

DAIMLER

Daimler Trucks North America Corporate Headquarters

Building and Facilities User Guidelines

Introduction

Living in a Green Building

The new DTNA Corporate Headquarters (Corp HQ) building is a highly energy efficient *LEED Platinum* facility with a variety of green features designed not just for operational efficiency but to enhance the user experience for you and your colleagues. In order to maintain the energy efficiency of the building long term and to support a consistent and sustainable user experience, it is important that you keep these guidelines in mind—along with Daimler’s strong interest in supporting sustainable principles—as you prepare for a move to Corp HQ.

Office | Collaborative Spaces, Amenities and Building Features

The Corp HQ building includes a variety of office and collaborative spaces, amenities, and features, many of which are new to the DTNA campus or different than what exists now in our facilities footprint. Instead of developing a comprehensive “rule book” relative to the building and campus, we want to offer flexibility for DTNA’s culture to decide, as needed, how to use these spaces in a way that works best for *all* of our colleagues.

Consistent with that philosophy, we’ve kept these guidelines to a minimum and have addressed only those aspects of the building that seem to call for some user guidance. We want to strike the balance between the needs of individual users and all employees in ways most conducive to maximizing your collective beneficial use of the building.

Guidelines

Appliances

To maintain the efficient and safe use of the Corp HQ building, the following personal appliances are **not** allowed unless shown to be medically necessary:

- Space heaters, electric blankets, or heating pads
- Personal refrigerators
- Electric coffee makers, microwaves, or other electrical appliances
- Hot plates, toasters, or toaster ovens

Printers

Each office floor in the Corp HQ building includes two printer/copier rooms with multiple printers offering functionality that allows you to print securely and confidentially by using your own printer ID. As a result, local printers at employee workstations and in collaborative areas are generally not allowed without a compelling functional business need.

Departmental printers with unique functionality (for example, plotters and check printers) will be supported if functionally required to carry out your department's responsibilities.

Physical Space Guidelines

The Corp HQ building has several spaces with usage requirements and guidelines.

Break Rooms

Dishes and Dishwashers

Employees are expected to clean up all dishes used and keep all kitchen areas and coffee bar spaces clean and orderly. Requirements include:

- Scrape the large food items off dishes and into the trash or garbage disposal.
- Pre-rinse dishes and cups with warm water, but only if it is necessary to remove food that may be stuck.
- Load dishes in the dishwashers. The janitorial staff will start the dishwashers, unload them, and put the dishes back in the cabinets at the end of the day.
- Wipe down tables and counters after use.
- Keep the seating area and counters free of personal dishes or other belongings.

Refrigerators

Each break room has a refrigerator for your use. Refrigerators are intended for weekly use only.

- Mark your food containers with your name.
- Do not store several weeks' worth of frozen meals, condiments, or salad ingredients.

Janitorial staff will remove all food items and containers, and clean refrigerators and freezers monthly. Adequate notice will be posted before clearing food items and containers. Items left at the time of cleaning will be discarded. DTNA is not responsible for retaining food items or containers that are cleared from refrigerators or freezers for cleaning.

Televisions

The television volume is adjustable. The maximum volume is restricted to a level that will prevent disturbance to adjacent work spaces. Turn the television off when not in use.

Fitness Room

The Corp HQ fitness room is located on the mezzanine level, and is for use by DTNA employees only. This space has been set aside as a resource to help DTNA employees maintain and improve their health. Therefore, exercise equipment is available and fitness classes will be offered in the room.

- Be considerate of others using the room simultaneously, as it is meant to be shared.
- Do not use the fitness room for meetings; it cannot be reserved.
- Wipe down and put away all equipment after use.
- Leave the company-provided towels in the designated basket.

Conference Rooms

Conference rooms are for conducting DTNA business and events.

- Use Outlook or the Evoko room scheduler to reserve conference rooms.
- To reserve the Corporate Conference Center, click this [link](#).
- Reserve conference rooms that fit your meeting size and audio-visual (AV) requirements. Do not book a conference room with Videoconferencing if you do not need it unless no other adequate conference rooms are available.
- Prepare to set up and clean up after meetings. Special furniture setups are not supported in Corp HQ conference rooms. Tables are hard wired to the floor and cannot be moved.

