

Uon+

A journey to empower an organization's greatest asset...their people.



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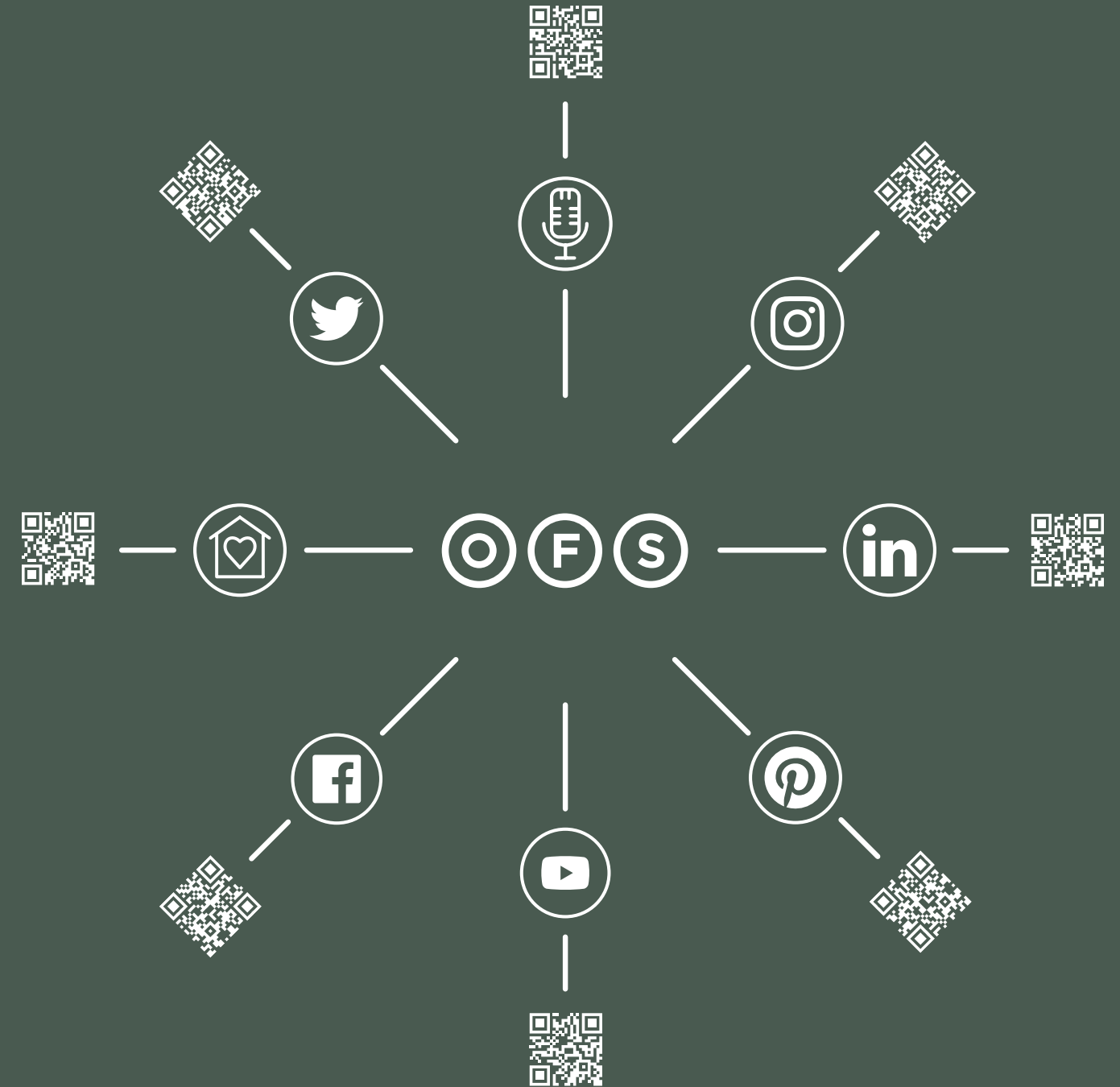
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We are a people focused company that believes in learning from listening.

Our values are simple, our actions transparent. We are a company that is committed to one thing above all else, and it's the people we serve each and every day. Our job is not to prescribe what your next workplace should look like, but rather, to walk beside you and together help create the best possible environment for your collective "you."

We are a people focused company that believes in learning from listening. The world is constantly changing just as our needs, both organizationally and individually, are doing the same.

We hope this book will be a guide to help you reimagine your workplace with people and culture at the heart of every decision that's made.



A letter from our family

Our world has fundamentally changed over the course of the last few years. To think that we could undergo a shift of that magnitude and not expect that the places we spend our days in would be equally challenged would be foolish and detrimental to both the culture we are trying to create and our people that bring those cultures to life.

As we've walked along with our customers through this delicate journey, we have encouraged them not to look outward for a prescriptive answer to what the future should look like, but rather inward at their reason for being and solving for their people in a way that is truly reflective of who they are and the culture they are desiring to live out.


Our workplaces are what unites us....they bring us together and build community and culture, allowing us all to be a part of something bigger than ourselves. With that much power, a workplace shouldn't be an afterthought or designed in a funnel. Putting our employees at the front of our decisions forces us to think deeply about the spaces we are creating and the impact that they are having. When we design with intention, considering all aspects of the needs of our people and what they need to function best, then we design environments that they truly desire to be a part of.

At OFS our people are our reason for being and our customers are what drive us to be more than we were yesterday. We believe that if we design our products and services around creating a better life and environment for people, then we can't go wrong with what we produce. People deserve better and at OFS we take that very seriously and will stop at nothing to make sure we are giving the best that we can to those that we serve.

We are here and ready to walk the journey beside you. We want to help create powerful environments that make your people feel considered and encouraged to be the absolute best version of themselves.

I hope you'll take that journey with us.

