

## **Company Shop – P&G Associate Communication**

As a result of the Coty merger, Seaton Company shop will close on Tuesday 6th September. After this date P&G associates will no longer be able to access the shop at Seaton.

From Saturday 17th September all P&G associates will be able to access the company shop at NIC - Longbenton.

Below is some important information for you to read prior to your visit.

### **NIC Company Shop Opening Times:**

The product shop will be open:

- NIC (Longbenton) retirees only: 1st and 2nd Saturday of the month from 9am to 12noon (no change versus today)
- Non NIC (Longbenton) retirees only – e.g. Seaton, Cobalt, Gosforth: 2nd and 3rd Saturday of the month from 9am to 12 noon
- Shop closed: 4th (and any 5th) Saturday of the month

Please do not try and access the shop at any other time other than the allocated slot.

### **Site Access: (Please see map below)**

- Site access via Whitley Road main gates – please see route to shop on the map attached– follow purple arrows. Signage onsite will also direct you to the carpark.
- Please take care driving onto the front access road to the main car park as people may be driving out as you enter.
- The main car park barrier will be open for you - please do not use the visitor parking spaces as you access the site, but instead follow the route indicated on the map and the directions directly on site.
- As you are outside the site perimeter at all times, you do not need to use your ID badge to gain access to the car park or the shop, but you must in any case have it with you as you will need it to make purchases in the shop.
- Security are based on the gatehouse next to the car park barrier if you have any problems

### **Shop Information**

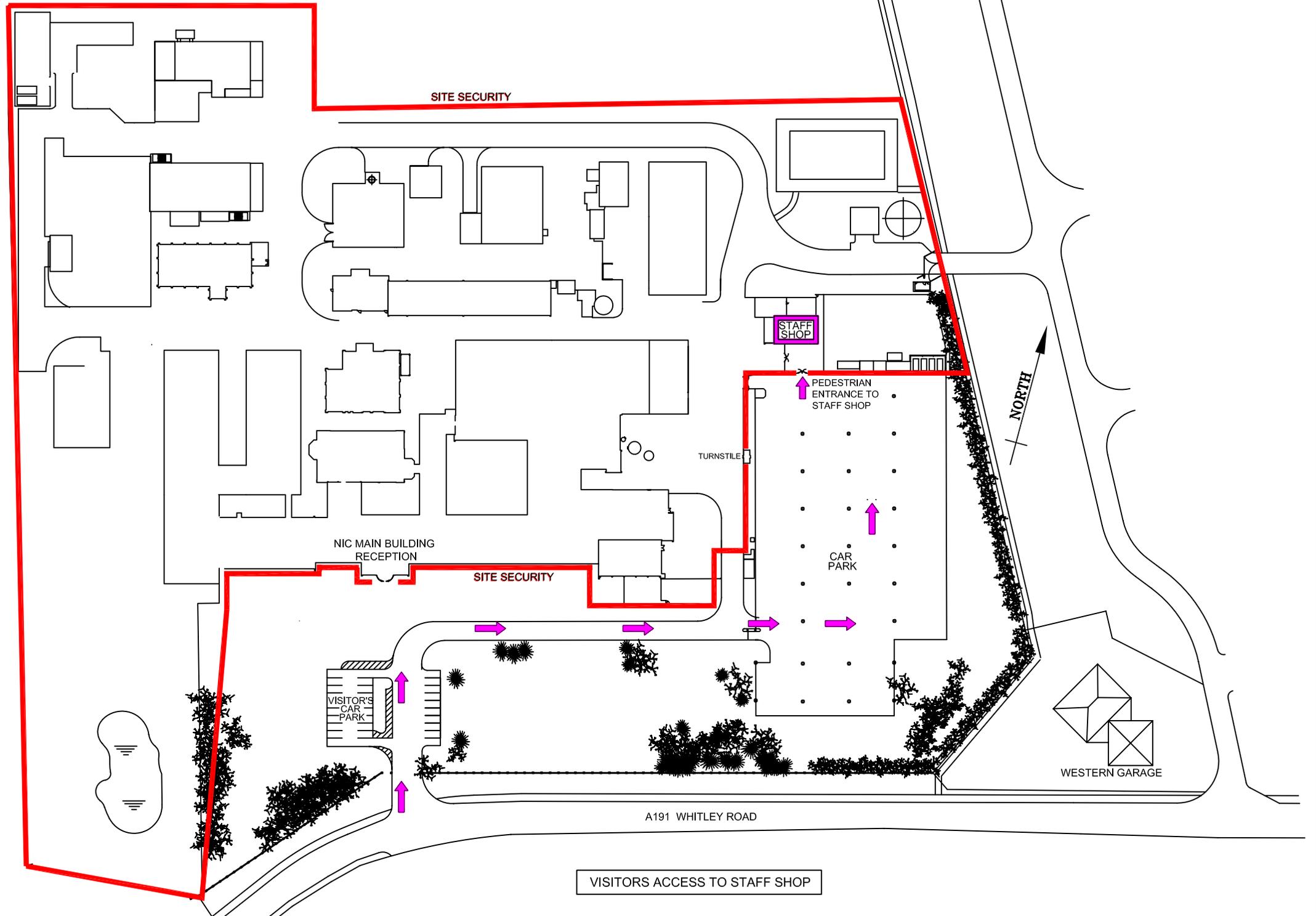
- The shop is located to the back of the car park, indicated on the map.
- You will need your ID badge and your debit card to make a purchase in the shop. Cash is not accepted unless it is for charity items.
- Charity items on sale in the shop will be available to you. These will be clearly marked.

### **Emergency Processes**

- If the fire alarms activate whilst you are in the shop, please exit the shop and make your way back to the car park. There is no need to swipe your badge at the site muster points as you are already outside the site perimeter. Please do not attempt to leave the site whilst the evacuation is taking place as the front road is narrow and must be kept clear for fire brigade access. Once the evacuation 'all clear' is given via an air horn, you will be free to re-enter the shop, or to leave site in your car.
- If there is an accident in the shop, the shop operator must be alerted and will contact Security who will act as first aider for you.

### **Site Address**

Newcastle Innovation Centre  
Whitley Road  
Newcastle Upon Tyne  
NE12 9BZ



VISITORS ACCESS TO STAFF SHOP