



2024

Welcome to Process Industries Switzerland

Human Resources

Daettwil



HR-BP and Talent Acquisition Partner, PAPI



Michael Siekemeier / HR-BP

Responsible for:

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Tanja Schmutz (60%) / HR-BP

Responsible for:

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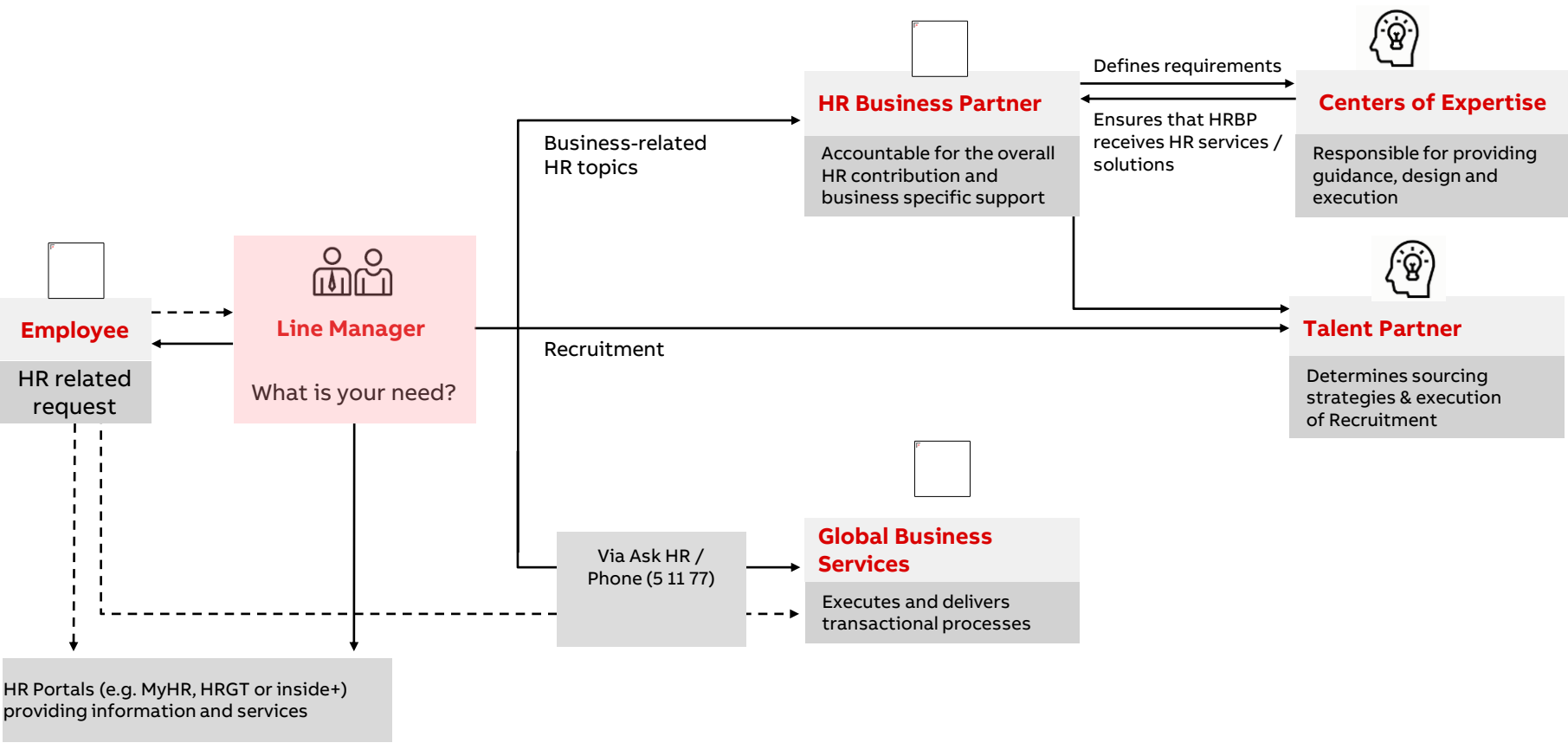
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Responsible for:

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Who to contact for which HR service



ABB

Inside+

EL

MO

PA

RA

Our company

Tools

ABB in Switzerland

🔍

🔖

🌐

Switzerland

Languages

English

HUMAN RESOURCES

Working at ABB

All topics at a glance

ABB and HR Essentials

Career & Development

Compensation & Benefits

Workplace & personal changes

Filling positions: planning, recruiting, onboarding

Managing performance and potential

Managing employee events from hire to retire

Tous les sujets en un coup d'œil

Tutti gli argomenti in sintesi

Accès direct

Accesso diretto

Actions

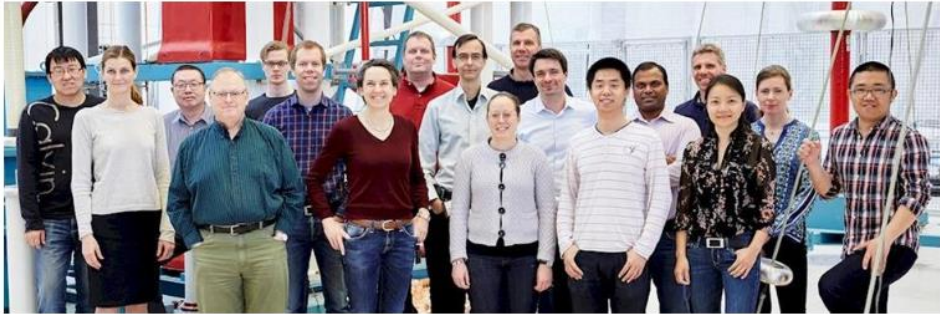
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🔔

Inside+ > Working at ABB

Arbeiten bei ABB

Working at ABB Switzerland



Welcome to the HR Portal!

