

**RATHBONES**

**YOUR GUIDE TO  
30/65 GRESHAM STREET OFFICES**



# WELCOME

Dear colleagues,

Welcome to the 30 Gresham Street (and 65 Gresham St in the interim).

We hope the information in this welcome pack will answer any questions that you may have, allowing you to settle in smoothly.

To make it easier for you, on this page you will find some useful information to get you started on your first day in the office, and in the subsequent pages more in-depth information.

We know that there will be some adjustments to be made in the way you work, but we hope you take this opportunity to build relationships and collaborate, so please do reach out to your new colleagues in the office for any help you need.

And remember we also have lots of information on the [30 GS microsite](#) (password Gresham2024#).

Thank you, for all your co-operation and we look forward to working with you all in the London office.

Best wishes,

**Andy Brodie**  
Chief Operating Officer

**Rupert Baron**  
CEO Investment Management



# ACCESS YOUR NEW OFFICE, WI-FI AND PRINTING

## SECURITY PASS

You should have already collected your pass.

If not, then your pass will be available for you to collect from the ground floor reception at 30 GS on your first day, and the token for 65 GS from the 65 GS reception. Please retain your existing photo ID as you will still need this.

## WI-FI

Your laptop will automatically connect to Wi-Fi. The wireless network names remain the same

RB\_Corporate

RB\_Staff

RB\_Guest

**Clients should only be offered access to the Guest Wi-Fi.**

## PRINTING

On Level 8 printing will remain the same as 8FC and you will continue to print to Ricoh printers.

On Level 6 & 65GS a Cloud printing solution is available.

## SYSTEMS

Please continue to use your existing systems and processes as there will be no changes until we integrate our technology infrastructure.

**IF YOU HAVE ANY IT ISSUES ON THE DAY, PLEASE SPEAK TO ONE OF THE SUPPORT TEAM WHO WILL BE ONSITE TO HELP.**

# YOUR NEW OFFICE

We hope the information below will help you to settle in smoothly.

## MEETING ROOMS



To book an internal or client meeting room, please use Condeco as normal. All the new meeting rooms are on there.

This is a reminder that the opening of the L7 client suite is being delayed by a week, to Monday 29 July. Anyone who had booked meeting rooms on L7 for client meetings w/c Monday 22 July is being contacted with an alternative solution. Client meeting rooms on L6 which are currently shared with Investec Bank will continue to be available until Friday 26 July. All internal meetings should be hosted via MS Teams or held in the meeting spaces on the office floors 6F,8F or 65GS.

Access to MS Teams connection can be found in the meeting room as well as slides 6 – 8 in this deck.

## RESTAURANT



Rathbones staff can utilise the in-house canteen on the Lower Ground floor for subsidised dining. To pay for your food you need to use the Upay app which is downloaded to your phone by using the QR code.



The affiliate code to use is “Rathbones”. If you do not have a smartphone, you can register and add money to your account on the [Upay website](#) instead. More info can be seen in this video [here](#).

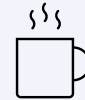
### Restaurant hours are:

Breakfast: 7.30am – 10am

Lunch: 12pm – 2pm

Coffee bar is open to 4pm

## KITCHEN AREAS



The kitchen area is equipped with microwaves, hot, chilled and sparkling water taps, coffee machines, vending machine, dishwasher and fridge.

Fresh fruit is delivered daily.

## ACCESS CARD



You should have already collected your pass from the London Facilities Team.

If not, then your pass will be available for you to collect from the ground floor reception on your first day. Please retain your existing photo ID as you will still need this.

If you are a visitor from another office, you will have to contact Facilities to request a 3OGS day pass.

On arrival you will need to sign in at the ground floor reception desk to get access into the building.

Check out this short video on access cards [here](#).

# YOUR NEW OFFICE

We hope the information below will help you to settle in smoothly.

## RECYCLING AND CONFIDENTIAL WASTE



There are recycling and confidential waste bins around the office. Please note for environmental reasons we will not be providing individual bins under desks.

## TOILETS AND SHOWERS



Toilets can be found just off the lift lobby areas on all floors at 3OGS. Accessibility toilets can also be found off the lobby.

In 65GS the toilets, including accessibility toilets, are located off the office through the breakout area.

Showers are accessed via the changing rooms at 65GS.

## STATIONERY AND POST ROOM



Rathbones Marketing and Client collateral can be found in the pigeonholes on level 8.

Stationery can be ordered as normal. For assistance, please email [PostroomLondon@rathbones.com](mailto:PostroomLondon@rathbones.com).

## CAR PARKS AND BICYCLE STORAGE



Bicycle storage is available at 65 GS.

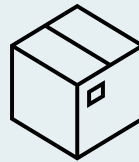
There are eight car parking spaces available for client use.

Booking a space can be made directly with [Holly.Brennan@investecwin.co.uk](mailto:Holly.Brennan@investecwin.co.uk)

# YOUR NEW OFFICE

We hope the information below will help you to settle in smoothly.

## LOCKERS AND STORAGE



### Lockers

#### 30GS

If you are in 30GS look for an unused locker which will have a green light and swipe your photo ID card to access it.

Please note that there has been a delay in the delivery of lockers, so initially we will only have 60% of the long-term number of lockers available. We should receive the new lockers within two weeks. We ask for your patience if you can't find a locker, and to keep your things in your crate in your neighbourhood until the new lockers arrive. If you are on L6 and using a locker, please keep belongings in your crate so they can be easily transferred to the new lockers when they arrive. The facilities team will transfer your belongings to the new lockers and the location will remain the same. Locations can be seen on the floorplans on later pages.