Sincerely,



Molly Menke Prior
VP of Workplace

HEAR MORE
FROM MOLLY



Let's refine the conversation

We hear so often, "What is your point of view? What does the future of the workplace look like?" There is a lot to explore out there through blogs, articles, and definitely no shortage of webinars, but we try and be careful not to answer these questions too pointedly.

We feel the real answers, the answers to the most important questions, are already sitting inside each company and need to be looked at through their individual lens.

You+ is about helping organizations understand their people better and put together the approach that is right for them.

To do this, we want to bring into focus three concepts that we believe have the biggest impact on the success of the future of our workplaces: Work, Belonging, and Well-being. How we embrace the true meaning of these three things has been completely reinvented.

Work is no longer a place you go

You+ WORK

Belonging is not a utilitarian mindset

You+ BELONG

Well-being is no longer a privilege

You+ WELL

Through You+, we will be exploring the relationship that place has with each of these three subjects.

Let's be honest

This is not a sprint. It requires us to dig deep and ask some hard questions that we have to give ourselves room to explore, as well as the ability to recognize that what might be right today may not be the perfect fit tomorrow. The idea is to set ourselves up so that we can respond as we evolve as organizations and as people. This adaptability will be the difference between mediocre and incredible experiences within place.

It can be refreshing not having all the answers, because finding them along the way won't be easy, but it will be both empowering and insightful.





You +

Why is the office important?

IT EMPOWERS INDIVIDUALS
TO BE THEIR BEST SELVES

To do
what?

Restore

Focus

Discover

Connect

How?

An organization should focus on community, culture, and
bringing people together, both virtually and physically.

To
support?

WORK

BELONG

WELL

You + WORK

Life and work are undergoing a significant transformation from what we once knew. As we come to the realization that we don't have all the answers, we have also recognized that the key to success lies in creating adaptable spaces that can evolve with our changing needs. Soft Architecture plays a crucial role in this regard by allowing us to eliminate fixed walls and build spaces that are agile enough to grow with our organization as it changes.





You + WORK

How is the workplace changing?

TECHNOLOGY HAS CHANGED US

How?

Technology

Office (physical)

Remote (virtual)

To do what?

TO OFFER CHOICE + FLEXIBILITY

How?

Providing areas for teams and individuals to do their best work

To support?

CREATE

CONVERGE

CONNECT

Create

Coming together to think creatively and harness the power of the group

Converge

Meeting to tackle the problems and focus face-to-face

Connect

Embracing relationships, culture, and galvanizing spirits

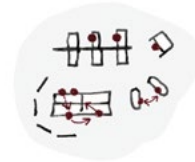
We've explored key functions needed to support better interactions within our future workplaces. Focus and respite will always be critical to the overall productivity of an employee, but how do we better define spaces for our teams as we move into a more dynamic work environment?

In our experience over the last couple of years, we have observed that our spaces need to better allow for creating, converging, and connecting.

CREATE

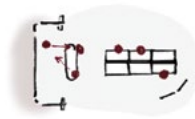
Team bunker

A 'micro office' setup for a team that requires a fluid workflow. On-demand collaboration and high activity happen when the team is together in the space, offering flexibility to work how they need to succeed.



Project sprint

A loud active space, with good privacy and space definition, to manage a high level of work over a short period of time. Allowing intense interaction and collaboration to happen between team members.



Workshop

A scheduled but unstructured, often lengthy brainstorming session, bringing several stakeholders together. Noisy, active, and loose, set in a dedicated space, that accommodates every individual's posture.



War room

Collaborative sessions set up to tackle a particular problem. Meetings could run for an hour to half a day involving both small and large groups brought together for a specific task.



Pop-up

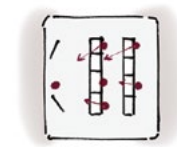
Impromptu discussions often between 1-3 colleagues to address a very specific question/issue. Occurring around a person's desk or just after a meeting when a question prompts further consideration.



CONVERGE

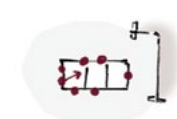
Training

A highly organized, instructive session with clear deliverables and targets. This is a formal setting where there are clear leaders, high levels of focus, good acoustics, and visual privacy within a dedicated space.



Summit

A formal meeting with a high level of focus, concentration, and privacy. Often called to address a specific issue(s) that requires high levels of scheduled engagement.



Forum

A relaxed presentation session which can easily become more collaborative or instructive. Depending on the content and desired outcome, furniture can vary from relaxed to more focused, depending on the individual needs.



Assembly

An active session where all members have equal standing. Ideal to kick-off projects or celebrate a win at the end of a work day; blending both work and social.



Catch-up

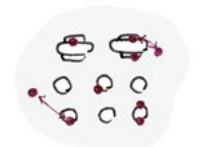
A sit-down between 2-3 colleagues to tackle a specific item. These meetings are focused and can occur anywhere there is a little privacy.



CONNECT

Courtyard

Central to a business' culture and one of the key magnets for social activities, the courtyard is a relaxed environment. Various typologies of furniture and different postures are combined to create a dynamic space.



Campfire

A more intimate setting where a group of co-workers connect. Often with more relaxed lounge furniture, this setting provides employees with a place to restore and connect away from the day-to-day grind.



Kitchen table

A simple surface strategically placed at the heart of the activity. Its ambiguity is key to its success, providing employees a spot to have a coffee with a colleague or share some notes about a project.



Get together

An informal gathering with colleagues, offering various spaces for engagement with varying levels of privacy, to get together and discuss anything from work to home life.



Reaching out

A private dialogue between colleagues to discuss a particular subject that requires comfort and security. This setting is usually driven by 1 colleague, potentially seeking advice, comfort or conversation over a work or life issue.



Soft Architecture

It's important that we set up workplaces to respond to the natural uncertainties of the world. These solutions need to create compelling settings for the organization to be successful and allow their most valuable asset, their people, to thrive.

