

WELCOME GUIDE

CHELMSFORD CAMPUS



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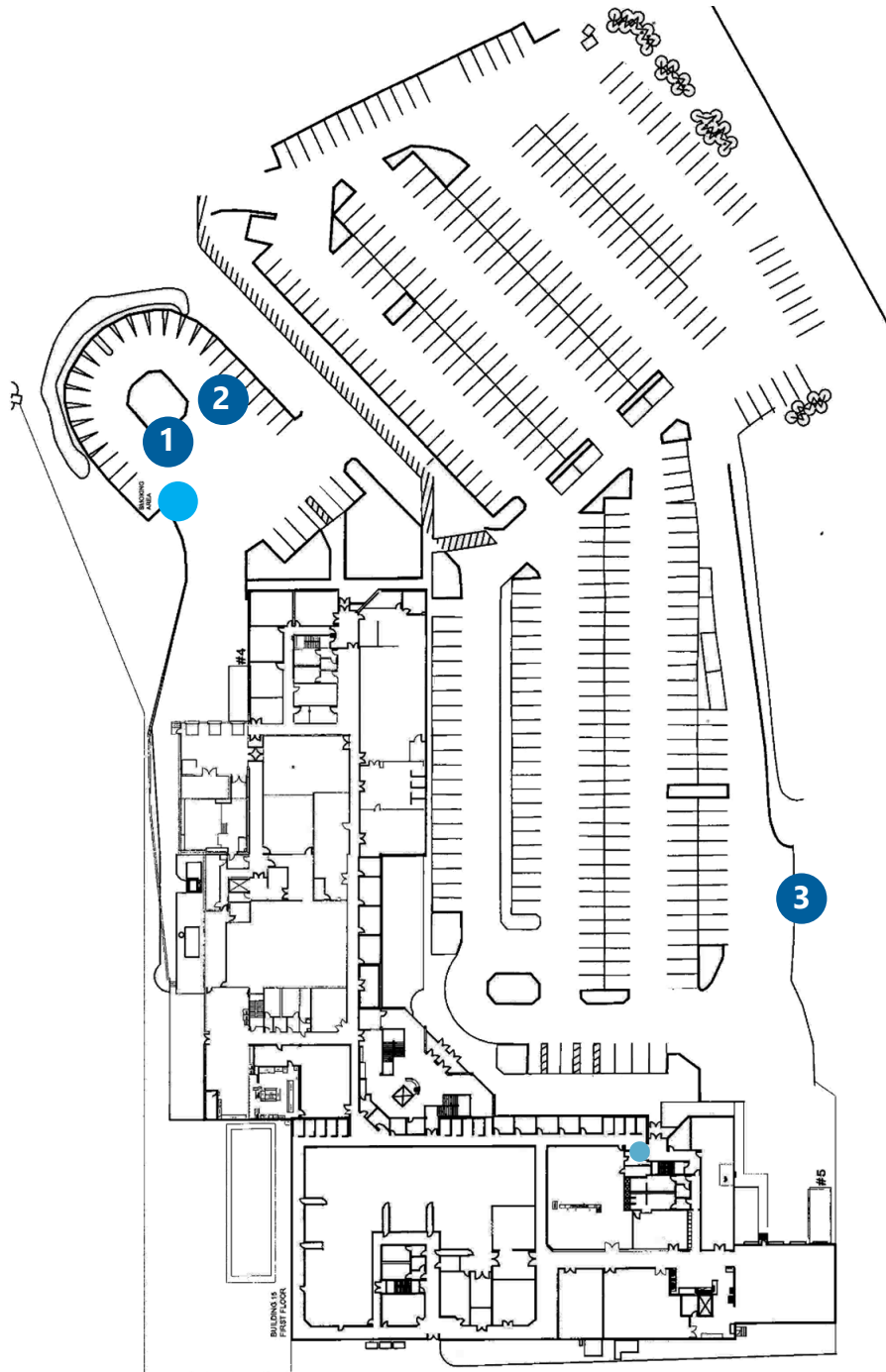
BUILDING CONTACTS

