

RATHBONES

Incorporating
Investec Wealth &
Investment (UK)

Your London office guide

For IW&I (UK) colleagues

See the Rathbones guide [here](#)





Welcome

As you know, our Rathbones colleagues have now joined us in 30 & 65 Gresham Street, so we're making some changes to the way we're using our space so we can maximise collaboration.

This pack includes all the practical information you'll need about what's changing.

Thank you all for your continued patience as we bring our teams together. We appreciate some of you have moved desks more than once in the last 12 months and we're very grateful for your continued support. A special shout-out to everyone who's helped with the office move and logistics.

Many thanks again and we hope you enjoy collaborating and networking now we're all together under (almost) one roof!



Facilities

What's changing

What you need to do

Team locations / floors



- Rathbones London colleagues are moving into 30 GS and 65 GS on Monday 15 July.
- Some IW&I teams are also moving location around our Gresham Street offices to enable us to make the most of the space and maximise collaboration.
- There'll be signage hanging from the ceiling to indicate which teams are based in each area.

- See slides 14 16 / the [microsite](#) for details of floor plans to check where your team will be working from 15 July. (Password Gresham2024#)
- Team locations will be visible on signage in each area – see example below



Access passes

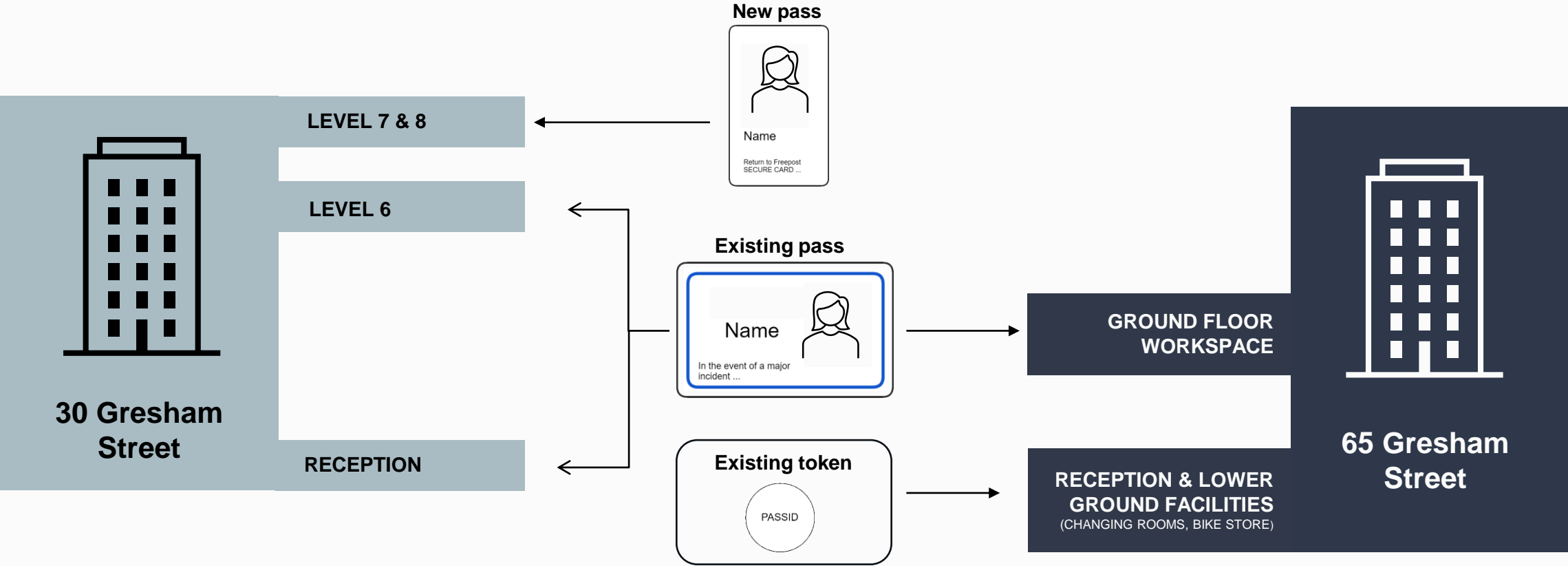


- You should now have your new pass to access Levels 7 & 8 in 30 GS (unless you've already got an 8 Finsbury Circus pass, which will also work on these floors).
- All passes will now only work from **6.30 - 21.30, Mon-Fri**.
- You can continue to use your existing IW&I pass for 30 GS Level 6, ground floor turnstiles, and the 65 GS ground-floor office space.
- For 65 GS, as always, you'll need your existing additional "token" to gain entry from reception and to the bike storage etc.

- If you need office access out of hours / over the weekend – this is by request only, so you'll need to email [Facilities](#) by 15:00 on a Friday.
- From Monday 15 July, you'll need three passes:
 1. Your new pass for Levels 7 & 8 (or existing 8FC pass)
 2. Your existing token for 65 GS
 3. Your existing IW&I pass for all other areas (30 GS level 6, canteen, ground-floor reception etc).
- If you don't have all three passes, please contact [Facilities](#).
- See more access pass info on our [microsite](#) and on the next slide.