Our new HR portal "Working at ABB Switzerland" offers you all the relevant information about HR topics. It is available in German and English and is divided into four sub-topics each for employees and superiors. To make it easier for you to find what you are looking for, you will find an alphabetical list of all relevant topics on the "All topics at a glance" page.

The legally relevant topics are also available in French ("Travailler chez ABB Suisse") and Italian ("Lavorare in ABB Svizzera"). We have also prepared the overview page "HR A-Z" in four languages to enable you to search in your usual language.

HR processes in the new HR portal can also be initiated as usual in four languages (for ABB employees: German / English / French / Italian and for PG employees: German / English / French / Italian) via the workflow carousel on the "Direct Access" page. Short descriptions for each process help to start the appropriate workflow.

A good overview of the possibilities and functions of the new HR portal can be found in the short instruction video [here](#).

Do you have any questions or can't find what you're looking for? If you have any questions about HR, our GBS HR Operations team will be happy to help you via [Ask HR](#) or by phone +41 58 585 11 77 from Monday to Friday between 08:00 and 17:00.

HR topics and solutions alphabetically ordered:
[At a glance / HR A-Z](#)

Site for processes /
[Direct access AB](#)

[Pay slip ABB](#)

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June 3, 2024

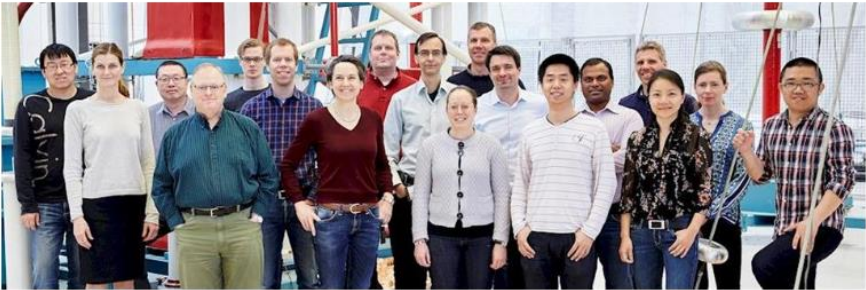
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ABB

HR Portal

Where to get my information

Working at ABB Switzerland



HR topics and solutions alpha-
betically ordered:
[At a glance / HR A-Z](#)


[Site for processes /
Direct access AB](#)

[Pay slip ABB](#)

Line Manager


HR Businesspartner

Employee




+

Address




+

Annual Incentive Plan (AIP)




+

Bank account




+

Confirmation & visa letter




+

eRec




+

ESAP




+

Learning history




+

On-call compensation




+

Payslip




+

PDA




+

Personnel file



+

Talent Profile



+

Waiver of working time recording

HR Service Center - Ask HR

The HR Service Center advises all employees on several **HR topics** from A to Z (from contract to work certificate). As a competent and reliable partner the HR Service Center is responsible to execute all administrative HR processes.

HUMAN RESOURCES

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Accesso diretto

Actions

Inside+ > Working at ABB > All topics at a glance

Languages English

All topics at a glance



A - D

E - H


I - M

N - R

S - U

V - Z

Contact us



Ask HR

Do you have questions or would like to initiate a service request?

Working at ABB

Find and apply for your next role in ABB

Enroll to a course on MyLearning

Go to employee and manager self-service in HRGT



Call the HR Hotline
+41 58 585 11 77



Raise a ticket in the HR Service portal
<https://abb.service-now.com/hr/>



Employee Council PAPI



Responsible for PAPI



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Tasks and responsibilities

- Advising and informing employees about the ABB Personnel handbook, the GAV and the Swiss Labour Laws (ArG)
- Implementing and safeguarding the interests of the employees e.g., working hours, bonus systems, overtime, health and safety issues
- Supporting the implementation of the annual employee and superior reviews
- Salary negotiations / fair pay
- The AR is involved in the decision-making process regarding training and further education
- The AR must be consulted before an employee can be dismissed
- The AR helps to shape corporate culture
- The AR helps in cases of bullying in the workplace

ABB Counseling

We take care of our employees

Contact person for PAPI



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At work

- Tensions in the workplace
- Dissatisfaction/loss of motivation
- Loss of job
- Onset of retirement age
- Desire for change