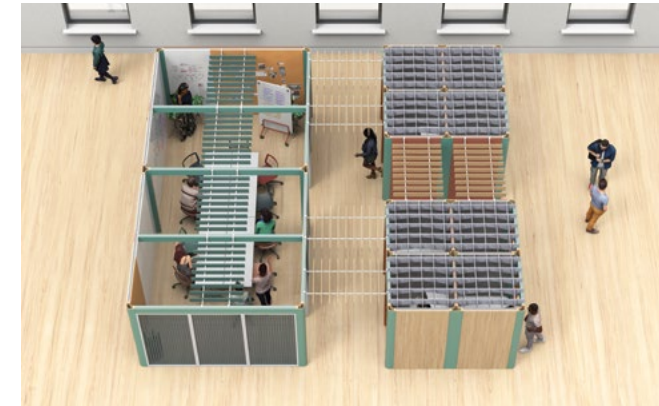
Soft Architecture frees us from being locked into permanent situations and fosters our ability to adapt to whatever lies around the corner. By creating products that serve as both architectural elements that can shift as organization, neighborhood, and personal needs change, as well as being able to activate the spaces within that framework, we will give power and flexibility to employees, teams, and organizations.

When change is the only constant, it's critical that our workplaces are set up to respond to these natural occurrences, empowering our teams to embrace these shifts and adapt quickly to what is around the corner.

Organizational shift Day 1 | Day 365

Focus Business

As companies evaluate user behavior and gain feedback from employees on how spaces are supporting them, there are natural shifts and changes that will need to be made. In addition to this, as companies grow and expand, they need to be able to adapt both departmentally and throughout the full facility.



Neighborhood shift Day 1 | Day 30

Focus Team

These transitions can be accomplished within the workday or overnight and usually don't cause people disruption. This is great for project cycles where teams tend to shift and change depending on the project at hand. It also supports departmental growth and expansion allowing the area to flex and components to be shifted to accommodate additional users.



Personal shift Day 1 | Day 2

Focus Individual

These are furniture elements that can be moved and changed on demand at the user level. These products give the user a sense of control in their own environment allowing for on demand privacy or impromptu interaction. As teams come together for different activities, flexing the space on demand becomes important to supporting the best possible outcomes.





A day in the life of



Mike
Art Director

Is on the go, always looking for inspiration, gaining new perspectives, and meeting people. He doesn't have an assigned seat as he does his focus work outside the office. His team comes to the office to do critiques, project milestone engagements, and connection.

Preferences at the office

- Brief, comfortable touchdown spaces for email and tech check
- Large surfaces and wall space for team activities
- Smaller, semi-private areas to connect with teammates 1:1



Sara
Project Manager

She is the nucleus who keeps projects on track and on-time. She finds herself in the office 3-4 days a week, but never on the same schedule, as each project takes on different needs.

Preferences at the office

- Scheduled workspace with an extra monitor and power
- Access to medium and large private rooms to pull project teams together
- A great café and lounge area to connect with teammates in person



Ethan
Podcast Host

Enjoys the acoustical solitude of his home studio for the majority of his work. He visits the office about once a week for production meetings and marketing planning.

Preferences at the office

- Private place to meet for video calls and interviews
- Medium-sized spaces for 3-5 people to meet
- A quiet alcove or lounge area to listen to audio files



Selena
Finance Manager

Works from the office 5 days a week. She has an assigned workstation tailored to how she gets work done. She loves that her role allows her to meet people in all the departments.

Preferences at the office

- Assigned workstation with dual monitors and a fabulous chair
- A great café as she's a self-proclaimed finance extrovert
- Informal meeting spaces to connect with teammates across the organization

A day in the life of

As diverse as our lives and work may be, we all need a “place” to go. Ultimately our work leads us to not only need other people, but to meaningfully connect with them to do our best work. A day in the lives of Mike and Selena intersect in a conducive space to talk design budgets for the next quarter.



Mike
Art Director
Arrives at 12:30 pm

After a design meeting at a local coffee shop, Mike heads to the office for some connection with teammates, response work, and a meeting with Selena. He finds spaces to accommodate his focus and collaboration needs.



Selena
Finance Manager
Arrives at 9 am

Always starting her day in the café, Selena settles into her morning focused work at her workstation. As a manager, she then utilizes multiple spaces for formal and informal conversations with other department managers, including Mike.



80/20 Floorplan

Pages 26-35



50/50 Floorplan

Pages 36-45



20/80 Floorplan

Pages 46-55



80/20 Floorplan

The 80/20 floor plan was built with an equal focus on a personal experience. With the idea of 80% of the workforce returning to the office, we believe in creating more permanent workspaces, as well as a shared communal social area, that offer employees a choice for how and where they want to work.



80/20 Zones

- 1 Cultural hub**
 - The welcome zone
 - Vibrant use of color which is a good first impression of the company culture and fosters creativity
- 2 Collaboration center**
 - The free zone
 - Intended for groups that do not need to go into the office everyday
- 3 Learning lab**
 - The discovery and collaboration zone
 - An eclectic mix of Soft Architecture to create multiple discovery zones and foster team collaboration
- 4 Base camp**
 - The fixed zone
 - Created for more stationary workers, strategically situated in the corner for added privacy and access to natural light
- 5 Village square**
 - The float zone
 - Consists of team bunkers and temporary flexible spaces
- 6 Community club**
 - The collaboration zone
 - Centered to be accessed by office-based and remote workers equally



... 1 Welcome

80/20 Settings

Creative team settings are pushed to the outer corners to reduced acoustic impact on the office. The workshop, however, is purposely central, encouraging serendipitous interaction and cross-pollination of ideas.

With most meetings occurring within the office, there is a high number of different types of converge settings, accommodating formal, informal, scheduled, and impromptu meetings.

Connect settings focus heavily in the central hub, maximizing distance to team spaces and reducing acoustic disturbance.