Facilities

Access passes at-a-glance







All passes will now only work **Mon-Fri, 6.30-21.30**



Facilities

	What's changing	What you need to do
30 GS levels 6 & 8 lockers 	<ul style="list-style-type: none">• New lockers will be available for you to use on the floor you're moving to. As before, you'll use your building pass to operate your locker.• Not all lockers will be available on Monday 15 July. More will be delivered on Wednesday 24 July. Thanks for your patience.	<ul style="list-style-type: none">• When you arrive on your work floor, please find your crate and unpack it.• Please put all empty crates by the tea points• Please contact the Facilities team to request a locker.
65 GS workspace lockers 	<ul style="list-style-type: none">• There are a limited number of lockers available.• Our technology teams in 65 GS will use lockable drawers / pedestals in place of lockers as a short-term solution to maximise storage and floor space.	<ul style="list-style-type: none">• Please contact the Facilities team to request a locker.• If you're in our technology teams, you should have received separate instructions on how to get a pedestal. If not, please contact the Facilities team.
Bike storage 	<ul style="list-style-type: none">• Rathbones colleagues will have access to our bike storage area at 65 GS.• Please park your bike considerately.	<ul style="list-style-type: none">• Store your bike in the bike racks at 65 GS, not against walls/corridors please.• Remember you'll need your 65 GS entry disc to get into bike storage, and your existing IW&I main pass to access the changing rooms.
Changing rooms & storage (65 GS) 	<ul style="list-style-type: none">• We have 180 lockers to share across Rathbones & IW&I colleagues, so we're trying to allocate them in the fairest way possible, by prioritising those who need to use it 3+ times a week for their commute.	<ul style="list-style-type: none">• Contact Holly Brennan if you need a reminder of your changing room locker code or want to be added to the locker allocation waitlist.• Regardless of whether you have a locker or not - all colleagues can continue to use the ample facilities and open storage in the changing rooms.



Facilities

	What's changing	What you need to do
Post room 	<ul style="list-style-type: none">• There are separate post rooms for IW&I and Rathbones in 30 GS.<ul style="list-style-type: none">– IW&I post room: Level 6– Rathbones post room: Level 8	Contact the Facilities team if you have any questions.
Stationery 	<ul style="list-style-type: none">• IW&I stationery will be available on Level 6 (30 GS) and in 65 GS• IW&I marketing collateral will be available on Levels 6 and 8, but not in 65 GS.	<ul style="list-style-type: none">• Stationery: 65 GS – in the floor to ceiling cupboard near the large meeting room (see floor plan on the microsite); Level 6 – SE corner; Level 8 – coffee points.• Marketing literature: Level 6 - SE corner; Level 8 - Main walkway corridor SE.
Graze Canteen 	<ul style="list-style-type: none">• From Monday 15 July, you'll need to use the Upay app on your phone to purchase food/drinks (i.e. you can't pay with your bank card / via contactless anymore).	<ul style="list-style-type: none">• Download the Upay app and pre-load cash on there so you can pay for food / drink directly via the app (there'll be a QR code in the top right of your app you can scan).• You can also set up auto top-ups for ease so your balance never gets below a certain amount set by you.• See the e-posters in the canteen for more and the article in the Mon 8 July IW&I Briefing
Shared areas 	<p>We'll continue to share the following areas with Investec Bank colleagues:</p> <ul style="list-style-type: none">• Graze canteen• Level 6 terrace area (for informal colleague use for lunches/meeting etc - not for events/client use)• The 65 GS lower ground facilities including changing rooms etc.	Remember these areas are shared so it's important you don't share any confidential or sensitive information in these spaces (including verbally), as per our data and legal obligations.




Facilities

	What's changing	What you need to do
Internal meeting rooms 	<ul style="list-style-type: none">• There are internal meeting rooms and spaces for collaborative working on levels 6, 8 and in 65 GS.• The meeting rooms for L7 are for client-use only.• There are also pods you can use for calls/individual work that requires quiet space.• There will be lots of breakout space for you to collaborate, and you can request whiteboards in advance when you have a workshop style meeting.	<ul style="list-style-type: none">• See the detail on our microsite, which includes what's available on each floor.• Internal meeting rooms must be booked through the London reception team.• Please avoid/limit making block bookings.• For large events – please email londonofficeevents@rathbones.com to book space on Level 7.• Please request whiteboards for meetings at the time of booking.
Access to Level 7 & 8 terraces 	<ul style="list-style-type: none">• The Level 7 balcony area won't be available for colleague use.• There'll be limited access to the Level 8 balcony for team lunches, when weather allows.	<ul style="list-style-type: none">• We'll be adding more info about this shortly within the FAQs on our microsite.



IT set up

	What's changing	What you need to do
IT support 	<ul style="list-style-type: none">You can get support for IT through the walk-in centre (Level 8), the telephone support line or by logging a request via ServiceNow.IT floor walkers will be available to help w/c Monday 15 July.	<p>Use these contact details to access IT support:</p> <ul style="list-style-type: none">ServiceNowService Desk phone support: Tel: 0207 597 1383 (Open from 07:30 -18:00, weekdays)Walk-in centre: Level 8. (Open 08:00 – 18:00, weekdays).w/c Monday 15 July, you can also speak to one of the IT floor walkers
Wifi 	<ul style="list-style-type: none">IW&I colleagues will continue to use the InvCorp network as before, wherever you're on Levels 6, 8 and in 65 GS.All IW&I laptops connect automatically to the network when in 30 and 65 GS.	<ul style="list-style-type: none">Your laptop will connect automatically.If you have any problems, please contact IT support using the contact details shown above.