#### 65GS

If you are based in 65 GS during the interim period and require a workspace locker, please contact Holly or Byron in Facilities who can arrange this for you (please note this excludes the Tech team who have had separate comms about pedestals).

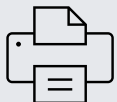
### Storage

If you need storage for your team crates, please unload them in your neighbourhood and choose your nearest cupboards. Cloakroom cupboards for coats are located near the entrance to the list lobby.

# YOUR NEW OFFICE

We hope the information below will help you to settle in smoothly.

## PRINTING FACILITIES



Level 8 - Existing 8FC printers will be sited in the Copy Points and will continue to work with your Rathbones pass.

L6 & 65GS - A Cloud printing solution is available and will be sited in the Copy Points. Please follow the instructions to the right to install the new printer.

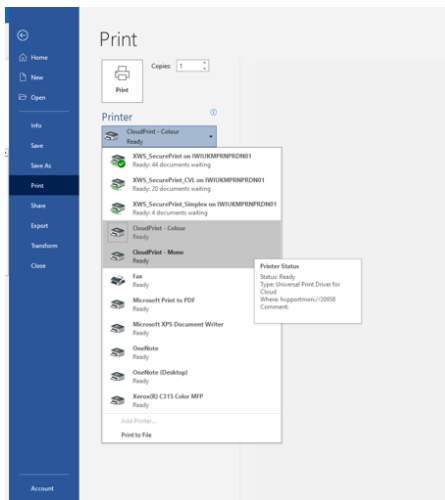
Booklet printing is currently not available on L6 and those print jobs will need to be sent to the L8 Rioch printers. We are working with our vendor to enable this functionality urgently.

Please contact IT Service Desk with any technical issues.  
Rathbones.service-now.com/sp

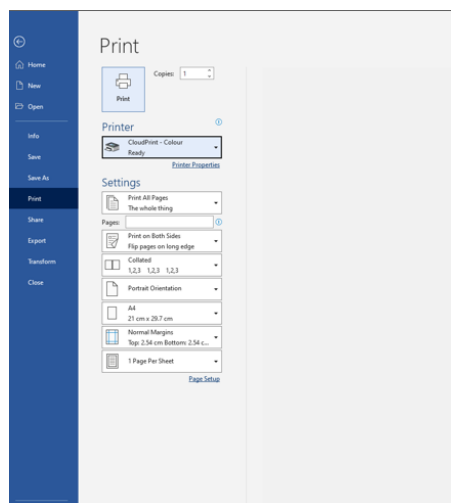
ITServiceDesk@rathbones.com

### Installing a new printer for L6 and 65GS

#### Step 1 - Search for Printers

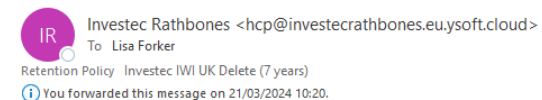


#### Step 2 – Select Printer



**Step 3** – send a test page to printer, then you will receive an email within 5 mins, please then go to step 4  
**Step 4** – One-time password email

Your new one-time password



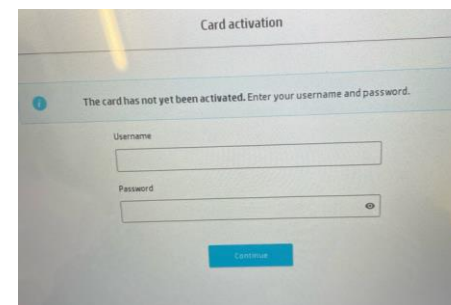
This is an external email. Please verify the sender before r  
Please use the Mimecast button or forward any suspici

Hello [Lisa.Forker@investecwin.co.uk](mailto:Lisa.Forker@investecwin.co.uk),

Your new one-time password is 67948320

--  
This is an automatically generated email

**Step 5** – Activate card at printer:



# HOW TO GUIDE

## Access to MS Teams on Video Conferencing

### QUICK REFERENCE GUIDE FOR TEAMS ENABLED MEETING ROOMS

When creating a Teams meeting for an in-room meeting, first book the meeting in Condeco. Always remember to add the meeting room Teams device as a participant of the meeting when creating the meeting.

- When searching for the room in Outlook start typing the meeting room name to locate your required room
- Only select the Meeting Room/Pods Teams device, do **NOT** select the Meeting Room **PHONE**

Anyone (staff/visitors) wanting to share content **MUST** do this as a participant in the Teams meeting

- Remember to bring your device/laptop

Always **MUTE** your Rathbones device to prevent interference

- The meeting room device will act as the speaker / mic

<input type="checkbox"/> Meeting Room 30GS 05.7 NE	MeetingRoom30GS:
<input type="checkbox"/> Meeting Room 30GS 07.7 NE	MeetingRoom30GS:
<input type="checkbox"/> Meeting Room 30GS 08.7 NE	MeetingRoom30GS:
<input type="checkbox"/> Meeting Room 30GS 09.7 NE	MeetingRoom30GS:
<input type="checkbox"/> Meeting Room 30GS 10.7 NE	MeetingRoom30GS:
<input type="checkbox"/> Meeting Room 30GS 24.7 SE	MeetingRoom30GS:
<input type="checkbox"/> Meeting Room 30GS 25.7 SE	MeetingRoom30GS:
<input type="checkbox"/> Meeting Room 30GS 26.7 SE	MeetingRoom30GS:
<input type="checkbox"/> Meeting Room 30GS 27.7 SW	MeetingRoom30GS:
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<input type="checkbox"/> Meeting Room 30GS 43.7 SW	MeetingRoom30GS:
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<input type="checkbox"/> Meeting Room 30GS 45.7 SW	MeetingRoom30GS:
<input type="checkbox"/> Meeting Room 30GS 53.7 NW	MeetingRoom30GS:
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# HOW TO GUIDE

## Access to MS Teams on Video Conferencing

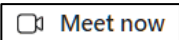
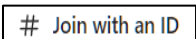
### Join a schedule Meeting

- Tap the join button of the required meeting on the touch panel on the table.