Main Reception	15 Elizabeth Drive	Int. x2400 Ext. 978-262-2400
Facilities Support	<u>WeAreBrooks/Location/Chelmsford/Facility Work Request</u>	
Catering Service	Corporate Chef Manager or contact your Executive Assistant	x5724
	12 Elizabeth Cafeteria	x6742
	15 Elizabeth Cafeteria	x6525
I.T Customer Support	15 Elizabeth Drive	x5858
Security/Access/Badges	15 Elizabeth Drive	x2400. x7778
Shipping	12 Elizabeth Drive	x4680
	15 Elizabeth Drive	x2453
Receiving	12 Elizabeth Drive	x2420
Safety	15 Elizabeth Drive	x7778

EMERGENCY

Life Threatening	Anytime	8-911
Non-Life Threatening	B15 Receptionist (8am-5pm)	Dial 0 or x2400
Local Police (Non-Emergency)	Chelmsford	978-256-2521
Local Fire (Non-Emergency)	Chelmsford	978-250-5265

BUILDING 15



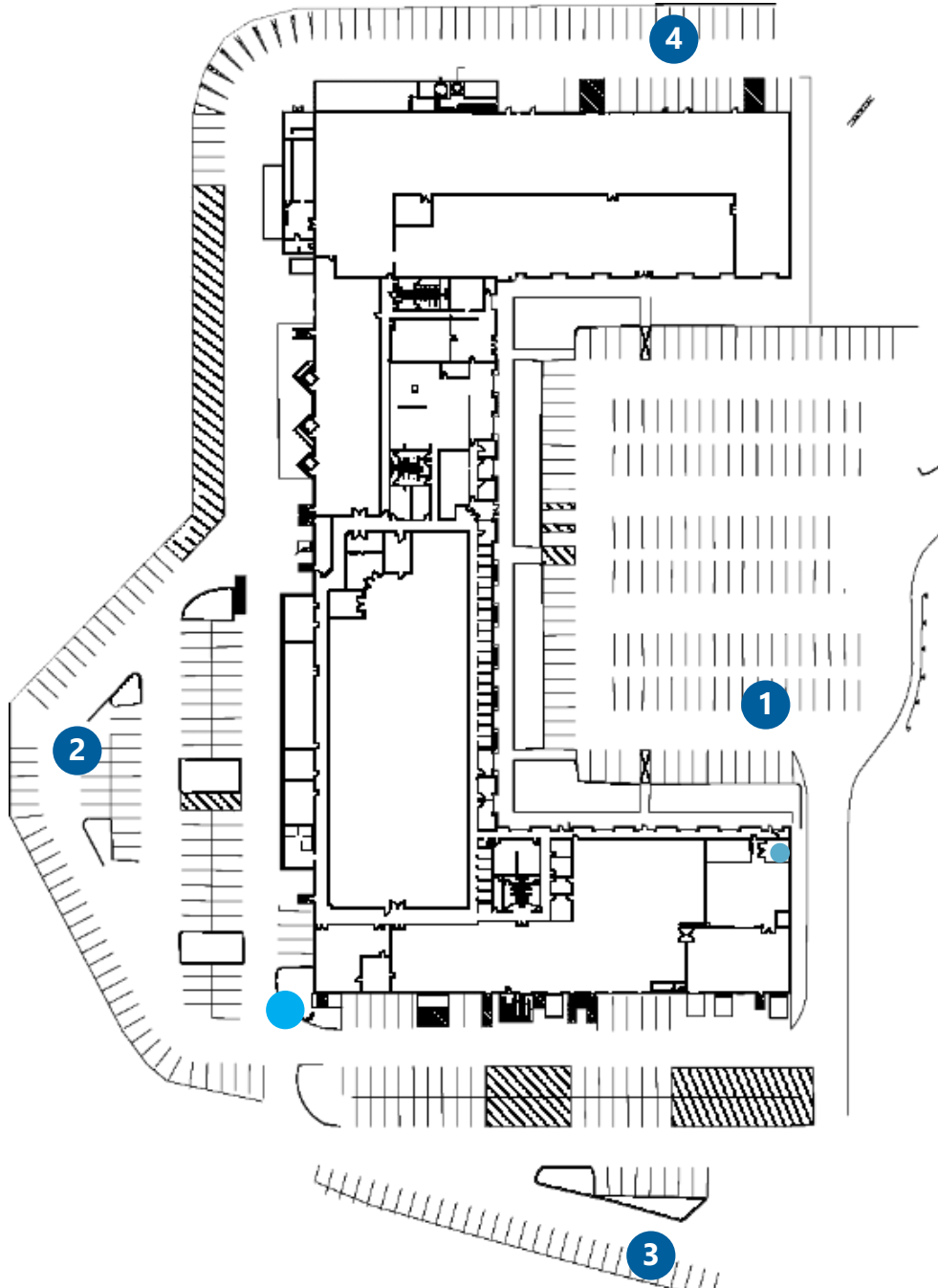
- Smoking Area
- Rally Points
- Mother's Room/Reflection Room

