

144 OXFORD GUIDE

To help you navigate your way around, we have put together this informative 144 Oxford guide for all Kumba employees.



4 4 OXFORD

Throughout the booklet, we've used QR Codes like the one on the right.



Download a QR code reader for your device from the appropriate store.



Once you have installed it on your device, open the QR Code reader.



Hold your device over a QR Code so that it's clearly visible on your screen.

The device will either automatically scan the code or you will need to push the button to scan.

The relevant information will appear on your screen. Quick and easy.

Hello and welcome to your new home.

To help you settle into our new offices at 144 Oxford, we have put together this interactive guide. It includes essential information you need to find your way around and be as productive and comfortable as possible.

More so now than ever, we at Kumba are gearing up for the future. Our strategy, which seeks to unlock value through various multidimensional opportunities requires us to create an environment that is future-focused, centralised and integrated.

For Kumba to come out on top in this ever-changing world, it is critical for us to ensure that we have a future-enabled workforce and that we are based in an environment that promotes this.

Familiarise yourself with all our health & safety protocols, facilities and how we plan on working together more effectively to ensure our shared success.



Contents

1. Access & parking	5
2. Travel	9
3. Safety & security	15
4. Covid-19 protocols	25
5. IM	29
6. Cloudbooking	27
7. Facilities	35
8. Sustainability	41
9. Office Equipment	43
10. Engage App	47







1. Access & parking

ARRIVING FOR THE FIRST TIME

Before making your way to 144 Oxford, all Kumba employees need to complete the following steps:

- Book on **Cloudbooking** to register yourself as a visitor
- Complete the **online access card application form and the safety induction** no later than 24 hours (1 working day) before you arrive at 144 Oxford to collect your access cards. This allows the team time to confirm your employment status

Note: Those that cannot access the link must please log a ticket with IM and request access to the form. Those having trouble with the induction, found within the sheet, must please log a ticket with **support@passport360.com**

To ensure your security, if you have not been to 144 Oxford in 2 weeks you will need to head to the **Walk-in Centre** to reactivate your Access Card.

Scan this QR code to find out more about the Access Cards.



Or click here

Scan the QR code below for more Information on Cloudbooking.



[Or click here](#)

PARKING AT 144 OXFORD

There are 1000 bays with 500 overflow bays at the malls. We are also looking at acquiring the other tenants' parking bays. There is a parking management system in place where you can book parking for visitors. **As an employee, you will not be required to book parking.**

Flexi-working, a strong public transport network and the Gautrain further reduces the need for parking.

P1 will be reserved exclusively for visitors. Note: you are still required to book parking for them.

P3 – P6 has enough parking bays to accommodate Kumba employees. Please make sure you only park in marked Anglo American parking bays.

Please obey the following rules when parking at 144 Oxford:

- Observe the maximum speed limit of 10 km/h
- Drivers and passengers must wear seat belts
- Smoking is not permitted in parking areas
- Keep a safe following distance
- Make use of the convex mirrors
- **Only reverse parking is permitted**
- Always use your headlights
- Use the pedestrian walkways and crossing points





STEP 3

Read the Terms and Conditions and click 'Accept'. Click on 'Pay with new card' to link a payment card to your profile.

Platform A

CHARTER ON
LINE RT

Tambo



2. Travel

GETTING TO 144 OXFORD

144 Oxford provides easy access from all major areas and is conveniently situated within the Rosebank precinct. The nearest bus stop is 97m away, the nearest taxi rank is 50m and the nearest Gautrain station is 200m away.

Rosebank is a vibrant business, commercial and retail suburb, with a well-established transport hub that feeds into and out of Rosebank from areas around Johannesburg. From the Gautrain station to buses and a bustling taxi depot, one block away, there are many transport options available. And, it is all within easy walking distance from 144 Oxford.

See the map for more details on how to commute to 144 Oxford in the most comfortable way.

The Gautrain Route



GAUTRAIN

Centurion route to Rosebank

The train starts at the Centurion Gautrain station situated near the Centurion Lake at the intersection of West Avenue and Gerard Street. It has the following stops before reaching Rosebank; Midrand, Marlboro, and Sandton. The 4th stop on the route will be at the Rosebank Gautrain station. It is located underground beneath Oxford Road, between Baker Street and Tyrwhitt Avenue, opposite The Zone shopping centre.

All train users must have a Gautrain card that they can purchase inside the station at R10 per card.

Travel time from Centurion to Rosebank

- Gautrain operates a train from Centurion to Rosebank every 20 minutes, and the journey takes 24 min

Schedule:

Scan this QR code to find out more about the Gautrain schedule and the cost of tickets.