### Start an unscheduled Meeting

- Select New Meeting to start a new unscheduled meeting:
- Enter a name(s) or number(s) to invite a person (people)
- After invitees are added to the list, select Invite
- Your meeting will begin automatically

### Present / Share content

- Scheduled meeting (internal/external participants) - use the SHARE option on your Teams window from your own device whilst in the meeting
- Unscheduled meeting (internal participants)-go to Calendar in Teams, select the  and follow instructions to add participants
- Unscheduled meeting (external participants)-go to Calendar in Teams, select the  and follow instructions to add participants

\* Users cannot connect their device/laptop via cable for content sharing, this is done by joining the Teams meeting\*

**Lobby Admittance** – use your device / laptop or touch panel to admit participants

**Recurring Meetings** – please be advised that there is a max calendar entry of 90 days in Teams

**Add Additional Participants** – to your scheduled or unscheduled meeting - select Add Participants

**Remove a Participant from a meeting** – select their name on the room console, then Remove participant

**Mute participants** – select participant's name, and then Mute participant

**Leave the Meeting** – select the Red phone icon

**Select - or +** – to adjust the in-room speaker volume, Press speaker icon to Mute/Unmute

**Select Layout** – to toggle between different layouts for your room display



# YOUR NEW OFFICE

We hope the information below will help you to settle in smoothly.

## HYBRID WORKING ARRANGEMENTS



The office is arranged to provide an agile working environment. Individual desks will not be allocated. The desks are a mix of electronically adjustable sit-stand, and static team tables.

Every desk has the same equipment, and your laptop connection is the same as previously. The first time you sit down at a desk you will have to set up your display settings, each time you return to that desk it should remember them.

Alternative work settings: there are various solo-working, and collaborative working set ups across the office. These are available for all staff to make use of.

Remember to give time to your colleagues to settle into this new space and working environment, each of us deals with change differently. For our neurodiverse colleagues and those with other disabilities moving to a new environment can be particularly stressful, so please do support them, be prepared to adjust and adapt plans to meet their needs.

## DATA PROTECTION



Please continue to apply the guidelines distributed on 21 September – this will help us to keep our newly-combined business compliant.

[Guidelines for engagement \(Rathbones colleagues\)](#)

[Guidelines for engagement \(IW&I \(UK\) colleagues\)](#)

[Integration RMO and DPO Guidance](#)

Other reminders:

- Operating a clear desk policy (ensuring confidential information is not left out on desks visible to others).
- Locking laptops whilst away from desk.
- Taking client or confidential calls in a private space/room.

## PERSONAL DATA PROTECTION



Please remember colleague and client personal data must not be shared between Rathbones and IW&I (UK) unless the process has been considered and assessed prior to the sharing taking place.

It is also vital that we are all vigilant about what information (written and verbal) we share with Investec Bank to meet our legal and regulatory obligations.

**If in doubt: check it, don't send it.**

If you need any advice on this, please contact your Data Protection team:

- [Rathbones](#)
- [IW&I \(UK\)](#)

# EXTERNAL COMMUNICATIONS

## SOCIAL MEDIA



We will be posting on LinkedIn that our London office has moved to Gresham St. Keep an eye out and don't forget to share the post to all your contacts and network.

## WEBSITE

Our website [page](#) has been updated to include our new address.

## COLLEAGUE EMAIL SIGNATURES

Your email signature will need to be updated; template can be found below:

**Name**

**Title**

Phone Number

**Rathbones Group Plc**

30 Gresham St

London EC2V 7QN

[rathbones.com](http://rathbones.com)