***Smoking Locations**

Brooks is committed to minimizing the harmful effects and discomfort of smoking in a confined workplace.

There is absolutely NO SMOKING inside the building or outside any building entrance. Each building on the Chelmsford Campus has a designated smoking area. Pages 12, 13 and 14 show the designated area for each building.

BUILDING 12

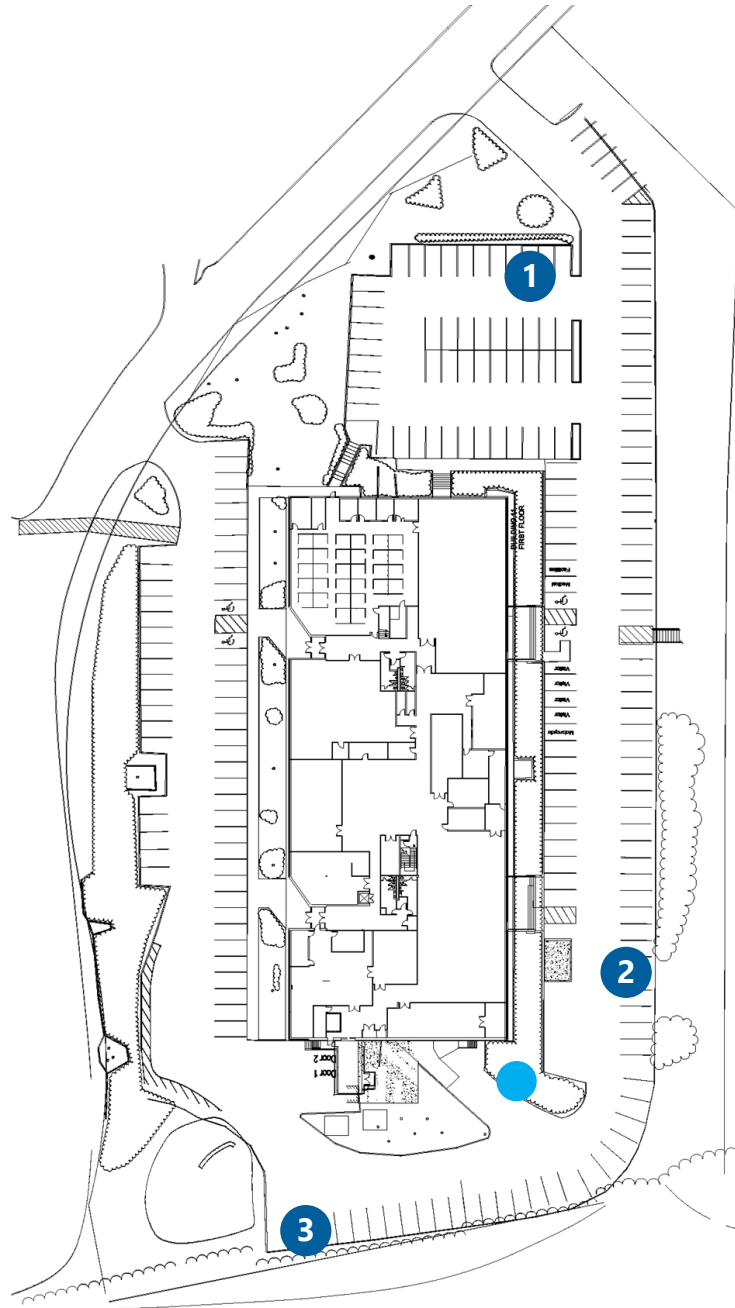




- Smoking Area
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BUILDING 11



-  Smoking Area
-  Rally Points

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BUILDING 15 CONFERENCE ROOMS