Or click here

Parking at Centurion Station:

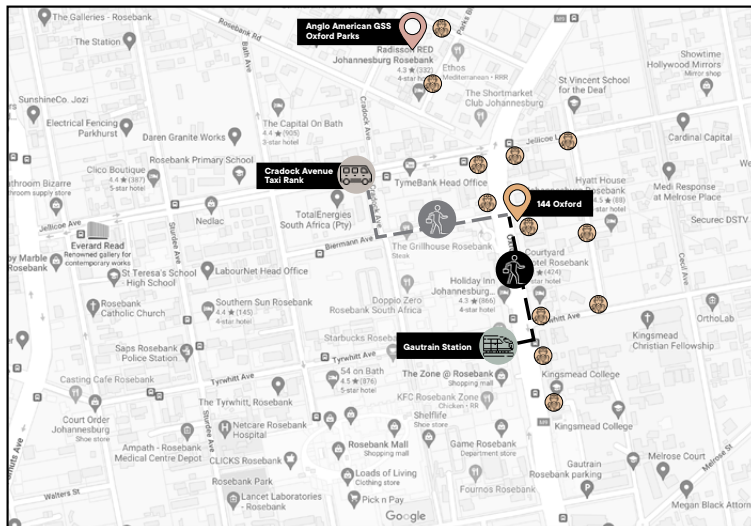
- Upon entering our parking facilities for the first time, please take a paper ticket at the parking gate. If you already possess a Gautrain Card, simply hold your Card to the place indicated on the parking gate and the boom will open
- Train users enjoy discounted parking fares when exiting the parking within 1 hour of using the train. Non-train users will be charged standard parking fares

Distance from Rosebank station to 144 Oxford

- The Rosebank Gautrain station is only 200m away from 144 Oxford, making it a comfortable walk to the office

Safety

- To ensure your safety, Anglo American has posted security guards on this route
- The Gautrain have placed a number of world-class safety and security features, which include: CCTV camera surveillance, both on trains and in stations. 24-hour security presence at all stations as well as fencing along the Gautrain route



144 Oxford



**Anglo American GSS
Oxford Parks**



Gautrain Station



**Cradock Avenue
Taxi Rank**



Security Guard



**Gautrain to 144 Oxford
200m - 3 min walk**



**Taxi Rank to 144 Oxford
300m - 4 min walk**





3. Safety & Security

SAFETY IN AND AROUND ROSEBANK

We encourage you to follow these safety tips when travelling in and around any suburb in South Africa, Rosebank:

In the street

- Avoid unnecessary or ostentatious displays of expensive jewellery, cameras and other valuables including laptops and cell phones
- Do not carry large sums of money around
- At night, steer clear of dark, isolated areas
- It is better to explore in groups and to stick to well-lit, busy streets

Cell phone

- Do not text or hold your phone out while walking
- Do not leave your phone out on the table when at a bar, cafe or restaurant
- Avoid wearing headphones when in public – rather stay alert to your surroundings
- If you are waiting for your e-hailing service, rather remember the number plate details and put your phone away

Public transport

- Wherever possible, make use of e-hailing services such as Uber or Bolt rather than regular taxis or metered taxis
- Ensure the vehicle and driver match the details displayed in the e-hailing app
- If possible, rather make use of company-arranged transport

Train

- The Gautrain is a quick and efficient way to travel around Gauteng and runs between Pretoria, Centurion, Midrand, Sandton, Marlboro, Park Station and OR Tambo International Airport
- The Rosebank Gautrain station is less than 300m from the Anglo American Rosebank Office at 144 Oxford





SAFETY AT 144 OXFORD

Security Control Room

Collaboration under a crisis is critical. A state-of-the-art security system and team (with full emergency training) are equipped and able to provide immediate support and direction should such a situation occur.

For urgent 24/7 assistance, call the Security control room by dialling **060 726 6934 or landline 011 638 0428/29.**

Risk Intelligence Centre (RIC)

The RIC is a centre of security analysts that research risks in JHB, and crime intelligence at our operations to ensure we are ahead of criminals.

What does the RIC do for Anglo American?