# RATHBONES

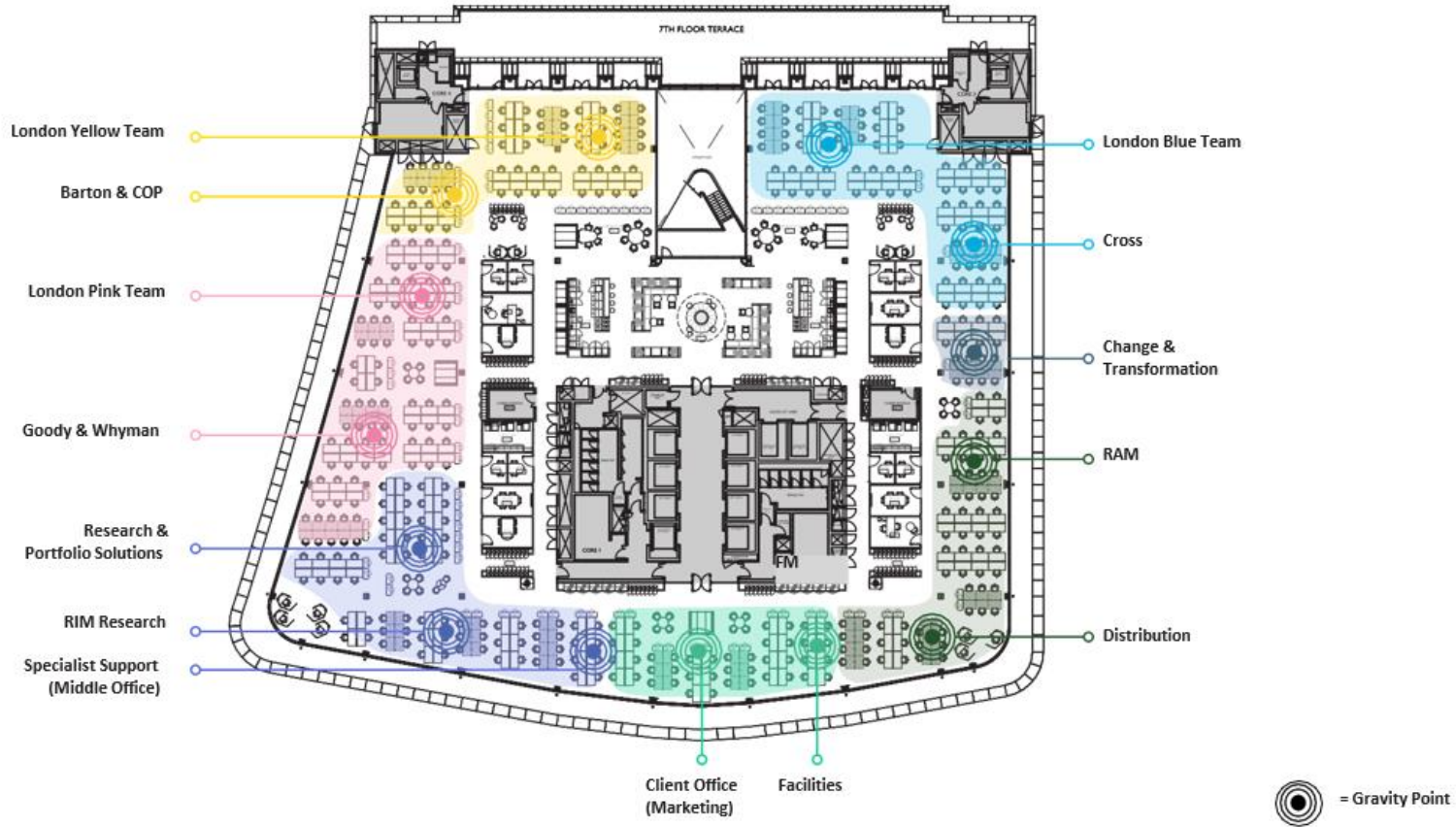
## MOVE CARDS

You can find soft copies of our [move card here](#). Hard copies will be available in the office for you to send to clients