Variables to consider

Function Create, Converge, Connect

Sizes Small (1-3), medium (4-7), large (8+)

Formality Impromptu, scheduled

Privacy Open, closed

Duration Hour(s), morning/afternoon, day(s)

Common location Mixed use, dedicated open space, enclosed space

Posture Relaxed (seated, lounge), neutral, active (bar, standing)

CREATE



Team bunker

- Architectural structures provide a border for the space
- Mobile architecture offers secondary space definition when neighborhood shifts are desired
- The team has the autonomy to evolve the space over time to suit their needs



Project sprint

- An intense space, assigned to a project for a short/medium period of time
- Mobile furniture encourages personal shifts to ensure the teams are as efficient as possible



Workshop

- Easy access to all cross-pollination of ideas
- Varying floor finishes are designed to encourage confinement
- Soft Architecture offers the business the long-term flexibility to adjust the space when required

CONVERGE



Forum

- A free address meeting space positioned centrally to ensure it can be accessed from all sides
- The canopy offers privacy and intimacy within in the open plan



Summit

- Architectural structures offer the privacy required for focused meetings
- Acoustic framed panels dampen sound
- Glass and curtains allow users visual privacy to suit their needs



Training

- Mobile tables allow the space to be reconfigured on demand
- Light task chairs provide users with movement within a small footprint
- Sessions can run from half a day to multiple days

CONNECT



Campfire

- Relaxed, comfortable setting for gatherings of any size
- Strategically positioned
- Architectural structures offer visual comfort and mitigate distractions



Get together

- Mobile lounge purposely situated in the hub to allow a more comfortable lengthy get together
- Canopies ensure privacy



Kitchen table

- Informal space for focused individual work to small group meetings
- The dog-bone shape offers 2 defined halves
- Upholstered side seating offers a relaxed but active posture for work

80/20 Activation

With the increased adaptation of activity-based work, offices are becoming more dynamic and energetic environments. An ever growing 'on-demand' economy is shaping a culture of immediacy. Translating that demand into the workplace, employees are searching for convenience to do more than one function in the spaces they inhabit.

How can we design settings that keep people engaged and productive? The goal is to keep those within these spaces comfortable and focused on their task – whatever it may be. Spaces need to adapt to the organization, team, and an individual's requirements of the day, offering choice and flexibility.

As we review the activation taking effect in the 80/20 floorplan to the right, we notice products that can provide support for individuals from day 1 to day 2 in the workplace. Through utilizing the idea of Soft Architecture, neighborhood and personal shifts are taking place.

Day 1

- Within the team bunker, Applause is arranged in a clover shape allowing for individuals to focus more on the task at hand.
- Kaleid offers secondary space definition and flexibility through dividing spaces for quick sync ups with team members.
- Fleet rotating table opens up to support a larger team meeting.



Day 2

- The team finds itself needing more time to work together as a team throughout the day. Opening the space up to offer a larger group setting by rearranging the Applause and allowing Kaleid to offer division and tools for an effective brainstorm.
- Team members find themselves needing more privacy within Obeya by simply closing the curtains, offering acoustic properties as well.
- A neighborhood shift has occurred by Fleet rotating table now finding itself supporting a much smaller group.



View in real life

CASE STUDY

Suntex
80/20 floorplan



Team bunker Connect

50/50 Floorplan

The 50/50 floor plan is a balanced hybrid approach to the workplace, supporting full-time office users and those who find themselves in the office only a few days a week.



50/50 Zones

1

Cultural hub

- The welcome zone
- Biophilic space division helps to reduce stress, improve cognitive function, and enhance mood and creativity

2

Village square

- The float zone
- For those team members that will be doing a mix of activities throughout the week

3

Base camp

- The fixed zone
- Standardized workstations, strategically placed away from more active areas of the office, allow for privacy and adequate focus time.
- Softer floor treatment and finishes are applied for acoustical dampening

4

Collaboration center

- The free zone
- Larger, open areas for many different types of meetings and connections

5

Social hub

- The café zone
- Right off the welcome zone, an area to grab a snack or rendezvous with a friend allowing for quick connections



50/50 Settings

With an even split between hybrid and office-based workers, a conscious effort was made to situate create and converge settings centrally to encourage communication between the 2 groups.

Variables to consider

Function Create, Converge, Connect

Sizes Small (1-3), medium (4-7), large (8+)

Formality Impromptu, scheduled

Privacy Open, closed

Duration Hour(s), morning/afternoon, day(s)

Common location Mixed use, dedicated open space, enclosed space

Posture Relaxed (seated, lounge), neutral, active (bar, standing)

CREATE



Pop-up

- Situated within the team neighborhood, this agile overflow space is assigned to the resident office team
- Bar height tables accommodate team members dipping in and out
- They have the autonomy to adjust the space as they see fit



Team bunker

- Usually assigned to a set team, project, or task with clear timelines
- The space provides all key requirements for a team to fulfill its tasks, insuring they can complete their work within the space



Workshop

- An open floorplan that can be booked out for creative ideation sessions
- Those within the space are provided with a toolkit of furniture that is mobile and flexible, empowering them with the autonomy to tune the space to their requirements on any given day

CONVERGE



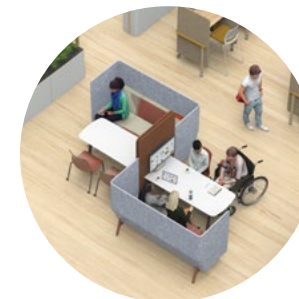
Assembly

- An informal team activity for a group coming together to align ideas and goals
- Ideal for bringing together remote workers and office-based workers
- The planters provide some intimacy without closing the group in



Catch-up

- A quick meeting to discuss project progress. This space is situated within the hustle and bustle of the office
- Collaboration tools available nearby should they be required



Summit

- The soft, acoustic surround cocoons the meeting allowing for focus within the open plan
- Situated in the center of the office, this is accessible to all

CONNECT



Courtyard

- The cultural hub of the office. Much consideration is given to the atmosphere of the space - active, lively, vibrant
- Outdoor blends seamlessly into indoor
- Varying height furniture provides vantage points and multiple horizons



Get together

- Strategically positioned to ensure office-based and remote worker interaction
- Modular lounge provides a comfortable, relaxed, free landscape of nooks for social interactions of all scales



Reaching out

- Architectural structures provide the privacy and comfort required for sensitive meetings
- The inclusion of a roof provides a conscious sense of shelter
- Soft seating chosen to ensure comfort during what can be difficult conversations

50/50 Activation

With the increased adaptation of activity-based work, offices are becoming more dynamic and energetic environments. An ever growing 'on-demand' economy is shaping a culture of immediacy. Translating that demand into the workplace, employees are searching for convenience to do more than one function in the spaces they inhabit.