- To create a secure and safe work environment for Anglo American employees, guards are deployed from the GSS Oxford Parks to the 144 Oxford building as well as between the Gautrain station

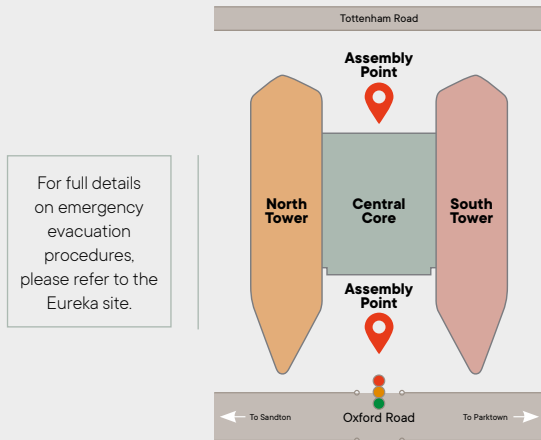
- Thorburn Security Solutions have been appointed as Anglo American's security in Rosebank. They monitor movement along the walkways between the GSS Oxford Parks, 144 Oxford and the Gautrain station
- They offer armed response, fulfilled by TSU, should a serious emergency occur
- In addition, the RIC offers K9 unit support through Braveheart. This is active around the GSS Oxford Parks and 144 Oxford buildings
- Anglo American Security Services has a good working relationship with both Rosebank and Norwood SAPS

Risk Intelligence Centre's 24/7 contact numbers are **011 638 0340 or 076 650 5715**.

You may contact the RIC at least one day prior to your journey, to assist with planning your route beforehand.

WORKING AFTER HOURS

For any after-hours security requirements, please contact the Anglo American Security Control Room on 060 726 6934 or landline 011 638 0428/29. This includes requests for escorting or notification of any incidents.



EVACUATION

In the event of an evacuation, only use marked Emergency Exits. Do not use the lifts or main staircases. Please ask your Safety Representative or Floor Warden for more information on our evacuation protocols.

MOBILE PHONES

Do not use mobile phones whilst walking. If using a mobile phone in a corridor or walkway, be aware of others around you and move to the side to avoid causing an obstruction.

HOSTING VISITORS

- Hosts are responsible for the safety of their visitors while onsite
- Hosts must carry out a short, informal safety briefing covering the Emergency Procedures
- Hosts should be aware of the needs of any disabled visitors
- Hosts must collect their visitors at reception and return them there after their visit
- Visitors must declare any object in their possession that may be deemed inappropriate or dangerous







4. Covid-19 Protocols

After carefully monitoring the Covid-19 infections across our corporate offices in Johannesburg, we have taken a decision to suspend routine weekly testing in the office. However, we request employees to continue to complete the daily self-monitoring form on the Engage App to help us manage any potential increase in infections.

This protocol also applies to visitors coming into the offices. Please note: they are required to complete a declaration via the visitors' Cloudbooking system, stating that they have no symptoms or have not been in contact with someone that has tested positive in recent days.

As communicated previously, we are also in the process of finalising our self-testing protocol and will be issuing Covid-19 self-test kits should we have to initiate testing again in the near future.

Testing stations in the office will be open and available should employees need to have a Covid-19 test, and will receive the necessary case management support.

Scan this QR
code to book at
our Firestation
Rosebank Clinic
– 8th Floor, 16
Baker Street Cnr
Bath Avenue,
Johannesburg



[Or click here](#)

Kumba employees that show symptoms can also use the Engage App to complete the Monitor Myself form, and a clinician will call you to follow up.

Vaccinate to keep us safe:

As a company, we are unfailing in our commitment to safety and to providing a safe working environment for all our colleagues. Vaccines are scientifically proven to be our best protection against Covid-19, particularly in preventing hospitalisation and death.

We encourage employees to get vaccinated at the earliest possible opportunity to help protect themselves, their families, colleagues, and communities. Employees, contractors and their families can vaccinate via our workplace vaccination programme at two of our vaccination facilities in Gauteng. Our workplace vaccination programme provides an easy and convenient way to get vaccinated by members of our health team who also offer follow-up care and support.







5. IM

EQUIPMENT

All Kumba employees will be given a new headset, wireless mouse, and keyboard with their welcome pack when they arrive at 144 Oxford.

Microsoft Teams Telephony is the new way to make and receive calls. Headsets will be used for all your Microsoft Teams collaboration services – voice calls, meetings, video conferencing, etc.

Smart curved screens with docking stations have been installed on all desks. Special software has been installed that will allow you to set up multiple views on one screen.

WALK-IN SERVICE CENTRE

Floor 1

Monday to Friday, 07h00 – 17h00

The Walk-in Service Centre works on a ticketing system.

In addition to handling all Global IM requirements, IT vending machines and Access Cards, there is also a printing request centre as well as Human Resources support services. Dedicated IT lockers are available to store valuable tech items.

With our move to a paperless environment, we encourage all employees to scan and digitise first and print only when absolutely necessary.

A Facilities Representative is located at the Walk-in Service Centre.





