

**Workspaces that
work for you.**



**TSEBO
WORKPLACE
DESIGN**

a TSEBO solution

WHO WE ARE

Tsebo Workplace Design is a Level 1 B-BBEE company, providing comprehensive and flexible workplace solutions delivered by our highly professional team.

Our philosophy follows sustainable, 'green' design and we are experts in interior architecture with ample experience in optimising office space. We specialise in WPS Office (a small and fast suite of programs), space planning, concept and interior design, construction drawing, full-turnkey construction as well as move-and-change management.

We work closely with clients to provide quality, timely and cost-effective workspace solutions that turn your ideas and ambitions into practical reality. Our designers transform your brief into a well-planned, efficient and effective workspace that represents your brand. We take ownership of our clients' requirements and deliver a new home for your business – on time and on budget.

The COVID-19 pandemic forced change upon the world, especially in how we perform our daily business. Tsebo Workplace Design is at the forefront of innovative workplace strategies that take the 'future of work' into consideration. We ensure your workplace is safe, exciting and motivating for staff, thereby attracting and retaining the best talent for your business.

Tsebo Workplace Design has 54 percent black ownership, with 45 percent black woman ownership, which allows clients a procurement recognition of 135 percent on budget spend.

We think outside of the box.



Professional, highly qualified and flexible.

WHY US?

Tsebo Workplace Design has a solid understanding of corporate client requirements.

Our team and consultants work in a variety of sectors, such as engineering, finance, petroleum, telecommunication, building and construction, as well as in architectural and interior design. We understand the demands and the need to avoid disruption to the business, the client and the end result. We excel in providing seamless, strategic, future-proof and sustainable workspace solutions in a highly competitive market.

Tsebo Solutions Group (our parent company) provides a number of professional services ranging from Business Support and Soft Services to critical and front-line Engineering and Maintenance. This is supported by best-in-class computer-aided facilities and energy-consumption management systems to monitor and control consumption and cross billing and to support energy-tariff ratification and intervention.

WHAT WE DO

Our professional workspace consulting services include everything from workplace strategies to optimise space, to interior design to ensure comfort and motivation.

We are experts in interior architecture, sustainable and experiential design, project management, turnkey construction, and construction management.

Tsebo Workplace Design draws on its significant buying power with suppliers of furniture, fixtures and office equipment to leverage exceptional savings for our clients that are not accessible to the general public.

A one-stop, project-based solution.

OUR SOLUTIONS

Professional consulting services

Our professional consultants problem-solve and offer expert advice to minimise challenges and optimise work environments. By conducting research, staff surveys and feasibility studies we identify a company's unique selling proposition and align this with its workspace design. Services include project management, construction management, cost management and interior architecture.



Design analytics and solutions

Tsebo Workplace Design analyses the work patterns of your staff to offer a strategic design solution that caters for their actual needs. Block layouts and departmental matrices are established to offer a design that will significantly improve the existing workspace by establishing 'me spaces' and 'we spaces' for increased employee productivity. Our solution includes workplace planning, production, 3D drawings and Autodesk Revit software.

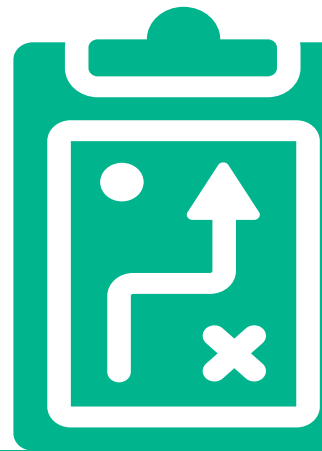


Workplace strategy

Workplace strategies seek to transform the work experience through best-fit scenarios between people, spaces and processes. This involves a dynamic alignment of work patterns with peak performance and provides a response to not enough space, too much space, or the need to introduce organisational change.

Our strategists consider the unique requirements of a business and design solutions to meet current and future needs. This may involve recommendations to reduce property costs, improve performance, relocate, or merge organisations into consolidated office spaces.

