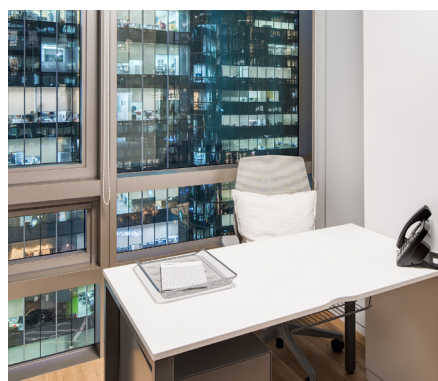


PREPARING FOR A NEW WORLD OF WORK



Supporting your business now and for a brighter future

At IWG, we are working hard to minimise disruption so you can continue managing your businesses during these difficult times. We have created this document to explain the measures we are taking in response to the current crisis.



ENSURING YOU GET BACK TO WORK QUICKLY

The agility to move fast with flexible workspace solutions designed around your needs.



PROVIDING A SAFE WORKING ENVIRONMENT

The support to enjoy a safe, more sustainable and happier way of working.



HELPING YOU ADAPT TO THE NEW FUTURE

The ability to reduce risk by enabling remote working on a global scale.

Ensuring you get back to work quickly

We are here to help get you back to work as fast and as cost-effectively as possible. Create a workspace solution designed around your needs for today, that you can change as conditions become more predictable.



Responsive workspace

If your office has restricted access, or you need to accommodate a remote workforce, we can provide the space you need, when and where you need it.

- Overcome construction delays
- Immediate access, wherever you need it
- Ready-to-use, fully-furnished with business-grade WiFi
- Short-term or longer term
- Offices and meeting space of any size



Ultimate flexibility

Because the future is uncertain, we can give you the space you need today, without commitment or risk, so you can adapt as your needs change.

- Any term possible from month-to-month to multiple years
- No capital expenditure or upfront costs
- From a private office to an entire floor, for one person or your whole team
- Scale up or move to another location
- Scale down upon contract renewal
- Start working now and pay later



Professional home office

Provide professional support for your teams working from home, with a range of virtual services, available by the month.

- Business address for redirecting mail
- Local phone numbers with call answering
- Use of local workspace whenever needed
- Set up within 24 hours

Providing a safe working environment



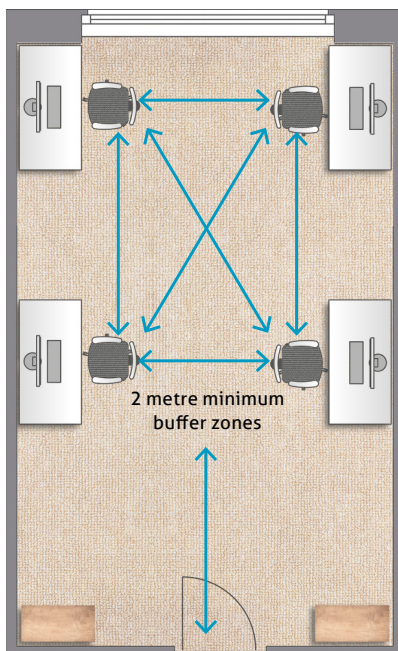
We have taken the following measures based on WHO's health and safety workplace guidelines. Across our network of 3,500 locations we can provide a safe working environment that meets today's requirements, and supports a more sustainable and happier way to work in the future.

Physical distancing

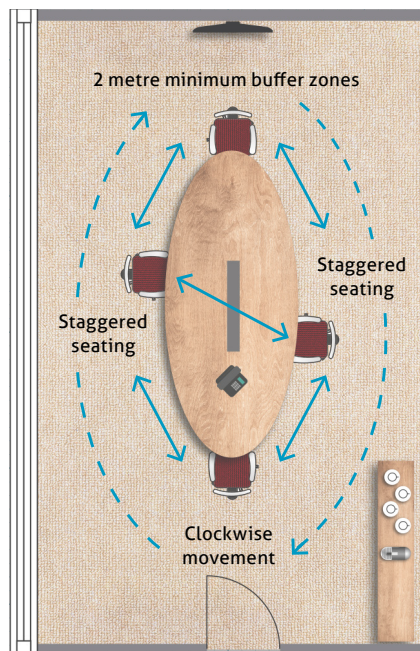
We have taken the principles of physical distancing and applied them to the workplace. To ensure safe distancing throughout our buildings we have provided clear information and signage covering use of open spaces, private offices and meeting rooms.

