

PREPARING FOR A NEW WORLD OF WORK



International
Workplace
Group

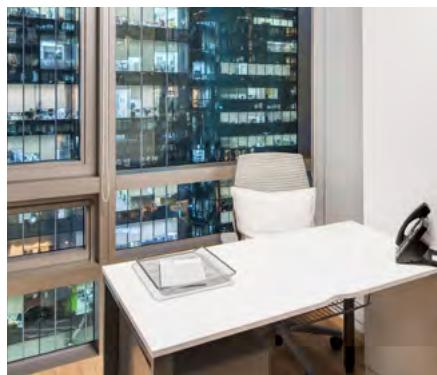


Signature
by Regus

No 18

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.



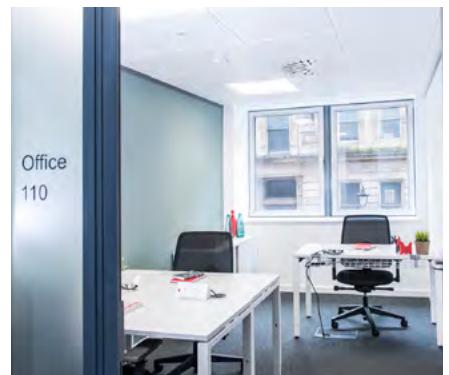
ENSURING YOU GET BACK TO WORK QUICKLY

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're 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
- Any size of office and meeting space



Ultimate flexibility

Because the future's 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 space up or down, or move to any other location
- Start work 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

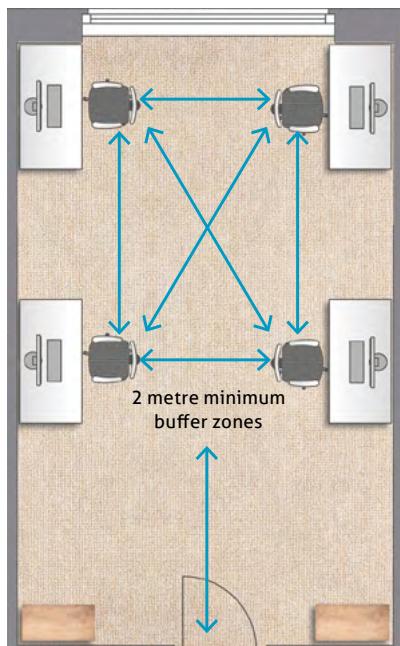
We have taken the following measures based on WHO's healthy and safety workplace guidelines. Across our network of 3,500 locations we can provide a safe working environment that meets today's requirements, and supports a more sustainable and happier way to work in the future.

Professional distancing

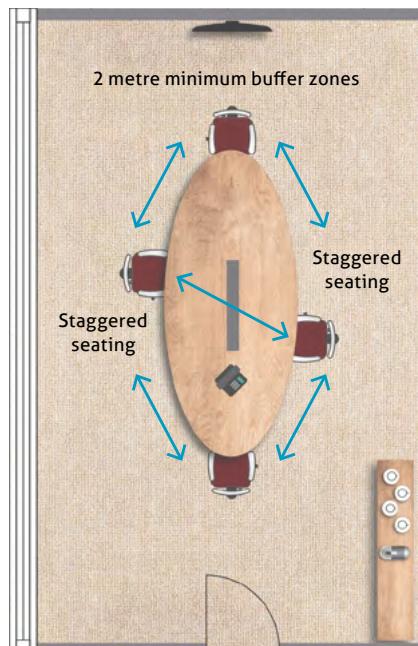
We've taken the principles of social distancing and adapted them for the workplace to ensure safe distancing. This also covers how people move around the building in a clockwise direction, with clear information and signage, as well as the layout of open spaces, private offices and meeting rooms.

Enhanced hygiene

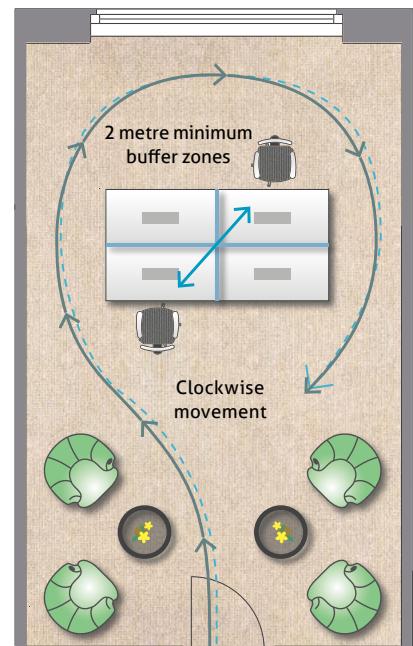
We are working to the highest standards of hygiene with frequent touchpoint, surface and workspace cleaning to meet global health and safety regulations.



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



Meeting rooms feature staggered seating and more space to allow for professional distancing.



Controlled clockwise movement throughout the building, with posters to keep everyone mindful of our safety measures.

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 physically spread out your people whilst social 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 associates, maintenance managers, account helpdesk coordinators, professional receptionists, IT engineers and many more are here to ensure you have a great day at work.

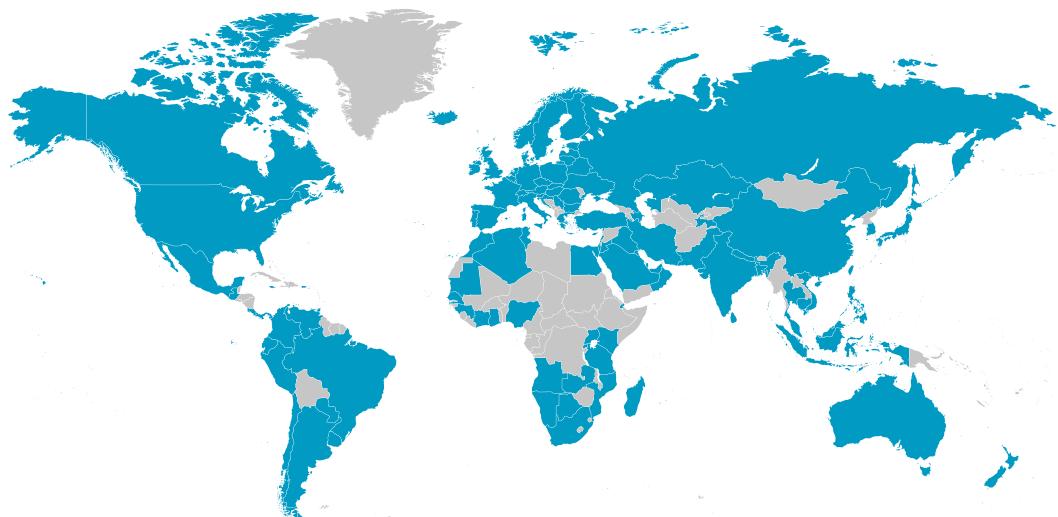


International Workplace Group

Get in touch and see how we can help



I'm here 24/7 to help you
get back to work quickly, cost-effectively and productively



Ruben S. Gonzales

+1 949 798 6200

+1 949 632 6408

Ruben.Gonzales@IWGplc.com

iwgplc.com