Workplace strategy advises on the best configuration of the overall space by considering **collaboration** spaces, **learning** spaces, **personal** spaces and **social** spaces.



Task zone

Undisturbed space and tools to focus on sedentary work (space characterised by rule of calm or quiet).



Telephone mode

Private space to focus on telephone calls without background noise or the distraction of dual internal audiences.



Interact mode

A dedicated space within the workspace vicinity to engage a co-worker sporadically, as the need occurs.



Learn zone

Space to present, deliver or receive information (typically requires use of audio-visual or multimedia equipment).



Social zone

Space to rest and rejuvenate, attend to personal stuff, socialise or work informally (posture options: recline, sit and stand).



Collaboration zone

Space to meet groups of people to innovate, share and brainstorm (more formally planned space to host bigger groups with tools to share and process ideas).

OUR SOLUTIONS

Sustainable design

Sustainable design considers environmental, social and economic impact when creating products and services. Guided by the Green Building Council of South Africa's (GBCSA) Green Star Rating tool, we specify sustainable materials in our design and consider the occupants' wellbeing in terms of natural light, greenery and fresh air. We dispose of construction waste in a sustainable manner and aim to repurpose or recycle materials where possible.



Sustainable design

- Sustainable material selection
- Re-use or recycle furniture
- Energy efficiency
- Acoustics and comfort
- Life-cycle of furniture and materials

Benefits

- Healthy, productive places to work in
- Less costly to operate and maintain
- Reduced environmental footprint

Tools

- Innovation category
- Products and materials
- Technical clarification
- Credit interpretation requests

Technology services

Our technology driven solutions aim to assist clients to manage their asset portfolios more effectively. We provide live-data management and apply data capture at the source, compile reports and help with overall governance.



Business moves

We deploy a highly systematic risk-averse relocation process that ensures complete peace of mind before, during and after the move. Our solution includes comprehensive, flexible services that cover every aspect of business relocation, including the physical move, furniture services and mobilisation. We ensure business continuity and zero downtime, irrespective of the complexity of the relocation.



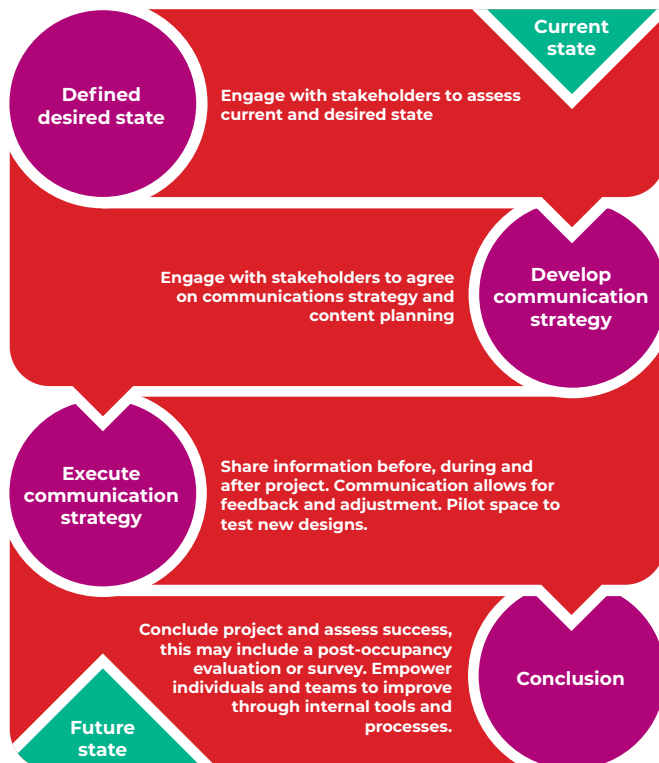


OUR SOLUTIONS

Turnkey design and build

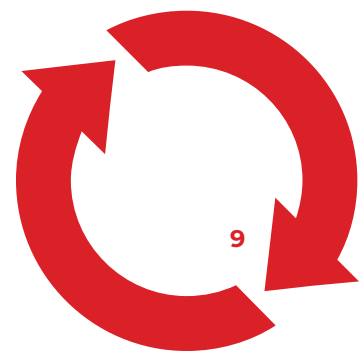
Tsebo Workplace Design manages all work stages of your project; from inception to construction to all fitting requirements. We present a complete premises, on time and within budget.