How can we design settings that keep people engaged and productive? The goal is to keep those within these spaces comfortable and focused on their task – whatever it may be. Spaces need to adapt to the organization, team, and an individual's requirements of the day, offering choice and flexibility.

As we review the activation taking effect in the 50/50 floorplan to the right, we notice products, like Obeya, start to play a large role in Soft Architecture. Allowing for an organizational shift to occur when the need for change is recognized.

Day 1

- Creating a neighborhood with Obeya to offer multiple settings for multiple ways of work
- Creating open walkways to create flow and segment off space
- Several collaboration rooms to support multiple meeting types



Day 365

- Overtime, the organization noticed that changes needed to happen. Employees were asking for more areas for personal privacy
- Additional touchdown spaces were added to offer more focus areas to employees
- Moving Hex from the open to reduce acoustic distractions and allow closer access to natural light



View in real life

CASE STUDY

Scottsdale Executive Office
50/50 floorplan



Get together Connect

20/80 Floorplan

The 20/80 plan represents a highly creative and collaborative work environment. Since 80% of employees' time is spent elsewhere, it's imperative that the office landscape optimizes the feeling of belonging and community when they find themselves connecting with their colleagues in the workplace.



20/80 Zones

- 1 Cultural hub**

 - The welcome zone
 - A hospitality approach to the welcome area
- 2 Connection point**

 - The hot desking zone
 - First come first served desking layout where individuals or groups can come to focus and connect
- 3 Focus center**

 - The hoteling zone
 - Personal touchdowns for individual needs
- 4 Learning lab**

 - The discovery and collaboration zone
 - Use of vibrant colors to foster creativity, as well as define space and boundaries
- 5 Community club**

 - The neighborhood/team zone
 - Creative zones for brainstorming ideas
- 6 Eco center**

 - The outdoor zone
- 7 Collaboration center**

 - The connection zone
 - An informal approach to connection



20/80 Settings

The 20/80 floorplan represents the most fluid workflow where on demand flexibility is required. Creative settings and agile work tools are positioned strategically and colored accordingly.

Connect settings are as important given most people work remotely. These settings are purposely vibrant and comfortable, stimulating engagement among employees.

Acoustic and visual privacy with clearly defined spaces using Obeya as the foundation is critically important in this highly collaborative environment.

Variables to consider

Function Create, Converge, Connect

Sizes Small (1-3), medium (4-7), large (8+)

Formality Impromptu, scheduled

Privacy Open, closed

Duration Hour(s), morning/afternoon, day(s)

Common location Mixed use, dedicated open space, enclosed space

Posture Relaxed (seated, lounge), neutral, active (bar, standing)

CREATE



Team bunker

- One of the few dedicated team spaces situated in the corner for privacy, proximity to outdoors, and natural light
- Green is used in the space, mirroring the outdoors, as a natural color bringing tranquility and energy to the environment



Pop-up

- Mobile architecture is regularly mixed within this area, maximizing personal shifts with boards that can be used on all units regardless of function
- Bar height accommodates drop ins



Workshop

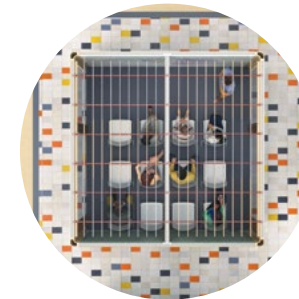
- This is a mixed used collaborative space which is booked out for lengthy sessions
- The architectural structures allow for the space to grow or shrink depending on its requirements

CONVERGE



Catch-up

- A space that accommodates catch-up sessions for both the team bunker and the wider office
- Mobile architecture is used to define the space and allows for users to enlarge if needed



Forum

- Carpet, curtains and PET ceiling ensure privacy
- Positioned centrally to ensure ease of locating for external users not often in
- Stack chairs allow for easy reconfiguring



Summit

- Media units allow for media functions to accommodate both the team bunker and the summit
- Booked space for specific presentations, mobile architecture accommodates any collaboration that may be required

CONNECT



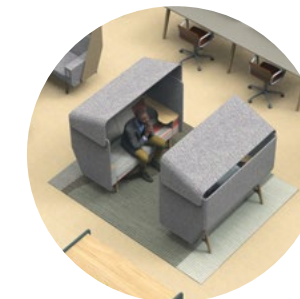
Campfire

- The campfire is key to ensuring company culture and engagement
- Strategically positioned at the entrance of the office
- Modular lounge offers maximum relaxation and comfort



Get together

- The retreat provides the perfect spot for an impromptu, unplanned get together
- Open but intimate, comfort has been given maximum consideration for both sitting and standing



Reaching out

- This setting provides a perfect spot for an impromptu chat, both planned or unplanned
- More visual and acoustic privacy is accommodated
- The rug heightens the comfort and acoustic insulation

20/80 Activation

With the increased adaptation of activity-based work, offices are becoming more dynamic and energetic environments. An ever growing 'on-demand' economy is shaping a culture of immediacy. Translating that demand into the workplace, employees are searching for convenience to do more than one function in the spaces they inhabit.

How can we design settings that keep people engaged and productive? The goal is to keep those within these spaces comfortable and focused on their task – whatever it may be. Spaces need to adapt to the organization, team, and individuals requirements of the day, offering choice and flexibility.

As we review the activation taking effect in the 20/80 floorplan to the right, we notice products like Obeya staying more static and Kaleid becoming the leader in flexibility and offering the ability to divide space through neighborhood shifts.