# FLOOR PLANS- TEAM LOCATIONS

# LEVEL 8 FLOOR PLAN

## Level 8 Interim Plan



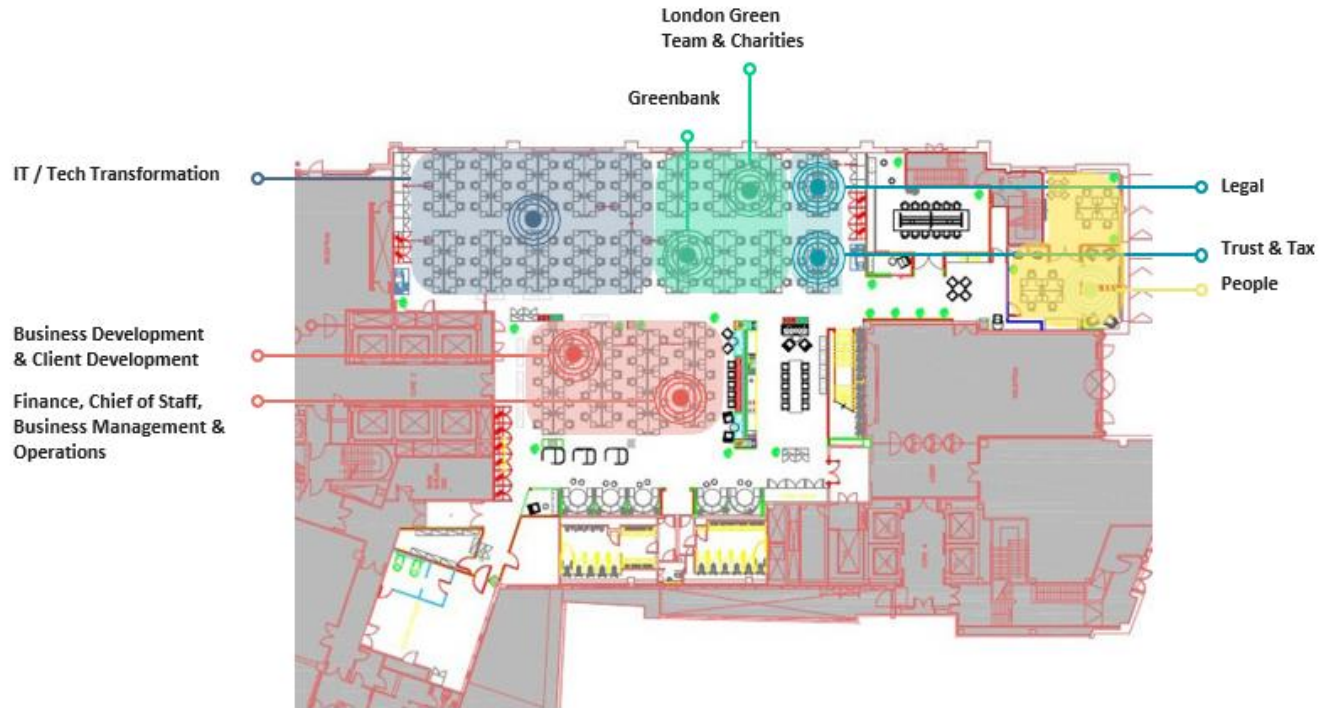
# LEVEL 6 FLOOR PLAN

## Level 6 Interim Plan



# 65 GRESHAM STREET FLOOR PLAN

## 65GS Interim Plan

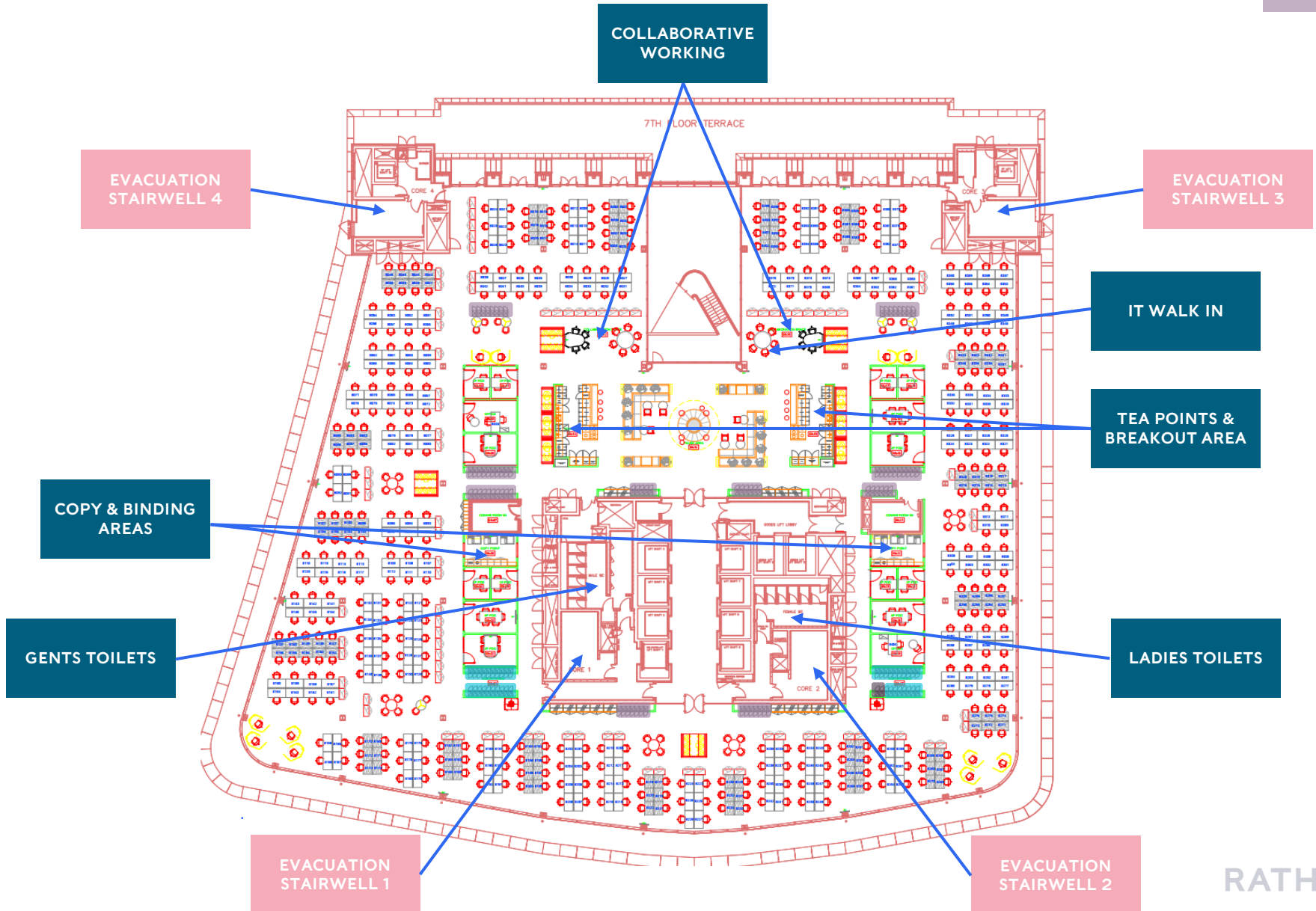