[Click here for instructions on how to book a meeting room:](#)

SECURITY

All Brooks employees, contract employees and service/vendors must use their assigned Brooks' employee badge when entering and exiting the buildings. Badge readers are located at main entrance doors and employee entrance doors. For safety reasons, please do not "piggyback" on another employee's badge.

BADGE SUPPLIES

Lanyards and pull-strings are available with the Building 15 Receptionist.

[Monday – Friday \(8am-5pm\) and Security Manager.](#)

VISITORS

All Brooks' visitors and guests MUST sign-in. If you are visiting Building 15, Register with the Receptionist. In Buildings 11 and 12, visitors must sign-in with the Brooks employee they are visiting.

It is the responsibility of the employee to ensure that all guests and visitors sign-in, wear their visitor badge, and are escorted throughout the building at all times. Visitors and guests must return their badges and sign-out upon departure.

EMERGENCY NOTIFICATION

In the event of an emergency:

Fire-Life Safety: 8-911 (from landline) or 911 (from mobile phone)

During normal business hours, which are: Monday – Friday (8am-5pm) please contact the Building 15 Receptionist and repeat the information so the Emergency Response Team to be activated.

Non-Life-Threatening: Dial 0 or x2400 (8am - 5pm)

After Hours: 8-911 (from landline) or 911 (from mobile phone)

EMPLOYEE/WEATHER UPDATES

In the event of inclement weather or other situations which require site closing, building shutdown, or delayed opening, please dial 978-670-9625 or 1-800-713-1387-option 9 for instructions and announcements. The 800 number CANNOT be dialed within the Chelmsford Campus.

SECURITY

All security concerns and issues should be directed to the Security Manager at x7778. All Brooks employees, vendors and contractors, must wear their Brooks identification badge at all times. Replacement badges can be obtained from the Security Manager at Building 15 by calling x7778. Temporary badges can be obtained from the Building 15 Receptionist.

LAPTOP SECURITY

Anyone assigned a laptop, must secure it nightly, by one of the following means:

- A hard wall lockable office
- Secured in a locked file cabinet
- Secured by a lockable cable
- Brought home

If you are transporting a Brooks' laptop in a motor vehicle whether on business or while commuting home, it should be locked in the trunk of the vehicle. All thefts of laptops should be reported to Security and I.T. immediately. When traveling, a police report should be made with the local police.

It is a good idea to keep a record of the serial and model number of laptop in the event you need to file a police report.

PERSONAL ITEMS

Employees are cautioned not to bring personal items of value or sentiment to work. If an employee decides to bring a personal item to work, the item should be secured when the area is unattended.

Lost or stolen personal items are not the responsibility of Brooks Automation. The securing and accountability of the item is solely that of the employee.

Please direct any workplace issues to the Security Manager. X7778.



HEALTH AND SAFETY

Brooks is committed to maintaining a safe and healthy work environment. Our success depends on the safety, awareness, and cooperation of all employees. Safety is everyone's business. Immediately report any injury or accident to your manager, the Environmental Health Safety & Security Manager, and Human Resources.

BUILDING EVACUATION

Every employee must become familiar with the exit/evacuation routes in all buildings on the campus; emphasis should be placed upon the building in which you work. Evacuation maps that direct you to the closest exit and the outside Rally Points to which you are assigned, are posted in each building.

Each building has several Rally Points. After exiting the building you must gather at these Rally Points.

Maps are located on pages: 4,5,6.