Day 1

- Kaleid offers the opportunity to build out several rooms for multiple meetings to all occur at once
- Comfortable and flexible seating, like Heya mobile, can move freely about the space, offering opportunities for a personal shift
- Ezel and Heya screens float about the space offering additional division as well as a team work tool

Day 30

- Project and team needs are changing, so Kaleid offers the flexibility to open the space up and allow people to work more as a unified team
- Applause finds itself tucked in offering the opportunity for an employee to pop in for a quick discussion
- Heya mobile offers the opportunity for a one-on-one sync up offering comfort for what could be a more in-depth conversation
- Ezel stationed as an activation tool, as well as offering additional privacy



View in real life

CASE STUDY

Monat
20/80 floorplan



Team bunker Create

Unlocking the power of inclusive collaboration

Insights from Wes Harper Director of Distribution Development

Video conferencing has become an essential part of our work and personal lives, especially since the pandemic forced us to shift to remote work and virtual communication. Whether you're attending a job interview, meeting with clients, or catching up with family and friends, video calls are now a common way of communicating. While this technology has made it easier for people to connect and collaborate remotely, it has also brought up issues of meeting "fairness" and inclusivity.

In the past, remote workers often struggled to participate fully in meetings because of distractions and technical difficulties. For example, if someone had to use an old-school conference phone or sat in a poorly lit room, it would be challenging to hear or see what was going on in the meeting. Similarly, when people in the room turned towards each other, those who were remote could not see everyone and may have felt left out of the conversation. These issues often led to remote workers feeling disconnected and disengaged from the meeting, which could affect their performance and overall job satisfaction.

However, with advancements in video conferencing technology,

companies like Neat are working to create a more inclusive and fair meeting experience for everyone, regardless of their location. Neat has developed Symmetry Technology, which allows remote users to see and hear everything in the meeting room as if they were physically present. The hardware can automatically focus on what matters and adjust to the user's movements, boxing out potential distractions, and allowing them to move around freely while still being included in the conversation. By using Symmetry Technology with the Neat Center product, remote users can take a center seat at the table, giving them equal participation rights as those who are physically present in the meeting.

Neat Center can be paired with other Neat devices to support a wide range of meeting applications. The technology enables everyone in a hybrid meeting to see and hear things equally, fostering great human interactions that lead to improved engagement, collaboration, and productivity. As hybrid work continues to evolve, it is essential to deliver flexibility to employees, allowing them to work from where they best see fit while ensuring everyone can participate equally in meetings. Neat's innovative



video conferencing technology provides a solution that addresses the challenges of remote working, making meetings more inclusive, productive, and enjoyable.

“You just got a new seat at the table... though pants are still optional.”

Wes Harper





Key perspectives on the future of work

Nate Thompson & Alex Schwartz Founders of The Disrupted Workforce

You feel it. We all feel it. It's a mix of concern, curiosity, excitement, and fear.

Maybe you don't have the words, but you know something big is happening to us—to the world. We saw it in the pandemic; we saw it at work, in the headlines, in our relationships, and at home—a lot seems to be changing quickly. Fortunately, you are in good company and keep listening to your inner knowing.

What is "it"? Alex and I have spent our lives in transformation work and recognize it with every fiber of our being. We are living through a new inflection point and transformation. The World Economic Forum calls "it" The Post-knowledge AI era and Economy. We agree with that label and have clarified "it" as **The Five Fundamental Shifts**.

Simplifying these tectonic shifts feels oddly satisfying, but you might still think, "Okay, what now? Who am I now? Who are we now? And what should I do to prepare?"

Those questions go to the heart of our passion and purpose. We started The Disrupted Workforce because we deeply care about what's happening to people, the employee experience, and the human experience. We don't want people to get stuck, lost, or left behind. Yet, far too often, people ask, "What is the new skill I should learn, or what can I do that AI can't do?" While a quick-fix answer sounds nice, it's not very helpful.

To meet this moment, we must think and behave differently while letting go of old labels and ways of being that no longer serve us.

To that end, we created The Future of Work Mindset. An empowering, sustainable, and infinitely generative approach is shifting from quick fixes to embracing a new way of being. It's a straightforward approach that creates a clear direction regardless of gender, background, education, industry, level, or role. Think of this as your compass and north star.



The Five Fundamental Shifts

1. We are living through the most disrupted workforce in human history, and the disruptions will continue rapidly through the rest of the decade.
2. Work has fundamentally changed through the pandemic, and it's impossible to go back.
3. Our increasingly disrupted, digital, and AI-driven world is changing identity, purpose, and what it means to be human.
4. These changes will impact you and everyone you know.
5. Success in this dynamic future requires a Future of Work Mindset to navigate, thrive, and support one another.

The Future of Work Mindset Model

Explore

Belief Rapid learning in the flow of work is vital, my strategic advantage, and my new adventure.

Question "How might I be a curious explorer through these shifts?"

Behaviors Be curious, learn in the flow of work each day, explore relevant new technologies, and study how to partner with AI and work well together.

Expand

Belief Seek new information, proactively disrupt myself, invoke change, welcome challenges, and evolve my identity.

Question "How might I let go of my old sense of self and identity to make room for a flexible and expanding identity?"

Behaviors Reflect on where you've been and where you are going, start planning your next steps and path, adopt a flexible sense of identity, embrace "not knowing," run experiments, and get uncomfortable being uncomfortable.

Evolve

Belief I'm refocusing on being human-centered, leveraging human intelligence, and fostering inclusive conversations about reimagining how we work and live.

Question "Who am I now, and who do I want to become over the next year?"

Behaviors Focus on self-care and well-being, be human-centered, leading with empathy, psychological safety, and belonging, level up with unique human skills as AI does more, use strategic foresight to see what's next and proactively adjust your goals an approach while letting go of old ways holding you back.

Let's pressure test this approach with a look back and a look forward.