You are presented with a single point of contact, while we manage the design, the costing, the construction, the move and the handover. Since every step is accomplished in-house and there is no tender process, our clients benefit from accelerated turnaround on deadlines.



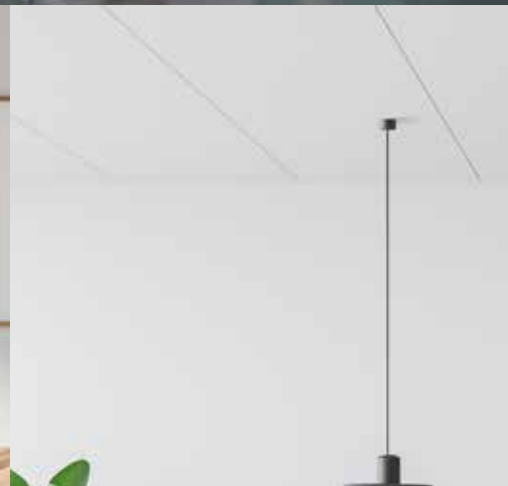
Change management

Change management supports the client's future workplace strategy by facilitating the adoption of positive change at all levels – from workspace assessments to 'move' meetings with internally nominated 'change champions' and positive communication with everyone involved. Staff surveys are conducted and professionally interpreted to set up an open flow of communication and support all stages of transition. Change management provides comfort to staff over what can be a stressful move or office refurbishment.



LATEST TRENDS

- ✓ Highly flexible, multi-functioning spaces
- ✓ Glass and acrylic screens
- ✓ Technology that works! Touch free! Plug and play with no cable irritation
- ✓ Privacy, focus and quiet, an open plan with boundaries!
- ✓ Home away from home lounge settings
- ✓ Focus rooms



CONCEPT BOARDS



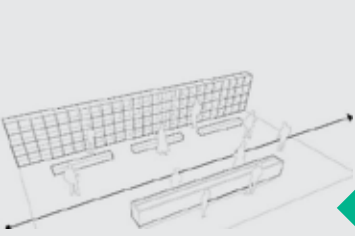
- ✓ Flexible furniture configuration, rooms have multiple uses and are not left redundant for most of the year
- ✓ Lounge areas that make you feel as if you're working at home
- ✓ Height adjustable desks and lockers
- ✓ Pops of colour in the right spaces
- ✓ Lounge booths with sofas and mood lighting and views toward the outside
- ✓ High tables to encourage quick and efficient meetings
- ✓ Introducing more light and greenery to assist in overall wellness and positivity
- ✓ Furniture that adjusts to allow different postures that increases productivity and improves health
- ✓ Great coffee and food availability to encourage healthy eating
- ✓ Reconfigurable pods for silent work



DESIGN FOR THE NEW WORLD

Mudroom

1



The new welcome space is a little more like home. Change your shoes, wash your hands, greet co-workers and start your day!

Baristas

2

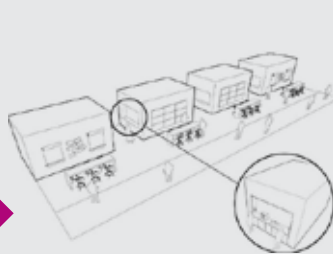


Want to limit the spread of germs? Avoid self-service coffee stations and hire a barista — a win-win solution!

3

Collaborative corridors

The hallway takes on a new purpose. No longer going from point A to B, corridors are now dynamic spaces that embrace impromptu connection while being seen is easy, it's fun and it's safe.

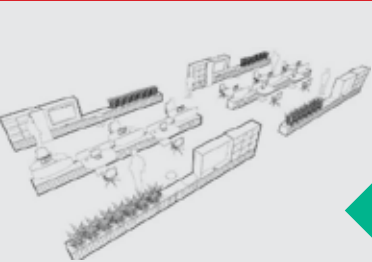


4

With a little more elbow room and intimate scale, the workstation pod is used for those short spurts of focus work that fill time between meetings and collaborative work sessions.

