THE POD

Amcor employee app user guide

BE IN...
THE POD

WHAT IS THE POD?

Did you know that only 35 percent of Amcor employees globally receive a company-issued email address? This means that many of our employees tell us they feel disconnected to what's happening at their plant and across the Company.

Enter The Pod.

The Pod is part of a strategy to keep all our employees at all levels informed in a fun, fast and easy way. The focus will be on you, our employees, and how we can improve our approach to internal communications.

WHY DOWNLOAD THE POD?

With The Pod, you and your colleagues can easily get information without a Company-provided computer or email address. You can stay informed and connected the fast, easy and fun way.

SUBSCRIBE
TO THE STUFF YOU WANT TO KNOW!

Personalize your app experience by following specific channels that interest you. Enable push notifications so you don't miss out. To turn notifications on, go to the "Settings" app on your phone, then scroll down to FirstUp, tap on Notifications and select "Allow Notifications".
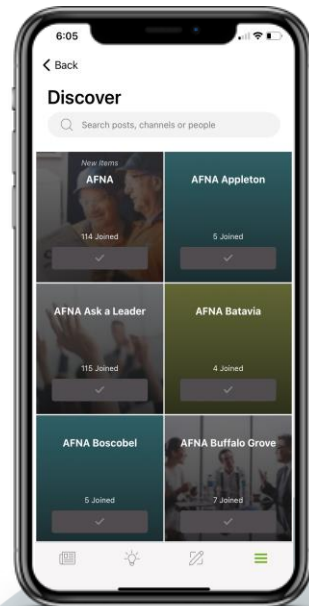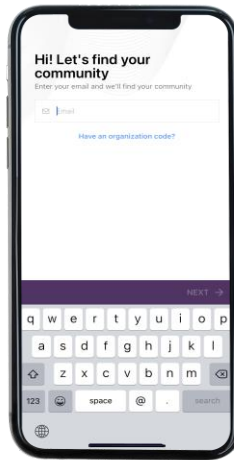
Getting Started on mobile

The Pod is available for iOS and Android devices on the FirstUp app.

Download the
FirstUp app

Find The Pod
community with your
Amcor email address
or organization code
"Amcor"

Login with your
Amcor credentials
(Workday login)
and follow the
steps

How to enable push notifications (iPhone + Android):

- Go to phone settings
- Tap on notifications
- Select FirstUp
- Allow Notifications
- Customize your notification type

Need assistance logging in?

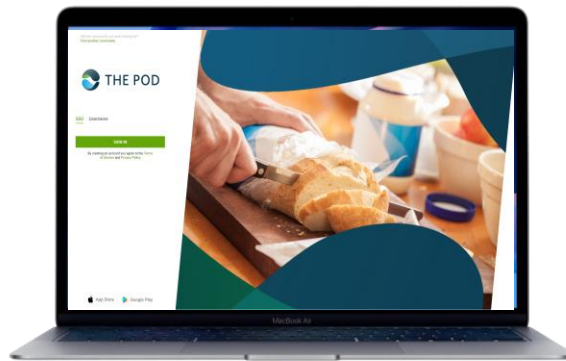**Contact the AFNA IT Service Desk at 920-527-7400**

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Getting Started online

1. Visit http://thepod.amcor.com or scan the QR code

2. Choose SSO

3. Follow any security/authentication steps and log in with your Amcor email address or Workday credentials (if you do not have an Amcor email)

4. Discover all the information available at your fingertips

Need assistance logging in?

Contact the AFNA IT Service Desk at 920-527-7400

Getting the most out of The Pod

## Discover, join channels, see resources and more!

Channels
There are some channels that you will be automatically subscribed to, ensuring you receive important information, and others you can choose to subscribe to. Follow channels that align with your interests and role.

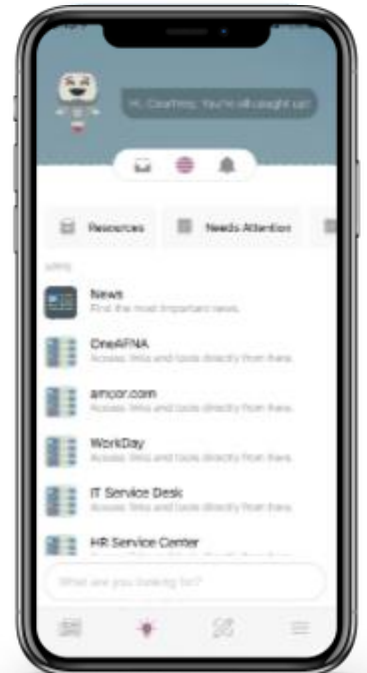Click **Discover** and select Join on channels to personalize the content in My Feed