WORLD OF WELLNESS

- The abbreviation WOW stands for World of Wellness
- WOW refers to the mental health and wellness initiatives incorporated into the Employee Wellness Programme.
- Wellness is defined as the state of being healthy in mind, body and spirit, which reflects Kumba's approach to health and wellbeing.



WOW
WORLD OF WELLNESS

THOMSON



6. Cloudbooking

Cloudbooking is an online workspace management platform developed to enable a safe and efficient workplace. Its services can be accessed via the Cloudbooking app on your mobile phone and as a standard digital version for laptops.

Here, you can seamlessly book and manage all aspects of working life, from parking and booking visitors, to securing a hot desk, meeting room, and even hospitality services for meetings. Manuals and videos are available on Eureka for all Cloudbooking modules.



Scan this QR code for all manuals and videos available on Eureka for all Cloudbooking modules



[Or click here](#)





7. Facilities

CLIENT MEETING SUITES

These are situated on the Ground Floor and must be booked in advance using Outlook. You can add the meeting room to your calendar to check availability. The Outlook list shows room capacity as well. Block bookings of meeting rooms are not allowed as it prevents others from accessing the space.

Please cancel the use of a meeting suite if you do not require it. This can also be done quickly via Outlook.

Take note: if you arrive 15 minutes after the meeting start time, **the suite will automatically become available for others to book.**

Each meeting room has been equipped with a digital panel displaying the details of the meetings scheduled in the room, or whether it is free to be booked in your desired time slot. Keep in mind that a meeting suite is not a personal office, so please do not use it as one.

TRAVELLERS AND BUSINESS LOUNGE

Floor 6

Monday to Friday, 08h00 – 17h00, but available at all hours through access control.

We have created an elegant and comfortable space to accommodate our many local and international visitors. Furnished with lounge chairs, workstations, showers and catering, it is first-class all the way.

Scan the QR code below to see what is cooking at Nambitha Gardens.



[Or click here](#)

NAMBITHA GARDENS RESTAURANT

Ground Floor

Monday to Friday, 07h00 – 18h30

Our smart canteen provides a light-filled and inspiring space to have coffee and cookies at the Vuka Coffee Bar or eat breakfast and lunch at the various eateries. There is a wide variety of food on offer catering to all tastes.

Hot food and meals may not be taken away from Nambitha Gardens and eaten at your desk or anywhere else. Cold options, such as sandwiches, wraps and salads, can be enjoyed in the Work Cafés.



A daily subsidy will be provided to Kumba employees. This amount cannot be rolled over or accumulated. If you spend over and above this subsidy, you will need to pay the difference via one of the payment methods at 144 Oxford.

Note: 144 Oxford is a cashless environment. You can use your Access Card (subsidy), bank cards or Zapper to pay for your meals and drinks at the checkout or point of sale. There will be no cash loader machine available to top up your Access Card balance.

Recycling bins can be found in the tray drop-off area for packaging and other waste.

Pre-packed meals and sandwiches for Kumba employees working late will be available in the Honesty Bar (Ground Floor) take-away section.

THE ANGLO AMERICAN GYM

Floor 7

Monday - Thursday: 05h00 - 19h00

Friday: 05h00 - 18h00

To help support your ongoing wellness journey 144 Oxford is equipped with a world class gym. Unwind and decompress before, during lunch or after work using state of the art equipment alongside trained fitness staff.

If you have any questions or would like to enquire about specific classes, please contact the gym for more information at 144gym3@angloamerican.com

MOTHER-CHILD ROOMS

Floors 1 to 5

There is a mother and child room on each floor with private facilities for nursing moms returning to work after maternity leave.

PRAYER ROOM

Floor 6

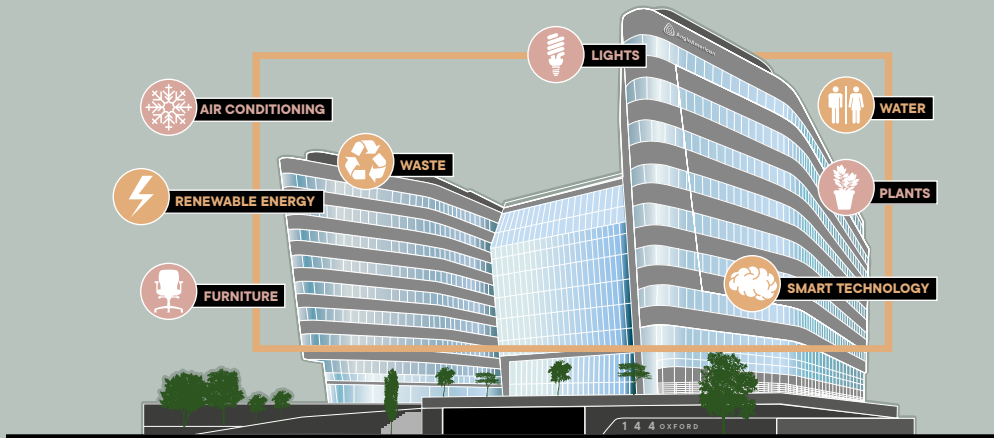
There is a multi-faith prayer room available at all times for Anglo American employees and contractors only.