Neighbourhood configurations

5



Small-scale neighbourhoods promote multiple work postures for focus and collaborative work with well-appointed green space to improve the view and air quality!

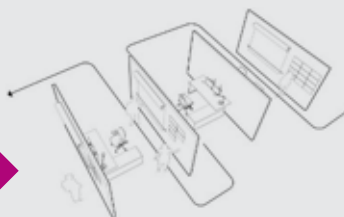
6

Who says open collaboration needs to be noisy? With part of the team off-site and part in the office, the next version of the open setting is multi-modal, intimate and a little more self-service.

7

Officle

Not quite an office, not quite a cubicle, the Officle provides privacy and supports focus work minus the door. Enables a quick stop by to say "Hello!"

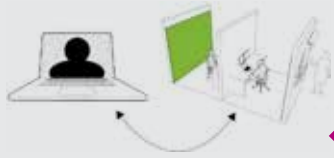


8

Rather than piling into a closed room, the corner configuration provides the necessary wall space for whiteboards and screens and space to roam around.

Virtual collaboration

9



The green wall.
It makes that
virtual meeting
more immersive,
more creative -
more you!

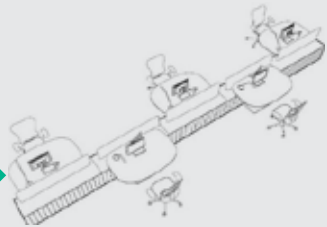
Community kitchen

10

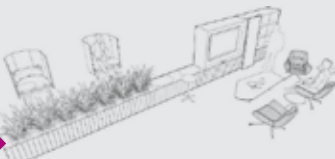


Easy to clean and maintain,
the community kitchen is
a self-service area and the
heart of the neighbourhood,
a little slice of home. Clean
up after yourself!

Workstation configurations



Open collaboration



Reconfigured conferencing



Space
planning

Environment
quality

COVID-19
DESIGN
RESPONSE

Design
behaviour

Cleaning
& hygiene

OUR EXPERIENCE



B AUTODESK®
BIM 360® DESIGN



A AUTODESK

Tsebo Workplace
Design uses advanced
rendering software to
offer clients an overview
of what the finished
project will look like.

OUR EXPERIENCE



A leading banking brand. Tsebo Workplace Design was involved with the rollout of their retail stores for three years, incorporating their new concept.





Our design for the new Tsebo National Control and Command Centre in Midrand, Johannesburg incorporated high-specification technology and included the implementation of an experience centre to showcase their offerings to clients.



Tsebo Workplace Design partnered with Standard Chartered Bank to offer workspace planning, design and fit-out, and change management for their corporate offices. We have been involved in several of the fitouts for SCB, including South Africa, Zambia and Tanzania.





Facilities Management
Remote Camps (ATS)
Catering
Cleaning

Protection
Hygiene
Energy
Procurement



CONTRACT NON-CORE SERVICES



Revenue

PRODUCTIVITY
CONVENIENCE
COMPETITIVE
CAPABILITY

OPEX
CAPEX
BUSINESS RISK

Costs

MEASURABLE BUSINESS BENEFITS

Estate Living
Oil and Gas
Mining and Resources
Corporate and Financial Services
Manufacturing
Public Sector
Healthcare
Education
Leisure and Hospitality
Retail and Wholesale



KEY SECTORS

25 Countries

5 500 Sites

50 Years

32 000 Employees

34 Offices



FOOTPRINT AND OPERATING EXPERIENCE

THE COMPANY SUPPORTING THE BEST COMPANIES ACROSS AFRICA

ISO 9001 **Quality Management**

We hold the internationally recognised QMS standard, a powerfully designed business quality tool ensuring continuous improvement.

ISO 9001:2000 ISO 9001:2008

ISO 22000 **Food Safety Management**

We are compliant to specific FSM standards, ensuring that all organisations in the food chain control safety up to the time of consumption.