IT set up

	What's changing	What you need to do
Printers 	<ul style="list-style-type: none">• There are dedicated IW&I printers, with separate printers for Rathbones colleagues to use.• IW&I printers are available on all work floors i.e. Levels 6, 8 and in 65 GS• IW&I printers will be labelled so you know which printer to use	<p>Look at the floorplans on our microsite to see where IW&I printers are located You will use the same process to print documents ie.</p> <ul style="list-style-type: none">• Send print command• Go to printer nearest you or of your choice• Swipe your existing IW&I pass on reader to activate your printing
Using AV/Teams in meeting rooms 	<ul style="list-style-type: none">• For Level 6 (30 GS) and in 65 GS: In the internal and external meeting rooms, you can use the AV/Teams system as normal because these are IW&I-enabled rooms.• For Level 7 & 8 (30 GS): The rooms on Levels 7 & 8 are on the Rathbones platform so for IW&I colleagues to use the AV/Teams, the booking must first be enabled by the London Reception teams.	<ul style="list-style-type: none">• Please be patient as we all adapt to our new working environment• All meeting room bookings must be made in advance through London Reception• You need to complete this booking form and return it to London Reception• To enable colleagues to join meetings on Levels 7 & 8 via MS Teams -<ol style="list-style-type: none">1. Ensure the Outlook invite is set up as a Teams meeting with a link2. Click on the touch panel on the table and click "join with an ID"3. Enter the Teams ID and passcode (it will be within the invite)
Tech set-up on desks 	<ul style="list-style-type: none">• The tech set up is the same for all desks on Levels 6, 8 or 65 GS so you can work from any desk.• Whenever possible, however, please try and work from a desk in the neighbourhood that's been allocated to your team. The floorplans on the microsite show the neighbourhoods where each team will be based.	<ul style="list-style-type: none">• As before, use the cable on the desk to plug in your laptop. This will connect you automatically to the network and monitors.• Please don't move or unplug equipment, speak to our technology experts if you have any issues:<ul style="list-style-type: none">- Raise a ticket on ServiceNow- Call 0207 597 1383 (07:30 -18:00, weekdays)- Visit the walk-in centre: Level 8 (08:00 – 18:00, weekdays).

Visitor facilities

	What's changing	What you need to do
Reception 	<ul style="list-style-type: none">• While we'll continue to share the main desk at ground-floor reception with Investec Bank, we'll each have dedicated reception teams.• At reception, there'll be a team for IW&I, Rathbones and Investec Bank, with clear signage on the desk to show which team is which.• Eventually our Rathbones and IW&I reception will merge (in 2025)	<ul style="list-style-type: none">• Direct any visitors to the IW&I reception teams
Visitors 	<ul style="list-style-type: none">• Visitors need to sign in with either the IW&I or Rathbones reception team when visiting the building.• Signage on the ground floor will show which levels the Rathbones/IW&I teams are based on.	<ul style="list-style-type: none">• Please ask your visitors to sign in with the IW&I or Rathbones reception team on ground floor

Visitor facilities

What's changing

What you need to do

Client meeting rooms



- All Rathbones / IW&I client meetings will take place on Level 7 only from **Monday 29 July**.
- The Level 6 client meeting rooms will only be available when co-hosting mutual clients with Investec Bank as part of our strategic partnership.

- To book a meeting room, please email [London Reception](#)
- Bookings should be for individual meetings only – no block bookings please
- If you don't know your cost centre – contact [London Reception](#) or [Facilities](#) team for guidance.
- Email [London Reception](#) for the latest fine dining menus.
- In the event of a mutual client meeting on Level 6, please liaise with your Investec Bank colleague/client contact; or contact [London Reception](#) who will liaise with the Bank reception team.

Wifi



- The WiFi code will be visible in all visitor spaces/meeting rooms.
- Note: There will be a different wifi code for guests of IW&I (UK) or Rathbones

A reminder that the wifi log in details for IW&I visitors are:

- Network name: Investec
- Password: bG(25EW]

Alternatively, scan this QR code





Useful contacts

Technology

- Please log a ticket on [ServiceNow](#)
- If you can't access [ServiceNow](#), please call **020 7597 1383** (07:30 – 18:00, weekdays)
- You can also get help at the walk-in centre: Level 8, open 08:00 – 18:00 weekdays

Facilities

Please contact: [Holly Brennan](#) or the [Facilities team](#)



First aiders & fire wardens

- See the signage in coffee points



Fire alarms

- The 30 GS fire alarm is tested every Friday at 16:45.
- The 65 GS fire alarm is tested every Friday at 09:15.
- There's no need to evacuate during these tests.



Emergency exits

- Please use the exit nearest to you if the alarm goes off and proceed directly to the assembly point – which is Aldermanbury Street (near the Guildhall) for both 30 GS and 65 GS.