In the in case of a LIFE-THREATENING emergency: 8-911 (from landline) 911 (from mobile phone)

HAZARD COMMUNICATIONS - RIGHT TO KNOW

SDS = Safety Data Sheet

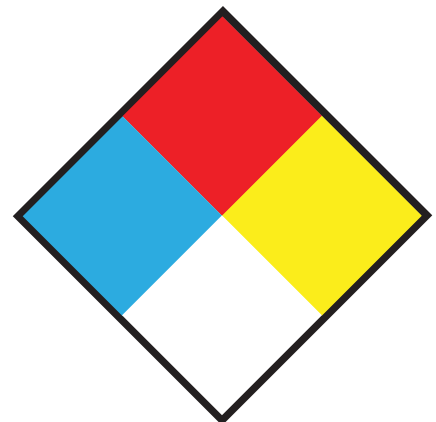
(SDS Binders are located in close proximity to the Manufacturing areas)

Four Main Routes of Entry for a chemical to enter your body:

- . Absorption
- . Ingestion
- . Inhalation
- . Penetration

Associated Safety Colors:

- . Blue = Health Risk
- . Red = Fire Risk
- . Yellow = Reactivity Risk
- . White = Special Hazard/Special Handling



CAMPUS INFORMATION

PARKING

Spaces have been designated for visitors. Visitor parking is limited to customers only. Vendors, contractors, and Brooks employees visiting from another site are not to use designated visitor parking.

Expecting Drivers Parking Spaces

Spaces have been designated for expecting mothers near the main lobbies. Spaces are for expecting mothers only.

MOTHER'S ROOM



Expecting Mother's rooms are available for employee use in each building. They are dedicated spaces where breastfeeding employees can comfortably, conveniently, and privately express and store milk.

REFLECTION ROOMS

Reflection rooms are available for employee use in each building. They offer a safe quiet space to relax or take a break from work when needed.

GENDER NEUTRAL BATHROOMS

Gender-Neutral bathrooms are available throughout the Chelmsford campus.

LOST AND FOUND

If you have found a lost item, please bring it to the Building 15 Receptionist.

Monday – Friday (8am-5pm).

You can call the Building 15 Receptionist (x2415) if you are looking for lost items.

INFORMATION TECHNOLOGY

The Information Technology site provides key information and helpful links for employees that need assistance or are looking for updates on open prioritized projects.

[To submit an I.T. Ticket click here:](#)

[From this page you can submit support request tickets and track their progress, get instructions for installing software, or simply request technical assistance.](#)

Employees can use the Employee Self Service page to find troubleshooting guides and other helpful documentation. The IT Project Information page contains additional links to our Business Application Footprint, team information, training materials, and test environments.

I.T. CUSTOMER SUPPORT

The IT Helpdesk is a global organization that provides a single point of contact for employees to get assistance.

How We Can Help?

- New hire setup
- Computer equipment and software purchases
- Network availability and performance
- Remote desktop access
- Printer and copier issues
- Cell phone, landline, and call system support
- SharePoint assistance, access, and setup
- Application enhancements, issues, and access
- New application purchases
- General business process and application support

Please keep in mind that issues flagged as critical should only be used to report a widespread issue or outage, or an issue that impacts product shipments or potential revenue.

As employees leave Brooks, I.T. equipment remains in the office or cube, for a period of time, before a new employee arrives.

The I.T. Department installs:

- Required equipment for new hires
- Repurposes equipment from terminated employees

Equipment should [only] be removed by an IT team member. If new or upgraded equipment is needed, please submit an IT Request.

FACILITES SUPPORT

FACILITES WEB PAGE (FWR)

[Use this link to request work \(FWR\) for the following items:](#)

- Door Issues
- Electrical Issues
- Housekeeping
- Furniture Requests/Repairs
- General Facilities issues
- Lock & Key Requests
- HVAC (Hot/Cold)
- Lighting Issues
- Equipment Moves
- People Moves
- Painting Requests
- Plumbing Issues

HOUSEKEEPING

Paper recycling is done twice a week. A Day-Porter is available for spills and other services. If you have an issue that requires the Day-Porter, please call the B15 Receptionist. For housekeeping assistance after normal working hours, please submit a Facilities Work Request (FWR) so the work can be scheduled.

