefit from HMRC and is therefore reported on your P11D benefits in kind. As a benefit in kind, there may be deduction from your pay, depending on the level of cover that you have (breakdown shown below).

Single Cover - **Free**

Married Cover- **£23**

Single Parent Cover - **£17**

Family Cover - **£34.50**

EMPLOYEE WELLBEING

THE MEDICAL CENTRE

Another benefit of being an employee of Nissan is that you have access to our Medical Centre, which is open from 7am Monday until 11pm Friday, providing 24-hour nurse cover.

TREATMENT

We operate an 'open door' policy, where any member of on-site staff can attend the Medical Centre for treatment and advice. In normal circumstances, you are expected to notify your Line Manager/Supervisor before you leave your place of work when reporting work- or home-related injuries or illnesses.

In the Medical Centre, we have a professional team ready to support your needs, including:

- Occupational Health Doctors
- Senior Nurse
- Nursing Officers
- Physiotherapists

The team are not only here to support if you have an injury or illness, but also work closely with Production/Engineering to ensure all roles are safe to undertake.

SCREENING AND HEALTH CHECKS

All employees will undergo a pre-employment medical screening. You may also be required to attend the Medical Centre for regular health check-ups, which will be determined by your working environment and current H&S legislation. Voluntary health checks and advice on your general health are also available at the Medical Centre.

PHYSIOTHERAPY

The Physiotherapy department is situated within the Medical Centre and has 3 full time physiotherapists and a technical instructor. These facilities provide education, treatment and rehabilitation for muscle or skeletal problems.

USEFUL TELEPHONE NUMBERS

Treatment Room - 0191 415 2507

Secretary/Admin - 0191 415 2174

Senior Occupational Health Nurse - 0191 415 2018

Physiotherapy Department - 0191 415 2866

Emergency - 0191 332 3333

EMPLOYEE WELLBEING



MAN HEALTH

Man Health offer peer support groups facilitated by men with a lived experience of mental ill-health. Sessions are available across the North East, including:

Washington Millennium Centre

Every Wednesday 6-8pm

Sponsored by Nissan Sunderland Plant

More Men's Mental Health Support Available:
www.manhealth.org.uk / Tel: 01388 320 023



BEN - SUPPORT FOR LIFE

BEN is an automotive industry charity, providing support for life for both employees AND their family dependents.

A dependent is someone who depends on you financially - this could be a spouse, partner, child, grandchild, parent or someone who depends on you for care.

HOW DO THEY HELP?

BEN provides free and confidential online self help; face-to-face support and telephone helpline services.

This includes:

- Tips and advice on various wellbeing topics
- Information, advice and guidance
- The "Silvercloud" mental health platform
- Life coaching
- Referral to specialists for counselling or assistance
- Telephone and face-to-face counselling
- Financial and mental health support
- Benefits counselling
- Talking and other therapies
- Welfare grants