Office evacuation muster point

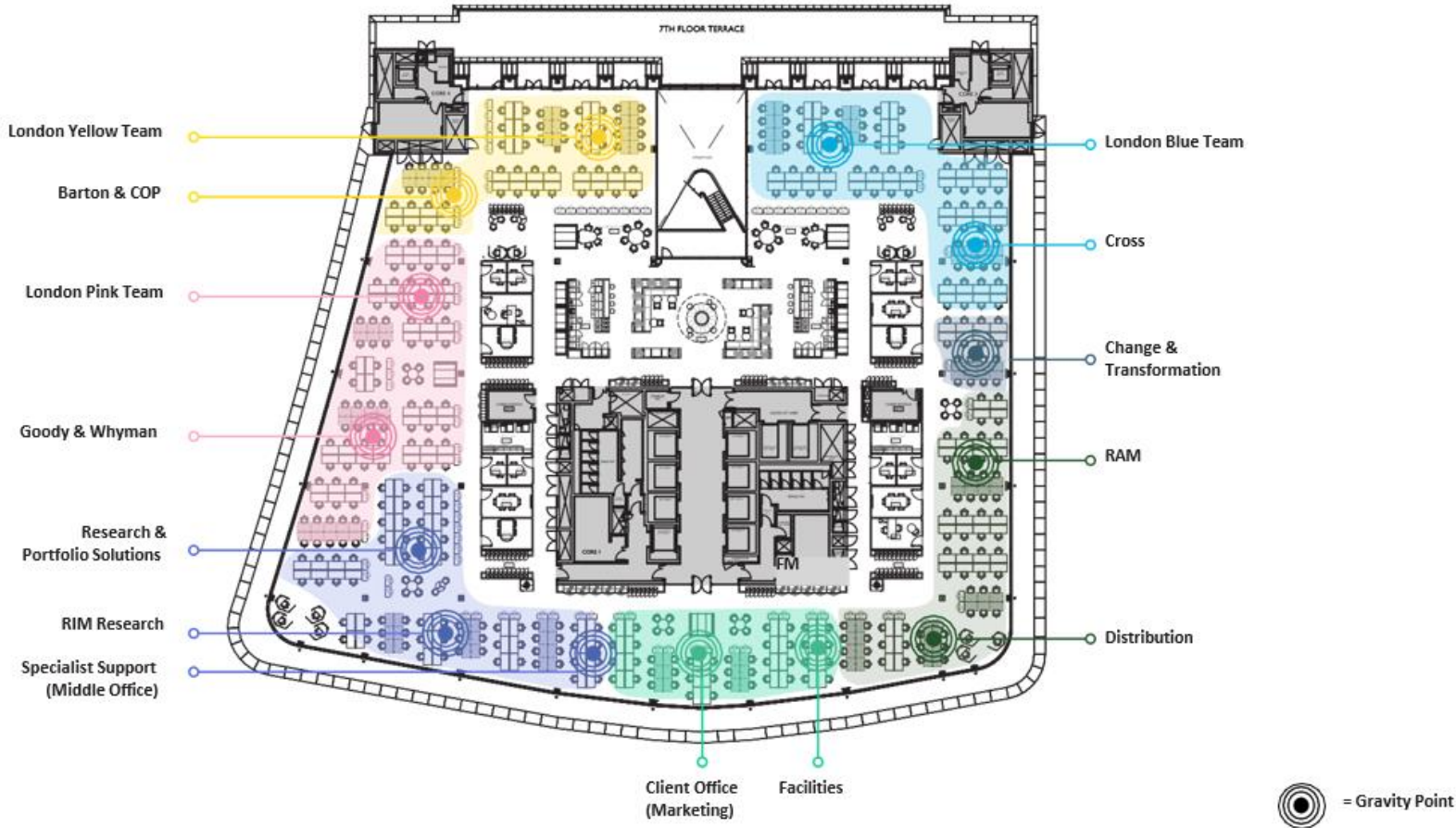
MUSTER POINT



Floor plans – team locations

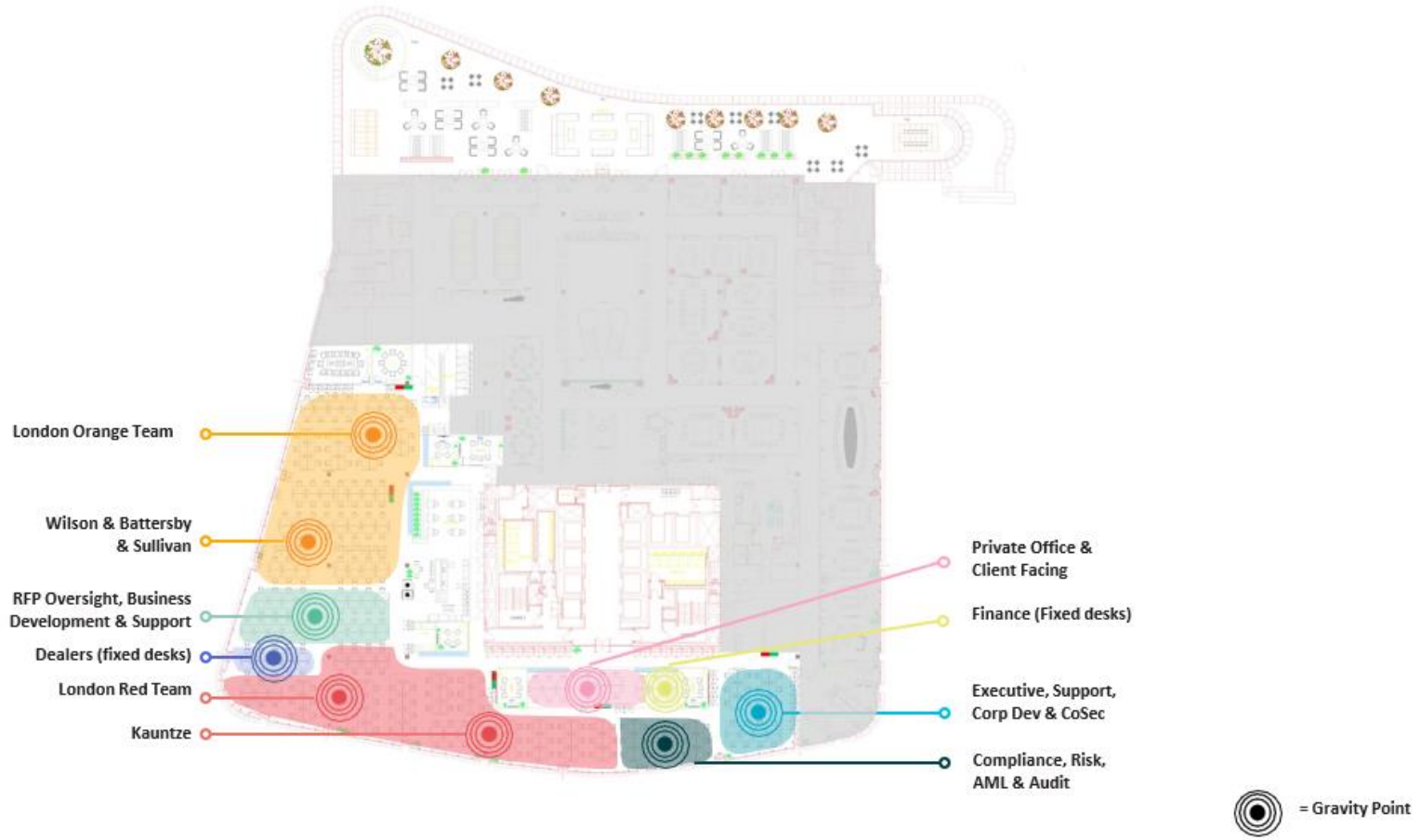