= Gravity Point

# FLOOR PLANS- FACILITIES

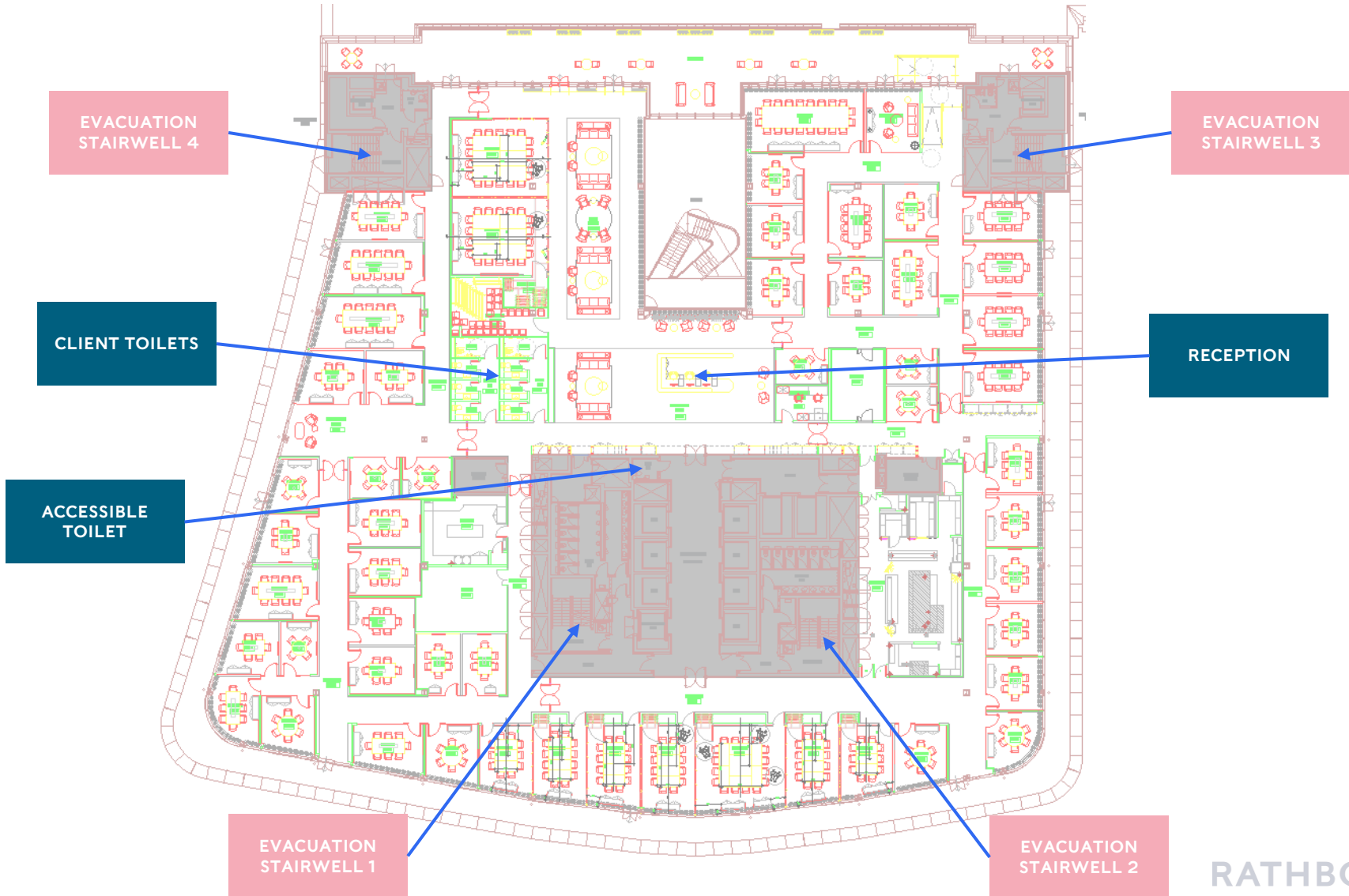
# LEVEL 8 FLOOR PLAN

LOCKERS COMING SOON  
LOCKERS INSTALLED





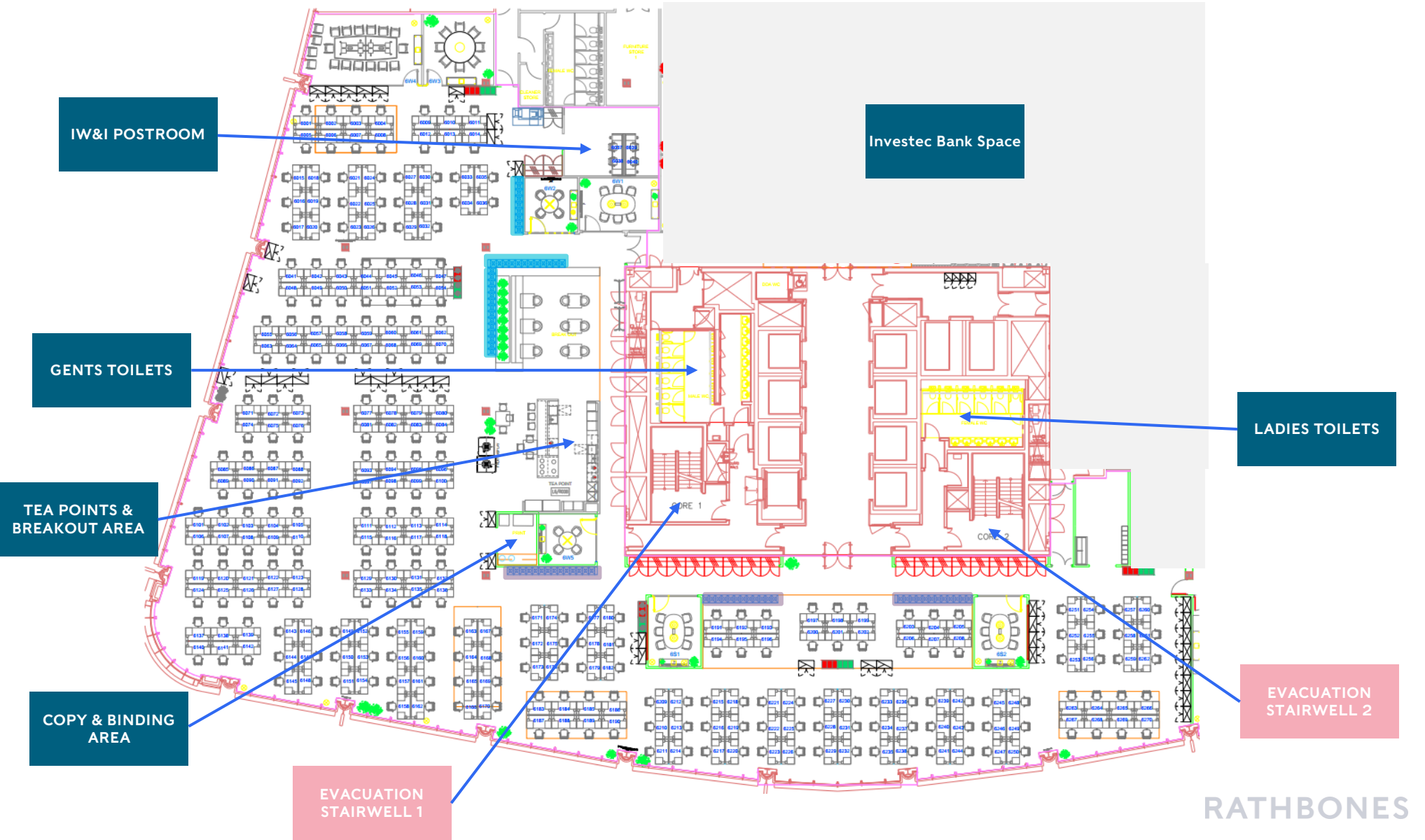
# LEVEL 7 FLOOR PLAN



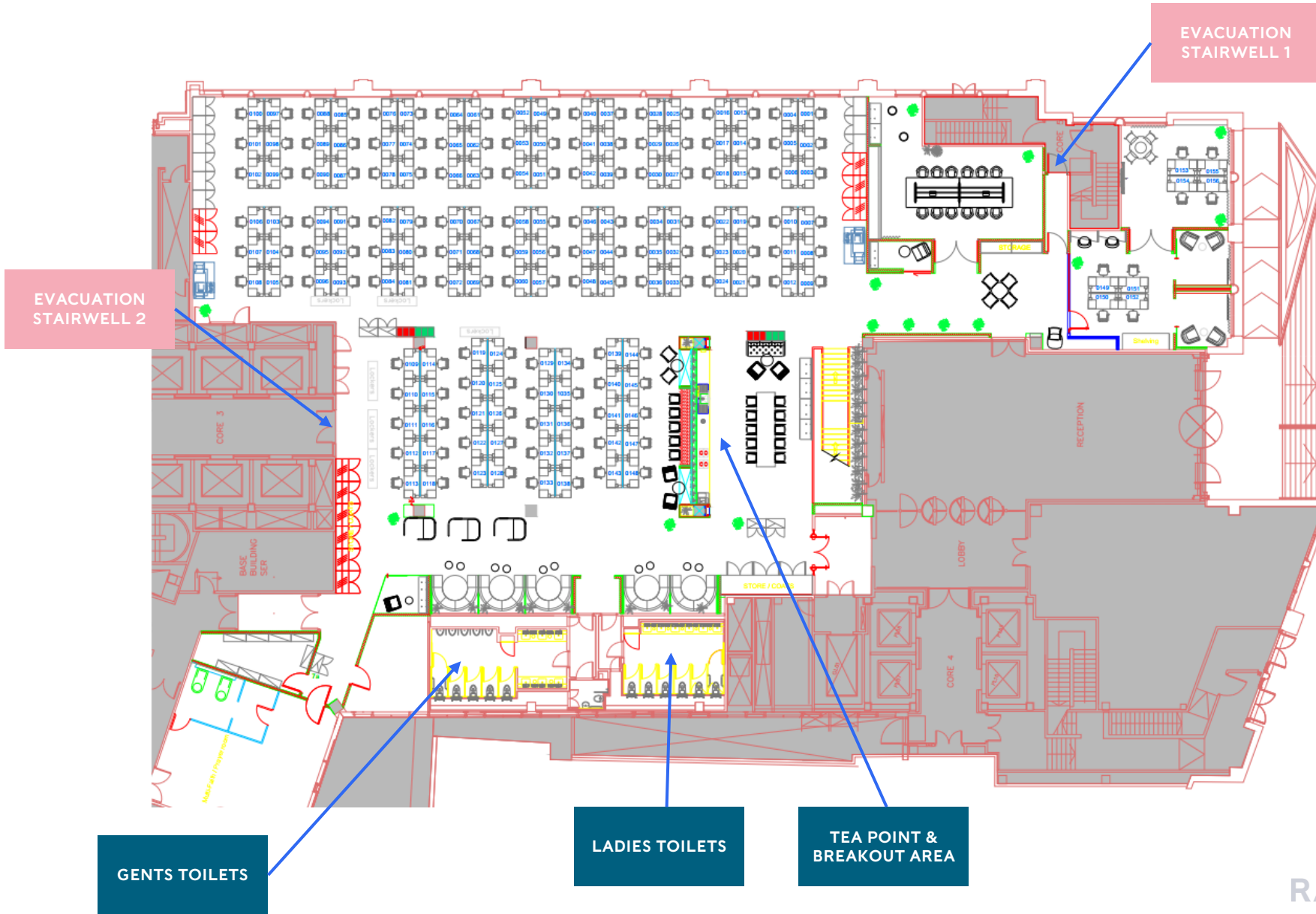
# LEVEL 6 FLOOR PLAN

LOCKERS COMING SOON

LOCKERS INSTALLED



# 65 GRESHAM ST FLOOR PLAN



# YOUR NEW OFFICE

## Helpful information

### USEFUL CONTACTS

#### Technology

Please use the contacts below for your IT support:

- IW&I (UK) IT Service Desk:  
Tel: **020 7597 1383** or use **ServiceNow**
- Rathbones (UK) IT Service Desk:  
**02073990099**
- Email  
**ITServiceDesk@Rathbones.com**
- Service Portal:  
**Rathbones.service-now.com/sp**
- **IT Service Walk-In centre on Level 8**

#### Facilities

Please contact:  
**Byron.Morgan@rathbones.com**  
**Holly.Brennan@investecwin.co.uk**

### First aiders

**30 GS** - Dominic Barners, Raquel Mino Gomes, Greg Rowe, Nigel Cutts, Shivani Sanger, Olive Williams, Tina Draycott, David Nelson, Philip Baker, Neil Blaskett, Sarah Saunders, Carole Sheridan, Josh McCarthy, David Parsons, Helen Hunn, David Bracey, Harry Downham, Julie Newland  
**65GS** - Paul Nathan, Sharon Khaira, Michael Tay, Tracey Hazell, Stephanie Williams

### Fire wardens

**30 GS** - Christine Barber, Debbie Adams, Laura Fitzgerald, Fatima Garba, Ciara Blanshard, Nikki Brown, Andrew Gibbons, Tom Jennings, Dave Robins, Mick McKoy, Paul Swift  
**65GS** - Pat Hemphill, Monique Labuschagne, Chris Dyson, Melissa Gaston, Paul Nathan

### Fire alarms

**30GS** - The fire alarm is tested every Friday at 16:45. The building operates a phased evacuation so please listen to the system instructions and respond accordingly.  
**65GS** - The fire alarm is tested every Friday at 9.45am. Please evacuate when it sounds at any other time.

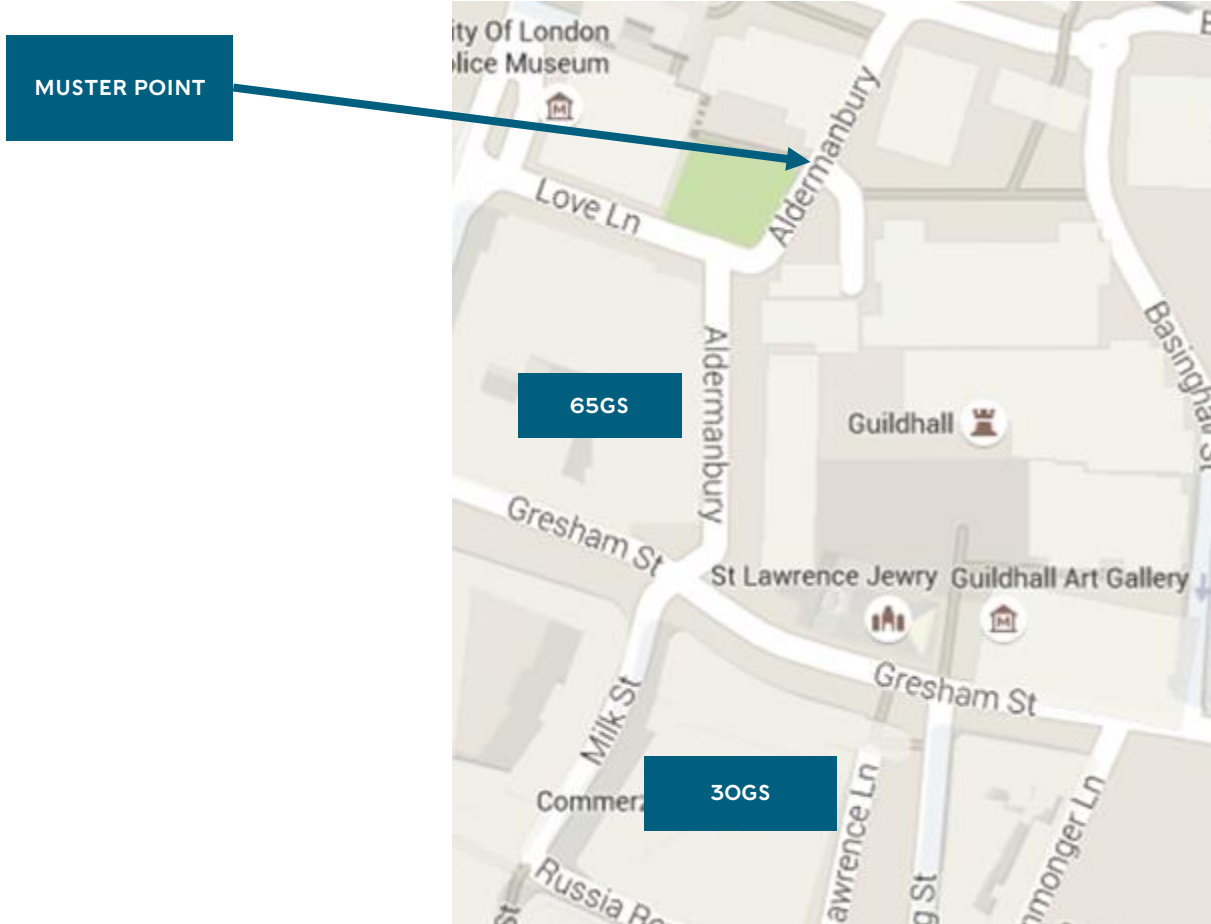
### Emergency exits

Please use the exit nearest to you if the alarm goes off: These are displayed on the floor plans on slides 9-12.

### Staff muster point

The evacuation muster point is displayed on the next slide.

# OFFICE EVACUATION MEETING POINT



# RATHBONES

## CONTACT US

### RATHBONES INVESTMENT MANAGEMENT

30 GRESHAM STREET,  
LONDON,  
EC2V 7QN