HOW TO CONTACT THEM

Visit: www.ben.org.uk

Call: 08081 311 333

Mai: supportservices@ben.org.uk



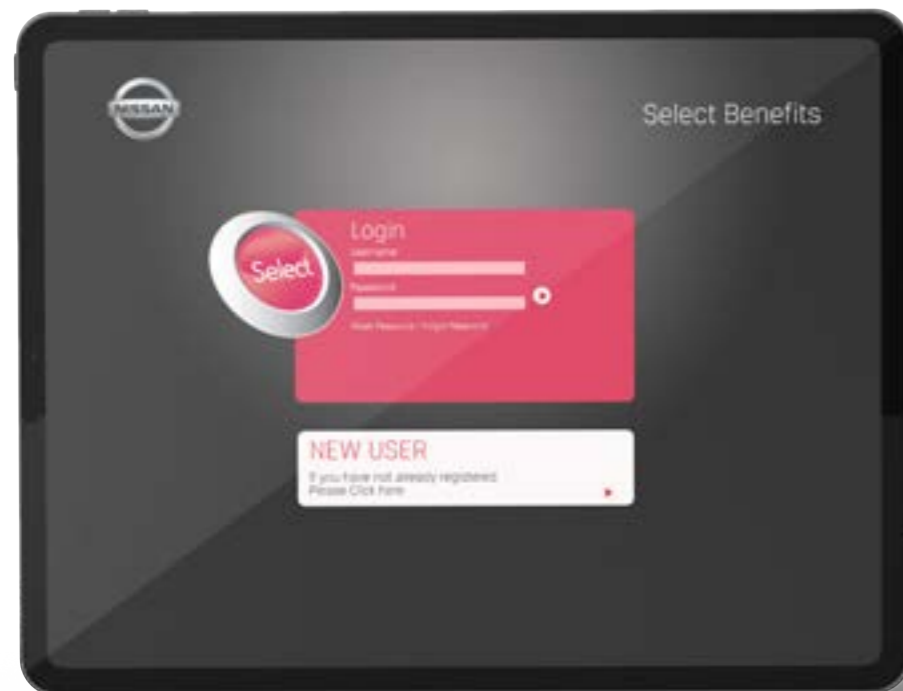
NISSAN SELECT BENEFITS

WHAT IS IT?

Nissan Select is a website where you can find details of company benefits, rewards, offers, draws and memberships.

WHAT CAN I DO ON NISSAN SELECT BENEFITS?

- View special offers and discounts available to you as an employee
- Sign up to the Nissan Lift Sharing Scheme
- Learn about the facilities (such as the gym) and events at Nissan Sports & Social Club
- Enter car and holiday draws and view results
- Join the onsite gym
- Learn about SMART schemes including Cycle to Work
- Volunteering opportunities
- Join summer/winter savings schemes
- View your P11D summary for expenses

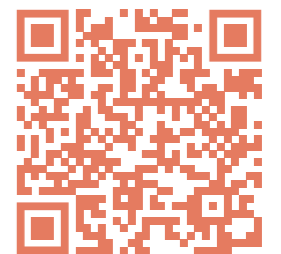


HOW DO I ACCESS IT?

You'll need to log in to the Select Benefits website

ACCESS THE NISSAN SELECT BENEFITS WEBSITE HERE!

<https://nissan-selectbenefits.co.uk/login.php>



When you are registering for the first time you will be asked for your employee number.

IMPORTANT:

If your employee number starts with '08xxxxxx' or '88xxxxx' please drop the first digit from this so your employee number reads 8xxxxxx to ensure successful registration

You will be asked to set up your User ID which should be either your work or personal email address. When setting up your access for the first time you will be asked to create a password.

LOGIN

Enter the email address you used to sign up for the first time (work or personal) and the password you created.

If you have forgotten your password you can use the 'Forgot Password' option. If you are experiencing password issues, please use contact the Nissan Select Customer Services Team by phone 0333 200 5934 or email info@salary-extras.co.uk

YOUR HR QUESTIONS ANSWERED

(Global People Services)

At Nissan we have a global team of dedicated HR specialists, Global People Services (GPS), to help you with HR information and queries. You can get help with queries on matters such as:

- Payroll and Pensions
- Workday
- Learning and Development
- Many more HR related

The GPS team will be your main point of contact for these HR queries.



HOW DO I ASK A HR QUESTION? (GLOBAL PEOPLE SERVICES)

Call: 0191 418 4444

Scan: QR Code

Login to: www.nissan-gps.com

App: More details are on www.nissan-gps.com



HOW DO I LOGIN?

Type www.nissan-gps.com into your internet browser. Login to the portal by selecting '**Login to your information system**'

USERNAME

1. **Nissan PC Users** - you can log into the system with your SSO, or by creating a login using your **UK Number**
2. **Non Nissan PC Users** - create a login using your **Workday Number** (also known as Sap Number)

PASSWORD

To generate your password select '**Forgot Password**' and provide your email address (this must be the same email address held in Workday, if you need to update your email address in Workday you can either do this yourself or call GPS on **0191 418 4444**).



HELLO AND WELCOME TO
NISSAN
SUNDERLAND

Your journey starts here...