Office floor plan: Level 8

Level 8 Interim Plan



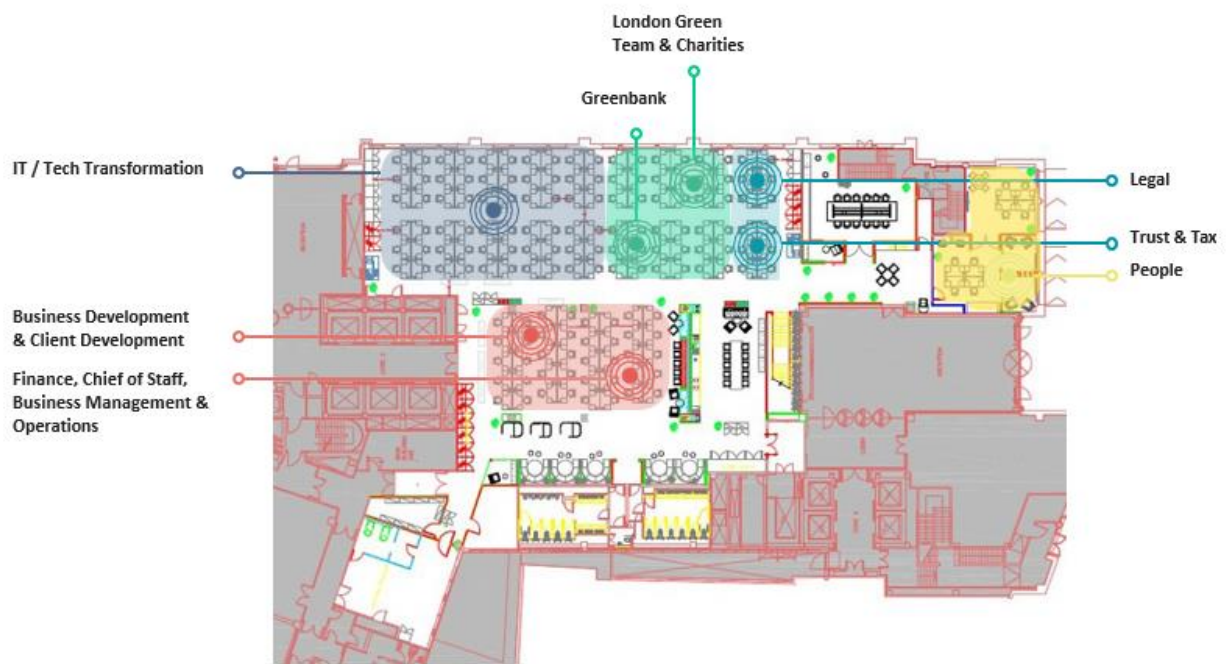
Level 6 Interim Plan


Office floor plan: Level 6



Office floor plan: 65 GS