Looking back Inflection points aren't new. Historically, technological advances have defined each new era, such as the industrial and information ages. But the AI age is distinct because we are entering a period where AI is learning the entire knowledge of the world while doing things at a speed and scale that no human can. That is fundamentally changing our work and lives. As they have in the past, naysayers, sensationalists, and fear-mongers will say this is bad for humanity, even dystopian. But history tells a different story. Initially, the car, flight, computers, mobile phones, the internet, and digital cameras brought deep concern and fear. Today they are as normal as getting dressed.

Innovative advances are woven into the fabric of humanity.

Looking forward The AI era will invite and force us to evolve. The leaders and organizations that adopt AI will continue to compete as AI becomes "our copilot" in various forms across the workplace. This shift will drive a new era of human-centered leadership with an unprecedented focus on well-being, mental health, upskilling, talent fluidity, and sustainability. Employees will continue hybrid work from a network of places as ultra-learning and rapid reskilling will become the norm. Academia will fundamentally reinvent itself to meet this demand as parents explore new approaches for preparing their children for the Future of Work. As the previous eras did, the AI era will introduce a plethora of new challenges

that force us to come together to protect what we hold most dear. During these trying times, we must remember that

AI is not inherently good or bad, it's a tool that humans built, and it's up to us to decide and manage how we use it.

Big change and deep breaths. There isn't a quick fix, but one thing is for sure; if we get stuck in old mindsets and ways of being while resisting these shifts, we will end up on the wrong side of history. If we adopt a Future of Work Mindset and embrace new behaviors, we can begin an inspiring new journey and become the next best version of ourselves. Walt Whitman said, "That you are here—that life exists and identity, that the powerful play goes on, and you may contribute a verse." It's time to contribute our new verse in this powerful play. This is the best chance in our lifetime to reimagine how we work and live. The winners in the Future Of Work are exploring, expanding, and evolving to meet the moment. You got this, and we have your back!

Disrupt Yourself.
Own Your Future.



Listen to
The Disrupted
Workforce webinar

You + BELONG

You+ Belong is ultimately when your workplace becomes a favorite place. It means leading with empathy when designing spaces to support the different values of the individuals within. Only then are we able to create places where people feel comfortable, connected, accepted, and inspired to be their whole selves.





You + BELONG

What does it mean to belong in the workplace?

FEELING EMPOWERED TO BE YOURSELF, YOUR WHOLE SELF

Community

Culture

To support?

How?

By organizations creating spaces through inclusive design, designing for everyone.

To do what?

BUILD STRONGER INDIVIDUALS, TEAMS, + ORGANIZATIONS



Inspiring diversity in interior design

Insights from Maria VanDeman District Sales Manager

As I've walked into meetings, networking events, and the halls of Neocon over the past 15 years, my observation has always been same – there are very few people of color in our profession. I am one of the few. There are not many who share my specific identity as a half-black, half Filipino woman, but many people of color can attest to the feeling of being “the only” in a room.

There are plenty of reasons to explain why only 5% of interior designers are black compared to being over 13.5% of the population, and only 3% are Hispanic compared to being 18.5% of the population. If you're looking to dig in, here are some resources I've found helpful: Uncomfortable Conversations With a Black Man video series and book by Emmanuel Acho, and The Color of Law by Richard Rothstein. Our design industry is a mosaic of people, experiences, and background, but somehow the industry has yet to fully represent the true diversity of our communities. One of the ways to increase diversity is to bring awareness of the profession to underrepresented communities, and to teach the benefits and power of design.

In the summer of 2021, I was asked to participate in IIDA's Design Your World program, a pathway program created to build equity and access to our profession for students from underrepresented communities. The program takes place each summer in Chicago, Miami, and St. Louis and provides high school students

with a 4-week course to teach the basics of interior design. Through Design Your World, students saw an array of representation in designers, manufacturers, and educators in our industry. For me, it was a powerful experience sharing my love of our profession and representing a community as a person of color in a way that I never saw through my career or education. If growing diversity is the goal, representation matters because kids must see themselves reflected in our industry and in whom they want to become.

As whispers began circulating about creating a children's book with Imagine a Place, I jumped at the opportunity to co-author with friend and colleague, Doug Shapiro. We wanted to honor the Design Your World program and encourage young children to explore the design profession while cultivating diversity in design. Doug and I knew the book, *Design Your World*, would be special, but we had no idea of the full impact it carried. I've met teachers, students, and industry leaders who connected to our story of Serena, a young Black girl finding her way into the power of design by taking control of her environment. Serena's story was written for everyone, but my favorite comment came from the child of a colleague. She said “Wow, Serena has hair like me!” This was a welcome sign of a step in the right direction.

Interior designers create for a diverse world, so it's imperative that our profession reflects the communities we serve.



“Our hope is that Design Your World will be a vehicle for change...”

This is why pathway programs and books like Design Your World are so important. Cheryl Durst, Executive Vice President and CEO of IIDA says, “Getting to ‘better’. That's what design does, for everyone. But it indeed does resonate with children and teenagers who don't always believe that ‘better’ is within their reach.” Durst preaches that design dignifies, uplifts, unifies, and recognizes the very best of humans. Our hope is that Design Your World will be a vehicle for change and that it will encourage youth to pursue creativity and to choose to be part of our “better” future of design.





From the woods to the workplace

Insights from Molly Prior VP of Workplace

Let's talk about one of the greatest teams of all time, Winnie-the-Pooh and friends. The most neurodiverse team you will likely ever find that embraces the truth about what we can be together while fully embracing the uniqueness that each of us individually carry. The different characters evoke traits that would fall outside of being neurotypical, such as anxiety disorder, OCD, depression, and schizophrenia.

As children what we see is an entertaining group of unique characters that together make one incredible team. However, that translated into our adult world, it's so easy to look at those traits as a negative. The truth is, none of us think, process information, or relate to others in the same form or fashion and that's something to celebrate, because only then do our teams go from ordinary to extraordinary.