FACILITES SPACE PLANNING

Contact x7765 for people moves and new hires.

CONFERENCE ROOM CONNECTIVITY

[Click here for instructions on how to book a meeting room:](#)

MAIL/SUPPLIES

MAIL PICKUP/DELIVERIES

Outgoing mail is picked-up daily from Building 15 by the US Postal Service; incoming mail is delivered daily. Incoming mail for B15 is placed in the employee's mail folder located in B15 Mail Room. Mail for B12 is placed in the mail folders located across from the cafeteria entrance.

FEDEX

FedEx is our house supplier. If you are in Building 12, FedEx envelopes must be brought to Building 12 Shipping by 5:00 pm. Building 11 and Building 15 FedEx envelopes must be brought Shipping by 4:45 pm.

After 4:45 pm FedEx packages must be brought directly to Building 12 Shipping. For questions call Building 15 Shipping at x1597.

OFFICE SUPPLIES

Stock Office Supplies are common items routinely used by employees. These items are located in a common area in each building.

Non-Stock Office Supplies are specialty items used by employees. These items are typically purchased by the Purchasing Group (x2795) and charged to the employee's department.

WIFI/TELEPHONES

GUEST WIFI

If a guest visiting the Chelmsford campus requires temporary Internet access, please notify the Building 15 Receptionist (if possible prior to the visit) register with either the Building 15 Receptionist.

TELEPHONE NUMBERS

Telephone numbers for employees can be found in Outlook Mail, in the [Address Book](#).

BROOKS CAFE

Food Service is provided through a contract service vendor. Buildings 12 and 15 have cafeteria service with a limited menu. Also, as a benefit to employees, coffee, tea, and hot chocolate is available free of charge.

Check out the NEW Brooks Cafe!



CAFETERIA HOURS

7:00AM - 2:00PM



SECOND SHIFT SERVICE

4:30PM - 8:00PM

Dinner Served:
7:00PM - 7:30PM



BREAKFAST

7:00AM - 10:00AM



SNACKS & BEVERAGES

10:00AM - 11:30AM



LUNCH

11:30AM - 1:30PM



SNACKS & BEVERAGES

1:30PM - 2:00PM

CATERING

All requests for functions should be submitted through an email to the [Cafeteria Manager](#) or through the [Brooks Cafe website](#). A two-day lead time is required for all functions. See the Cafeteria Manager directly for events, food allergies, or special dietary requirements.

VENDING MACHINES

Issues, concerns or questions regarding vending machines should be directed to the Cafeteria Manager x5724. Vending machines are located in the Cafeterias Buildings 12 and 15.

PURPOSE, MISSION, VISION



PURPOSE: We advance technology and science to enable a better quality of life for everyone, everywhere.

MISSION: We innovate and automate solutions, enabling the technologies that connect the world.

VISION: We are a trusted and leading partner, consistently delivering an automated advantage to multiple markets.

WE ARE



WORLD CLASS

We have a relentless focus on being best in class and the partner of choice by understanding the priorities of our customers and Brooks and committing to the value of continuous learning.



EMPOWERED

Each of us has the ability to create value, innovate, and continuously improve through collaboration and challenging barriers.

ACCOUNTABLE



Each of us owns our commitments to our customers and each other with unwavering focus on safety, integrity, and quality of delivery in everything we do.

RESPECTFUL



We are respectful of one-another, valuing Diversity, Equity, Inclusion, and honoring our commitments, knowing our greatest strength comes from the differences and unique perspectives that everyone brings.

ENGAGED



We act with pride, passion, and focus to deliver valued results to our customers, employees, global communities, and investors.



BROOKS BACKYARD

The new Brooks Backyard is a fun outdoor space for recreational sports, for lunch gatherings and Brooks Events!

BACKYARD RULES

- Backyard for Brooks employees only
- Be courteous and respectful of others
- Please store all sport equipment inside after use
- Please dispose all trash properly
- Alcoholic beverages or glass containers prohibited
- Smoking or vaping prohibited
- Service animals only

 Brooks
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