65GS Interim Plan

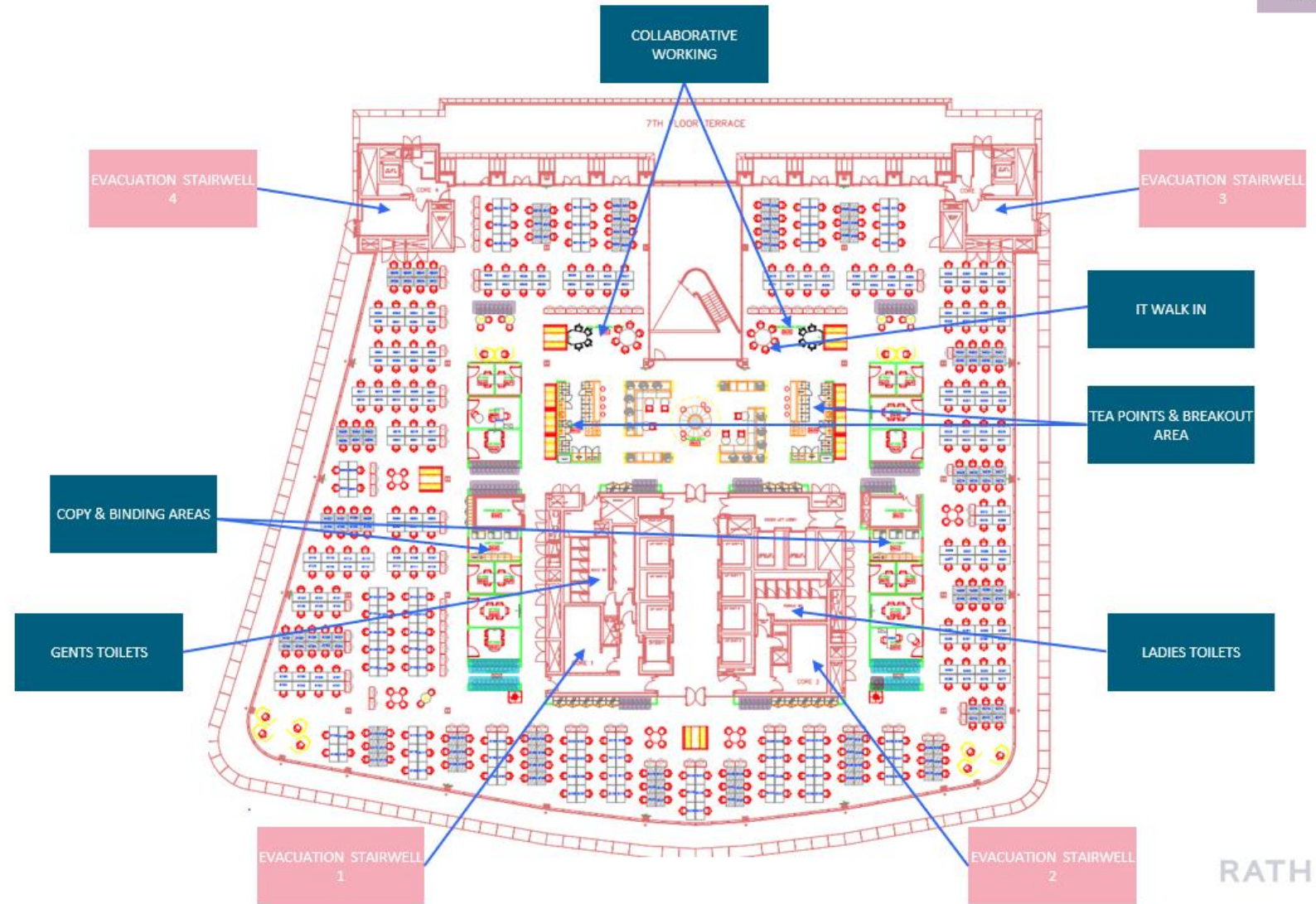


 = Gravity Point

Floor plans - facilities

Office floor plan: Level 8

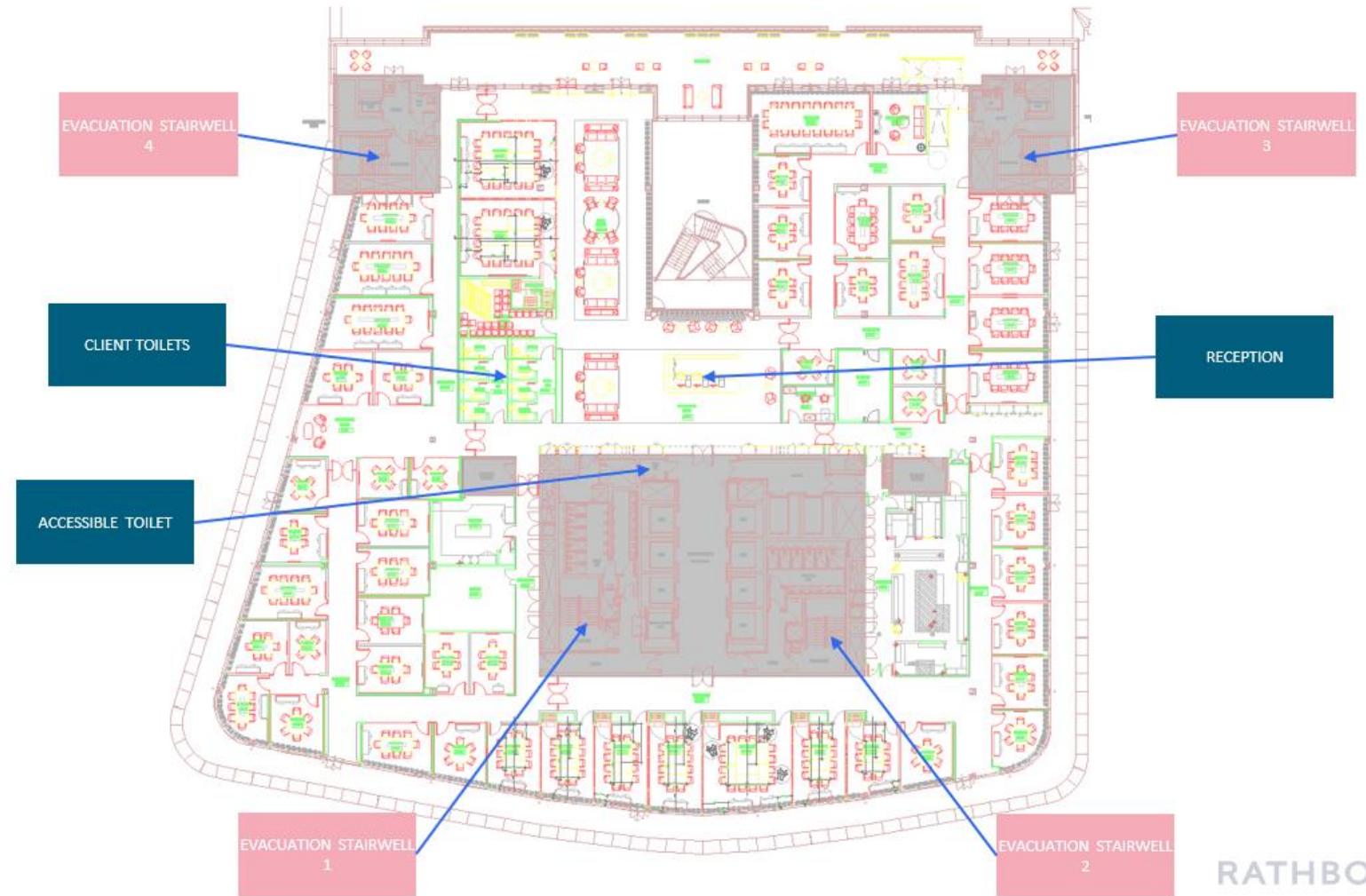