Phone Rooms

The Corp HQ building offers a number of small phone rooms to provide better acoustics and visual privacy during phone conversations. They are not equipped with desk phones, and may not be reserved.

- Use phone rooms for private, personal, or business conversations.
- Keep your phone room conversations to an hour or less.
- Do not use phone rooms as visitor offices.

Collaborative Areas

There are a number of shared collaborative areas located on each office floor in the Corp HQ building. Because these are shared spaces, they cannot be reserved; however, they are available to all DTNA employees, regardless of which building they work in.

- Use shared collaborative areas for ad-hoc meetings.
- If your team works near a collaborative area, post your team's huddle schedule so that drop-in users can work around those regularly occurring meetings.

First-Aid Rooms and Automated External Defibrillator (AED) Devices

The first-aid room, which is open and available at all times, is located on the second floor of the Corp HQ building, directly across from the restrooms. The first-aid room is supplied with a wide range of supplies for minor cuts and burns, and will be replenished periodically by the Property and Building Management Group.

For injuries of any significance, please seek immediate medical attention or call 911 for medical emergencies. There is a smaller first-aid kit with a limited set of supplies in each break room in the upper cabinet.

Automated External Defibrillator Devices are located on the wall across from the restrooms on each office floor. Instructions for use can be found on the AED unit.

Privacy Rooms

There are three privacy rooms in the Corp HQ building, directly across from the restrooms on the 4th, 6th, and 8th floors. Please contact Human Resources for the user guidelines for these rooms.

Interior Bike Storage and Locker Room

To park your bicycle indoors, enter Corp HQ through the smaller door to the left (east) of the main entrance. Bicycles are not allowed through the main entrance or in the work areas of the building. The bicycle storage room offers hanging racks for bikes and clothing. It also has lockers for bike commuters' personal items, a repair stand, and a Commuter Communication Board.

- Remove cleats in the bike storage room. They are not allowed inside the main building. Security will enforce this rule.
- Lock your bike to the racks, but remove locks when not in use. A lock storage bar is provided near the bike room door; locks left in the racks may be cut and removed without prior notice.
- Lockers are provided by the PBM group. They are available for use Monday through Friday. All locks will be removed by PBM, and any remaining clothing or equipment will be placed in an open cubby area. Check the Commuter Communications Board for further locker information.
- The Bike room cleaning schedule and other information will be posted on the Commuter Communication Board. All postings must be dated and are removed after a month.

Shower and Locker Rooms

Day use locker rooms with showers, towels, and shower soap are provided. Lockers may be used Monday through Friday, but they are **not** assigned.

- Provide your own lock.
- Take locker items home daily. Any remaining locker items will be removed each weekend.

Building Cleanliness

We are all responsible for cleanup of shared and assigned work spaces within the building, including work stations, break rooms, conference rooms, collaborative areas, first-aid and privacy rooms, kitchens, coffee bars, and any other informal space.

Cleaning Supplies

DTNA allows only unscented, non-toxic cleaning supplies. Do not bring in cleaning supplies; DTNA provides them.

Parking

Surface and Garage Parking

Most parking for the new Corp HQ, including the surface lots and the garage, is available without permit. There are a small number of designated spots, to be used as follows:

- Visitor – for use only by non-employee visitors of DTNA. DTNA employees using these parking spots will be subject to having their car towed.
- ADA/Disability parking – for use only by employees or visitors with a valid disability permit.
- Expectant Mothers – for use only by employees who are expectant mothers.
- car2go – for use only by car2go smart cars.
- Pool Cars – for use only by Company pool cars.
- eRide Pool Cars – for use only by DTNA's new electric vehicle pool car program.
- Electric Vehicle Charging – for use only for DTNA employees with electric vehicles. Use of the EV charging stations and chargers are subject to further user guidelines which will be made available when published.
- Employee Visitors – for use only by DTNA employees who are visiting the Corporate Headquarters building on a short term basis from remote locations.
- Reserved – for use only by OpCom members.
- Motorcycle – for use by employee or visitor motorcyclists.