Pod mobile
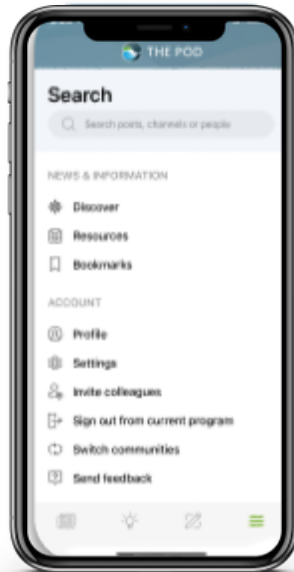
Pod online
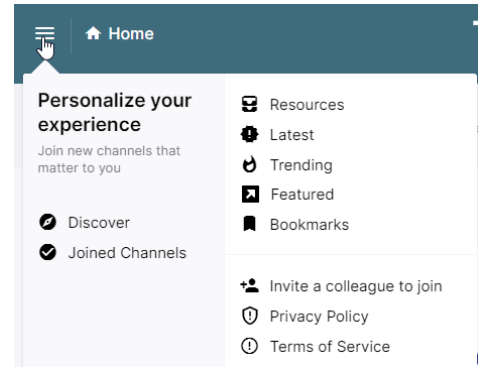
Pod mobile assistant
Check out the 'Assistant' to see your notifications, links and things you may have missed

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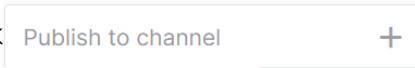
Engage with content or post your own story

View content by clicking or tapping on the content card in your feed. Commenting on a piece of content allows you to have your voice heard and connect and engage like never before.

Make your voice heard by posting your own content too!

Posting | Pod mobile

1. Click
2. Choose the type of post

   | IMAGE | VIDEO | LINK | NOTE | ARTICLE |

3. Fill in your content
4. Click ⊕ to choose the channel you would like to submit to
5. Click submit

Posting | Pod online

1. Click
2. Choose the type of post

   - Video
   - Image
   - Note
   - Article
   - Link

3. Fill in your content
4. Click Publish to channel + and choose the channel you would like to submit to
5. Click submit*

Important reminders about posting	
Do	**Don't**
• Share, we want to hear your ideas and stories!	• Forget this is a business-related tool
• Comment on posts	• Forget to be respectful
• Make sure you are following the Code of Conduct and Ethics	• Solicit business not related to Amcor

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Question & Answer

Q. What is The Pod?

A.   The Pod is Amcor's global initiative to provide colleagues access to information and updates from their personal smartphone through a dedicated app or on any personal computer. This platform offers users a social-media-like experience that will allow you to post, comment and like corporate news and updates.

Q. What do I need to authenticate and create my account?

A.   You will need your Amcor login credentials (either Single Sign On (SSO) or Workday credentials).

Q. How do I login?

A.   To get started on mobile, see page 3. To get started online, see page 4.

Q. Where can I find my employee ID?

A.   Please reach out to your local HR Partner if you are unsure of your employee ID or don't know where to locate it.

Q. Why do I download FirstUp to get The Pod?

A.   The Pod is powered by FirstUp, the company we've partnered with to bring The Pod to life.

Q. Should I enable push notifications? If so, how?

A.   Push notifications will be used by The Pod to communicate important or urgent information and direct you to the platform for more information. For instructions on how to enable push notifications, see page 3.

Q. Will downloading The Pod give Amcor access to my personal information and data on my phone?

A.   No, Amcor will NOT have access to other data on your phone outside of the app. The company will not be able to monitor your location.

Q. Do I have to use The Pod?

A.   No, use of The Pod voluntary and not required for your job duties or responsibilities as an Amcor colleague. The content on The Pod will not require you to perform any work. Rather, The Pod will help you stay informed, access company resources in one convenient place, and provide you opportunities to give feedback to leaders.

Q. Will I get compensated for the time or data I use while on The Pod?

A.   No, using The Pod is voluntary. Since the app's data usage is minimal, there will be no stipend or compensation for using it.

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Question & Answer

Q. Can I contribute content to The Pod?

A. Yes! We want you to engage with The Pod community and part of that is being able to interact with content with likes and comments, as well as sharing content of your own. See page 6 for more information.

Q. Where can I find support for The Pod?

A. For support logging in, contact your local IT Service Desk at 920-527-7400. For general questions about The Pod, contact the HR Service Center at 920-527-7700.

Q. Can I use Amcor wi-fi when using the app at work?

A. Currently, no. We are exploring solutions to strengthen wireless signal in break rooms at manufacturing locations.

Q. Can I access The Pod while at work?

A. Safety and your direct team deliverables should always come first while at work. Please ensure you are following site rules for where/when you are able to access a mobile device.

Q. Can I direct message my colleagues from The Pod?

A. This is a business application and as such, you will not be able to direct message anyone in the company. Any posts/comments should be related to company business.

Q. What is SocialChorus?

A. SocialChorus is the developer of the FirstUp app that serves as the platform for The Pod.

Q. Where can I read the Privacy policy and find non-solicitation information?

A. The Privacy policy is found within the platform and non-solicitation information can be found within the Code of Conduct and Ethics policy on SharePoint.

The Pod Civility Rules:

The Pod is a company-owned platform – it's not social media. Posts and comments may be monitored at any time.

The Pod may not be used to:
1. Share inappropriate content, as defined by policy
2. Harass, bully or otherwise threaten the safety of anyone at Amcor

By using The Pod, you agree to all applicable company policies.

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