LEVEL 8 FLOOR PLAN



RATHBONES

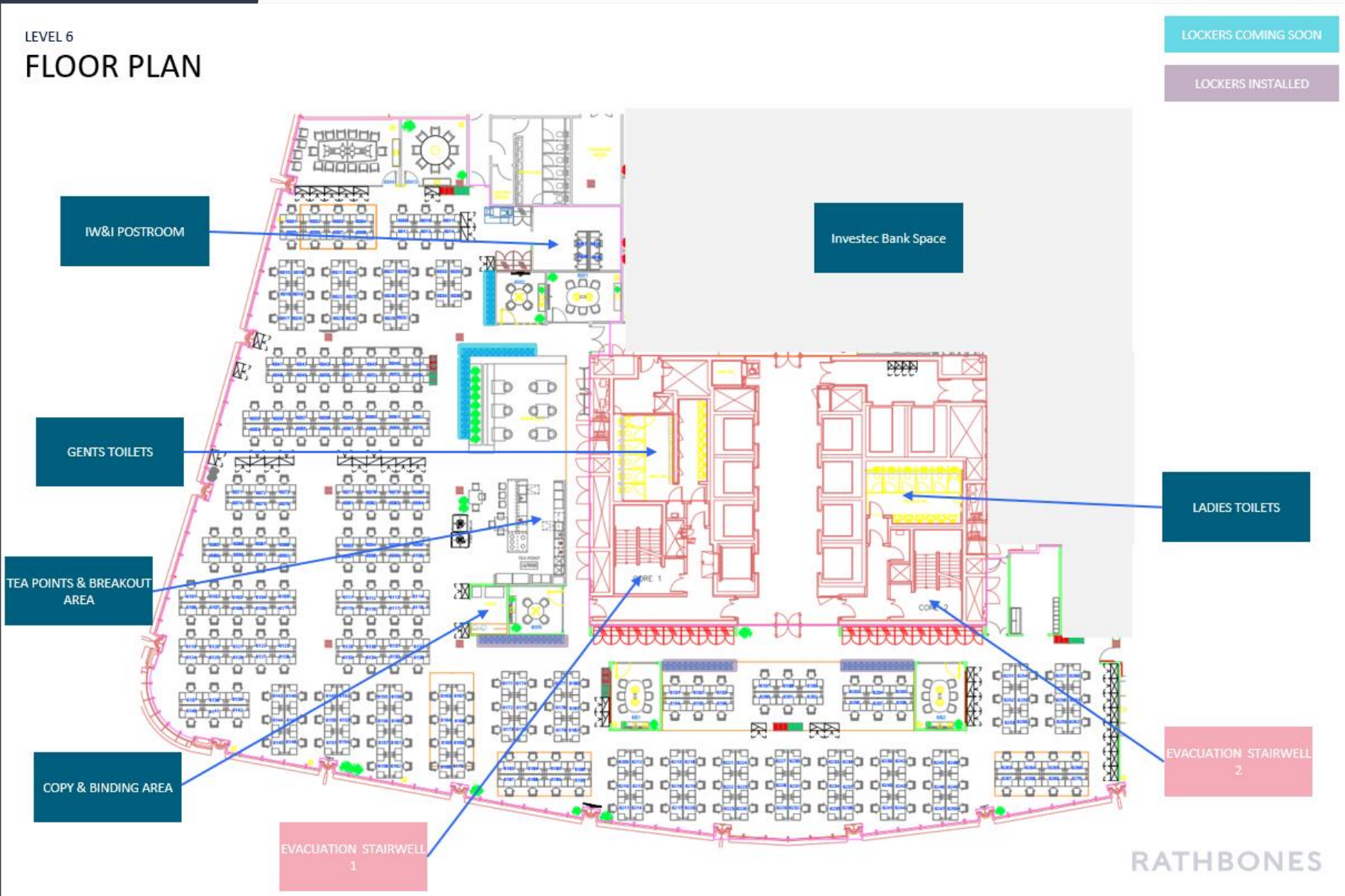
Office floor plan: Level 7

LEVEL 7 FLOOR PLAN



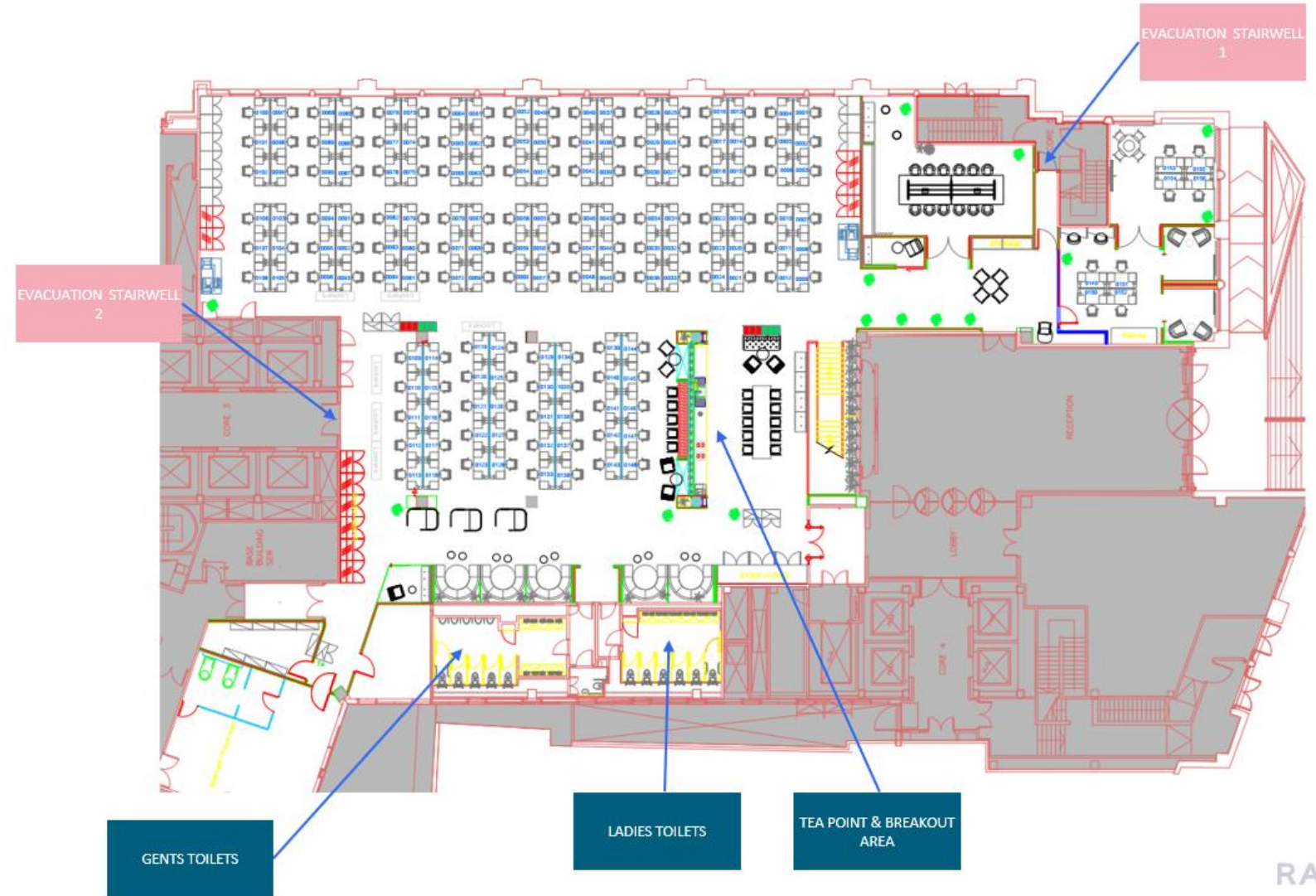
RATHBONES

Office floor plan: Level 6



65 GRESHAM ST
FLOOR PLAN

Office
floor plan:
65 GS



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