

Welcome to our team





Welcome to Sandoz! I am delighted that you chose to join our team and look forward to meeting you in person, but in the meantime please watch this short welcoming video. Wish you a great start to your onboarding.

A warm welcome from Bruno

Watch his

personal message to you



Our Purpose and Ambition

Sandoz is a global leader in generic pharmaceuticals and biosimilars and a division of the Novartis Group. Sandoz contributes to society's ability to support growing healthcare needs by pioneering novel approaches to help people around the world access high-quality medicine. That is our purpose. Our business ambition is to be the world's leading and most valued generics company.





SANDOZ

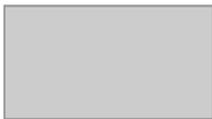
Interesting things you need to know before you join!

Here you'll find the answers to all those little questions you might have like dress code and your first day in the office. Good luck!

Accordion:



Good to know



Good to know



The office

- Our office is located on Medialaan 40 in Vilvoorde, we have parking spots outside & inside the building.
Pick a parking spot with a Sandoz sign!
- If you come by bike or want to go for a run: we have showers!
- To enter the building and to have access to the floors: you need a badge – you will receive this on your first day.
- We share our office with Novartis, Sandoz is on the 4th floor.
- We work in an open space, and have clean desk policy.
- Our desks can go up and down – you can thus work standing if you like, or change positions (seat-standing).
- We have ergonomic chairs.
- There is a nice roof terrace you can enjoy lunch or a break in the sun.
On the terrace: there is a 'garden of growth': go and discover!
- There is a cafeteria on the ground floor where you can find yummie food: sandwiches, soup, salads, soft drinks, ...
- We have several meeting rooms, that you need to book in advance. You can book meeting rooms on our floor (4th floor) or on the ground floor.
- There are quiet rooms in the office. You don't need to book those meetings rooms.
- There is a social corner: go have a coffee and meet your colleagues!



Outlook

- Important information: there is a retention policy of your e-mails and e-mails will be deleted after 60 days.
Do archive e-mails you would like to keep in separate folders!
- We will share our email guidance and policy during your onboarding.

Onboarding

- You have a dedicated 'buddy' who will welcome you on your first day and guide you through your onboarding.
- All information on your onboarding and practical details will be shared with you in advance.
- Good to know: there is a dedicated 'Sanjoy' day for new joiners – on top of your initial onboarding. During this Sanjoy day you will receive lots of information & will meet the teams!

Information on Sandoz

- Check out our [sandoz.be](https://www.sandoz.be) ^[1] website to discover more on Sandoz.
- Connect with us on [LinkedIn](#) ^[2].

Last 2 important tips

- Dress code: we are flexible about the way we dress; think smart casual but be yourself and definitely join our sneaker Fridays!
- Our office wifi blocks some of the most used apps (like WhatsApp) – make sure you turn it on or off, depending on what you are focusing on.

Footnotes:

What we care for

Our core values



Inspired



Curious

- Engage our people
- Strive for patients
- Live our purpose

- Learn
- Be open
- Be self-aware

How do I...

- Inspire and encourage those around me?
- Keep patients and customers at the heart of what I do?
- Connect my personal purpose to Reimagining Medicine?
- Explore bold ways to power our purpose?

How do I...

- Seek out opportunities to experiment and learn?
- Invite and build on diverse ideas?
- Embrace feedback to grow personally and professionally?
- Contribute to the collective success across all teams I work with?



Unbossed

- Create clarity
- Serve others
- Own your actions



Integrity

- Be honest
- Have courage
- Do what's right

How do I...

- Remove barriers for those around me?
- Provide and/or seek clarity?
- Empower those around me with compassion?
- Hold myself and others accountable?

How do I...

- Make a conscious decision of what is right and wrong?
- Ask for help when faced with an ethical dilemma?
- Find the courage to speak up when things don't seem quite right?
- Earn the trust and belief of others?

Your workfiles

What you might need

- Leaflet Sandoz (NL)[Download](#) [3]
- Leaflet Sandoz (FR)[Download](#) [4]
- Increase access to high quality healthcare [Watch video](#) [5]
- Sandoz company presentation [Download](#) [6]

Reception Vilvoorde **IT SANDOZ**

Sandoz nv

Telecom Gardens

Medialaan 40

1800 Vilvoorde

België

Tel: +32 (0)2 246 16 11

Fax: +32 (0)2 722 97 90

- chat with IT via the IT chat link in MSTeams or via phone
- +322 246 19 99

HR SANDOZ

- hroperations.belgium@novartis.com [7]
- call our shared services on +322 246 18 18

Accordion Type:

Collapsible

Source URL: <https://www.sandoz.be/nl/welcomesandozbelgium>

Links

[1] <https://www.sandoz.be/nl/Accueil/index.shtml> [2] <https://www.linkedin.com/company/sandoz>

[3] <https://www.sandoz.be/sites/www.sandoz.be/files/Sandoz%20in%20het%20kort.pdf>

[4] <https://www.sandoz.be/sites/www.sandoz.be/files/Sandoz%20en%20quelques%20mots.pdf>

[5] <https://www.sandoz.be/nl/video-increase-access-high-quality-healthcare>

[6] https://www.sandoz.be/sites/www.sandoz.be/files/sandoz_company_presentation.pptx

[7] <mailto:hroperations.belgium@novartis.com>