In private sphere

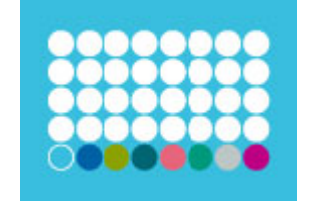
- Personal development
- Financial concerns
- Problems with partner, family and upbringing/education
- Bereavement
- General legal issues



In health matters

- Illness
- Addiction
- Stress
- Return to work after prolonged absence
- Social security questions

ESAP (ABB Employee Share Acquisition Plan)



- ESAP is a share program for ABB employees and gives you the opportunity to acquire ABB Ltd. shares.
- You save part of your salary (10 %, max. CHF 750.-- per month), for 12 months to buy ABB shares afterwards.
- At the end of the above period, you can buy the shares at a price set at the beginning of the savings period or get your savings deposit (incl. interest rates) back.
- Eligible to participate: ABB employees in monthly salary

Further information:

ESAP-Portal on ABB Switzerland Inside [👉 ESAP-Portal](#)

AVADIS Vermögensbildungsstiftung (VBS)



Investing in the future



- The «VBS» forms an interesting platform to invest money: uniquely favourable conditions, an above-average return on investments.

- ABB supports «VBS» with a company bonus of 3% on the first CHF 15'000.--.

- ➔ Up to CHF 450.– per year as a gift!



- The «VBS» offers 7 strategies: from the pure money market to bonds to bonds/shares to the strategy with 100% shares.

Eligible to participate:

All ABB employees (min. 30% workload)

Information: [Avadis - Superzins](#)

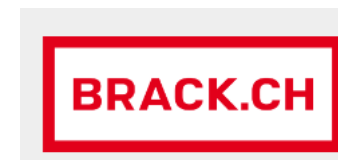
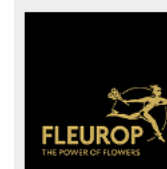
American Express Company Credit Card



Each ABB employee can get an American Express Company credit card. AmEx is the official ABB payment method. **For employees traveling**, the registration for an AmEx **card is required** and can be requested via the global travel services page [here](#). The card can just be used for business purpose.

MyDiscounts shopping as ABB employee - Swibeco

- ABB – [MyDiscounts page](#)



Co-workers recruit Co-workers

Help to fill open positions at ABB



- ABB Switzerland wants to employ this model to benefit from the personal contacts of our employees for recruiting new employees. The effort and initiative of the successful recruiter will be rewarded financially as soon as the new recruit has been officially hired by ABB Switzerland.



- The reward amounts to CHF 1,500 total per newly recruited co-worker

For further information contact:

HR-Portal ABB Switzerland ➡ [CO-workers recruit CO-workers](#)

Parking Spaces



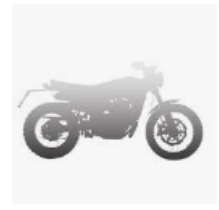
Parking Spaces:

ABB Dättwil provides parking spots close to the building. The parking can be accessed with your ABB badge for a monthly fee of CHF 20. The [application form](#) can be filled in with the working contract. If you haven't got the form with your working contract, please contact your line manager. The fee gets debited from your salary every month. For all-electric vehicles, ABB provides free charging points in the carpark. If you make use of them, please pay attention to the maximum parking time for the charging points.



Bike spaces:

ABB has a total of two Bike spaces. They can be found close to both main- and employee entrance in tract P and K. Furthermore, ABB provides free charging points for E-Bikes. Check the green highlighted areas or the signs. Power plugs are in the boxes and can be used free of charge.



Motorcycle spaces:

Like the bikes, the motorcycles can be parked next to bike spaces next to the main and employee entrance in tract P and K. Please park the motorcycles just on the dedicated motorcycle parking slots. The use of those is as well free of charge.

Extra (S)mile

Positive behavior should be rewarded!



Just fill the attached form and submit it to your HR-BP, Michael Siekemeier or Tanja Schmutz.

We look forward to your suggestions!

Positive behavior leads to positive results!



Anyone in PAPI Switzerland can anonymously nominate a colleague! You can find the sheet in the Management System under «[Human Resources](#)» or in the coffee room.

Characteristics:

Collaboration / Initiative / collegiality / helpfulness / thinking and acting selflessly / openness / persuasiveness / warmth / ability to work under pressure and flexibility



A team (HR-BP, work council, representative of employees) evaluates the behavior and decides on the Extra Smile award.



Volunteer Day

One day in favor of the common good

In line with ABB's sustainability strategy and to strengthen our CARE value, ABB Switzerland grants all employees one day per year as Volunteer Day. The day can be used as paid absence for a voluntary and unpaid activity that benefits the community. It can be taken individually or organized as a team event.

Inside+ Artikel: [ABB Schweiz führt Tag der Freiwilligenarbeit ein](#)

Landing Page HR Portal: [Volunteer Day \(abb.com\)](#)



Additional offers for employees in PAPI CH

- Parking spaces (mobility plan)
- Green bonus => Reka Rail Checks
- Childcare in Dättwil
- Yoga lessons every Tuesdays and Thursdays (12 – 13) on 2nd floor in building M
- Every week fruit days in the break room (entrance Tract P)



ABB