OTHER FACILITIES

Anything you could want from pharmacies and supermarkets to ATMs, malls, retail stores, salons, restaurants, cafés, and more is within a short walking distance from 144 Oxford.

Going green from the inside out

In order to maintain 144 Oxford's 6 Green Star Interior and Exterior Rating, Anglo American has put the following sustainable initiatives in place.





8. Sustainability

GOING GREEN FROM THE INSIDE OUT

We are proud to say 144 Oxford has achieved the highest 6 Green Star Interior and Exterior Rating. To maintain this, a number of sustainable initiatives have been put in place. The building has been designed to be cool in summer and warm in winter, further reducing our heating, ventilation and air conditioning usage. A critical aspect is waste management, which is why we are moving towards a paperless environment.

NO SMOKING POLICY

To maintain our 6 Green Star rating, smoking is not allowed within 50m of the building. There are dedicated smoking areas in the Rosebank Precinct for colleagues who smoke. These areas will be clearly signposted, and your Move Champion will be able to show you where to go on move day.





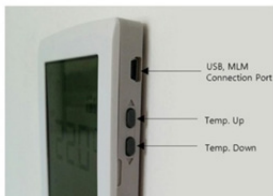
9. Office Equipment

HOW TO ADJUST THE HVAC SYSTEM (AIR CONDITIONER)

Each office, meeting room and board room has a wall controller

- The figure below shows the temperature adjustable buttons
- In order to adjust the temperature, press the up or down button on the right of the wall stat
- The value will flash on the screen
- Press the enter button on the left of the wall stat to accept this new set point

Operation panel general layout - display buttons

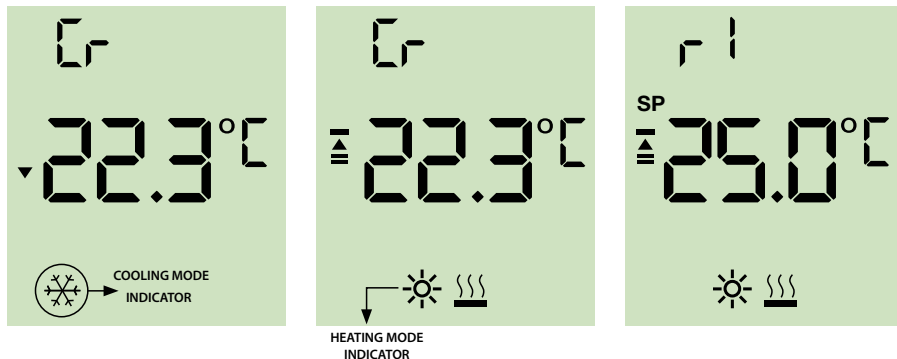


Right side



Left side

The figure below shows whether the diffuser is in heating or cooling mode. Once the diffuser has reached Set Point, it will show SP.



Note that the HVAC system is designed to control the air at 20.5°C to 23°C, it is not designed to work outside of these parameters.

HOW TO OPERATE THE BLINDS

- Operate the selected blinds using the UP / STOP / DOWN buttons
- Press the UP / DOWN button for less than a minute and the blinds will lower slightly or tilt slightly
- Continue pulse pressing the button until the desired angle or position of the blind has been achieved
- If you press the button for more than a minute, the blinds will completely retract or lower
- Press the STOP button to stop the blinds in their current position
- All blinds will automatically return to the automated sun-tracking mode an hour after they were manually adjusted



Automated Blinds
Override Switch





9. Engage App

ENGAGE APP REGISTRATION

For Kumba employees who do not have the Engage App, please register by following the steps outlined below.

Open the Engage App – if you have not yet registered on Engage, please do so. The app is available to all employees – part-time, permanent, contractors and consultants. If you have any questions or issues email **support.team@wyzetalk.com**.

Remember, the app is entirely data-free!

Scan the QR code below to register for the Engage App



Or click here



Contact us

If you have any questions comments or feedback, email
kumbamoveto144@angloamerican.com