Date: October 8th, 2015

To: To the Regus Community at One Market Street

Subject: RegusWear

Your input is valuable to us, and we appreciate the feedback we have received from many of you saying our team member dress code needs updating.

To address this, Regus is saying goodbye to our old dress code, and introducing ‘RegusWear’. The new guidelines will be enable team members to be more fashion forward, aligned with current business styles and trends, and allow for more flexibility.

What does this means to you? We will still maintain a professional presence at all times, but our team member attire will better match you, our clients, and the atmosphere of the centers we work in. Our goal is to continue being there to service you and help drive your business.

We thank you for your support, and should you have any questions or concerns, please do not hesitate to reach out to us.

Many Thanks!

Matthew Nielsen

General Manager

CC: Your Center Team