ISO 22000:2005

ISO 14001 **Environmental Management**

We follow the specific EMS standards for handling environmental issues within an organisation.

ISO 14001:2004

ISO 45001 **Occupational Health & Safety**

We eliminate or minimise the health and safety risks of our activities for employees and other interested parties.

ISO 45001:2018

WORLD-CLASS OPERATING STANDARDS



Level 1 B-BBEE contributor:

- Procurement recognition for clients of 135%
- Black Ownership of 54.4%
- Black Woman Ownership of 45.6%

BROAD-BASED BLACK ECONOMIC EMPOWERMENT

CODE OF ETHICS

King IV, UN Global Compact Principles

ABAC

Policy, Declaration and Incident Registers, Supplier Warranty, Gifting and Policy Register, Data and Information Policy

SAPIN ii

Code of Conduct, Internal Whistleblower Mechanisms, Risk Mapping, Third Party Due Diligence, Strong Accounting Controls, Compliance Training Program, Disciplinary Regime, Internal Controls

INCLUSIVITY

2.3% Persons with Disability Workforce

+20 000

Training sessions conducted annually

90%

Inputs locally sourced supplier development: Induction, Training and Development EMEs and QSEs

EMPOWERMENT

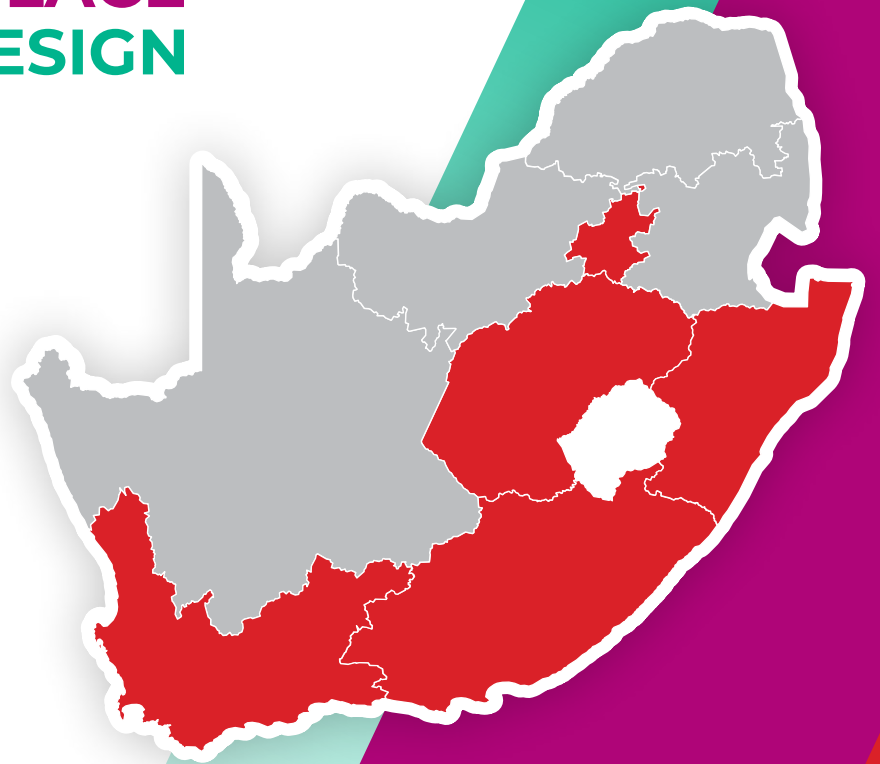
Multinational Clients
Corporate Citizenship
Environmentally Responsible
Ethics and Governance
An Authentic African Company



AN ETHICAL AND RESPONSIBLE CORPORATE CITIZEN



**TSEBO
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GET IN TOUCH

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OUR FOOTPRINT

OUR VALUES



We embrace highly ethical, moral and respectful behaviour, without exception.

INTEGRITY



We seek opportunity, respond rapidly, strive for continuous improvement and behave like intrapreneurs.

ENTERPRISING



We care for people, communities and the environment.

CARING



We are industrious, efficient and dependable.

DILIGENT