Enhanced hygiene

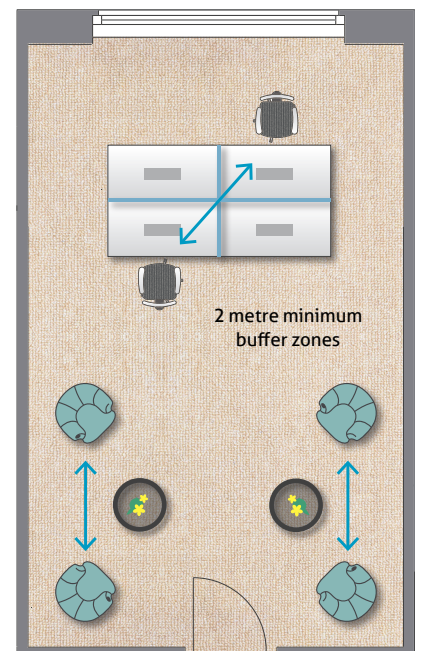
We are working to the highest standards of hygiene with frequent touchpoint, surface and workspace cleaning to meet global health and safety regulations.



Private offices have been reconfigured with fewer desks and free-flowing space to enable safe movement.



Meeting rooms feature staggered seating for more space, and a protocol for clockwise movement around the room.



We are also encouraging physical distancing in open spaces.

Preparing our workspace

For the safety of our staff and customers, we are using floor tapes and stickers to remind visitors of physical distancing and spaced seating guidelines.



Waiting indicators

We have placed indicators to accommodate for distancing while waiting in areas such as receptions, kitchens or lounges.



Path indicators

We have placed path indicators to create walkways, guiding people through our buildings without accidentally contacting others.



Spacing indicators

We have placed spacing indicators in our elevators to show where people should stand.



Spaced seating

We have implemented spaced seating to accommodate physical distancing in our offices, meeting rooms and communal areas.



Sanitisation

We have made sanitisation materials such as alcohol-based hand sanitisers and sanitary wipes readily available throughout our centres.



Masks

Where mandatory, our employees and customers will be required to wear masks.

Helping you adapt to the new future

Distributed workforces will be the new normal as businesses reduce risk and benefit from remote working. Flex and distribute your workforce using our portfolio of workspace solutions.

Spacing out your teams

You may need more space to accommodate your people whilst physical distancing continues.

- Take short-term space in a nearby location, or create regional hubs for different functions
- Take more office space in the same centre or in other locations
- Choose from a wide selection of office layouts

Enabling professional remote working

Provide access to our network of professional workspace to enable remote working on a global scale.

- Enable people to work closer to home and stay productive
- Network of locations in city centre and suburban areas
- Membership plans to allow pay-as-you-use access
- Short-term solutions or longer-term corporate programmes

Enabling professional home working

Create a robust programme with a range of professional services to support your home workers.

- Business address for redirecting mail
- Local phone numbers with call answering
- Use of local workspace whenever needed





Support from our great team of 15,000 people

Our dedicated global team of cleaning contractors, community managers, maintenance managers, account helpdesk coordinators, professional receptionists, IT engineers and many more are here to ensure you have a great day at work.

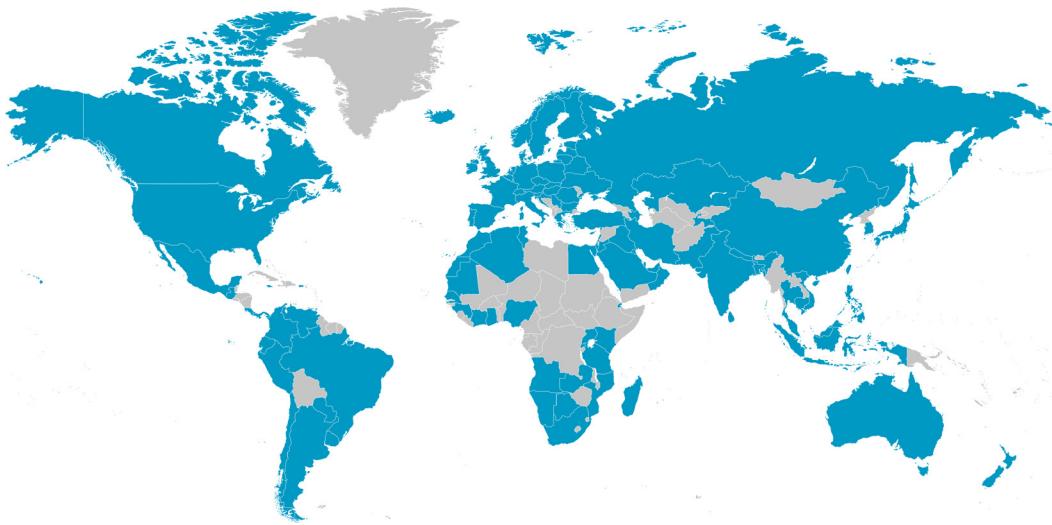


International Workplace Group

*Get in touch and
see how we can help*



Our experienced advisors are here 24/7 to help you get back to work quickly, cost-effectively and productively.



AFRICA	+27 21 300 4350
APAC	+91 22 6786 9165
EUROPE	+492 113 8789809
LATAM	+52 55 9171 1111
NAM	+1 888-673-7850
UK	0800 756 2911

iwgplc.com