Let's go a layer deeper and bring that into spatial terms. Is Piglet going to be productive in the same setting as Tigger? Likely not. For far too long we have attempted to solve for the collective, but what we've missed is the unique needs that each of us individually possess. Materiality, color, plan-location, and height are all factors that affect each of us differently and need to be accounted for when making incredible experiences within place.

“The beauty in the world lies in the diversity of its people.”

Neurodiversity is an umbrella term for people that aren't neurotypical and includes conditions like ADHD, autism, dyslexia, depression, and others. We are such a diverse society and our world is full of creatives that bring a special uniqueness to our company's culture, as well as its overall success. Neurodiverse thinkers often possess exceptional talents when it comes to innovation and storytelling, empathy, design thinking, and so much more; however they are also challenged to concentrate, manage distractions, and regulate their emotions. Creating spaces that meet the psychological needs of a wide spectrum of talent starts with the basics...focusing on workplaces that provide optimal ranges of temperature, lighting, air quality, noise, ergonomics, and a sense of comfort and security.

We can take this a step deeper and think about our own lives and how our experiences have morphed and changed us. Being empathetic and carrying a mindset of inclusivity will take us as individuals and as organizations to a whole other level.



Belonging isn't about changing who we are, it's about being who we are.

To Belong is a core human need, and when we've got it, it gives us the courage to be the best version of ourselves. It's critical that we are designing places today that can foster that feeling - that feeling of knowing I can thrive here.



You + WELL

Health and wellness is not just a state of being free of illness. It's happiness, enjoyment, inclusion, connection, equality, and more. The better we take care of ourselves, the better we can care for and support those around us. So let's invest in the health and wellness of our people and create workplaces that nourish the mind, body, and spirit.





You + WELL

90% of our time
is spent indoors

Why is being well vital
to the workplace?

What
makes
us well?

A BALANCED
MIND + BODY

To live our best life and
thrive to our best ability

For
what?

How does
the workplace
support this?

VISUAL CUES

PHYSICAL CUES

COLOR
TEXTURE
BIOPHILIA

NUTRITION
RESPITE
FITNESS

Our journey to WELL

In December of 2020, following a 3-year journey to create a wellness focused workplace that would benefit all employees and visitors alike, our corporate office was awarded WELL v2™ Platinum Certification by the International Well Building Institute. Our 49,000 square-foot headquarters is the first in Indiana and 12th in the U.S. to receive this certification. In an effort to help those wanting to start their own journey, we wanted to share a little bit about how our's took shape.

What is the WELL Building Standard™?

The WELL Building Standard™ is the first building standard to focus on the health and wellness of building occupants. Developed by Delos and managed by the International WELL Building Institute™, WELL was designed using evidence-based medical and scientific research to create a built environment that better supports human health and well-being.

Stepping through the journey

- 1 Renovation planning & design**

During phase 1, discussions with architects occurred to provide the vision for our renovation. Floor plan drawings were presented with conceptual furniture and built-in locations.
- 2 Review of WELL Building Standard™**

Phase 2 included a review of the WELL Building Standard™ and the individual features that we felt were achievable. Initial estimates of costs were reviewed and a project certification plan was developed.
- 3 Demolition & construction**

This phase included construction work, document creation, policy adjustments, and food service planning. Sit-to-stand desking, ambient lighting, and a live wall were installed. Our respite room, social hub, & café spaces were also completed.
- 4 Adjust & re-register to updated WELL v2 standards**

For phase 4, we reviewed the new WELL v2 standards and adjustments were made. Steril Aire UVC fixtures were also installed in our air handling units to help eliminate microbial growth. We submitted all project information to the International WELL Building Institute™ and Green Business Certification, Inc.



Explore the roadmap detailing our major milestones to WELL v2 Platinum certification

Download our 2021 Sustainability Report





Well-being by design

Insights from Jami Brames Creative Director

Realized or not, the places we inhabit significantly impact our well-being and emotions. And even though we may not be aware of this effect, we know it when we enter a space that makes us feel good.

But where do these positive vibes come from? Our sense of safety and well-being plays an important role, allowing us to relax, go with the flow, feel good, and flourish. When designing to provide a sense of well-being, here are some considerations.

Bring in nature

We depend on nature, so our desire to be in touch is innate. Try and look for ways to bring the outside indoors. Large windows stream in sunlight, greenery incorporates plant life, and using natural materials increases our connectivity to nature. Plants have calming, live-giving effects

like purifying the air we breathe and improving our mood and memory. Natural elements and materials like wood or woolen textiles connect you back to the earth and support a more mindful state of being. Create moments to take a mindful pause to gaze at a large painting or through a window to observe the scenery outside.

Meaningful aesthetics

Aesthetics impact our emotional well-being. Beauty comes from a play between balance, scale, and texture. These visual cues signal our brain and naturally make connections igniting our imagination. Small personal touches that contain a memory of home or a photo of a recent trip with a friend can expand time and make for a moment of gratitude. These keepsakes can spark a conversation adding a meaningful connection to your day.

The power of color

Color has the power to influence our emotions and cue behaviors. Soft cool colors like green and blue can provide calming effects leaving you rested and relaxed. Warm colors like yellows and oranges can encourage positive thinking and optimism. Bold colors like purple are known to stimulate curiosity and promote confidence.

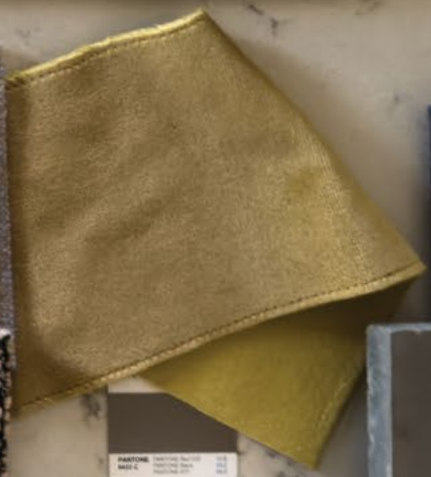
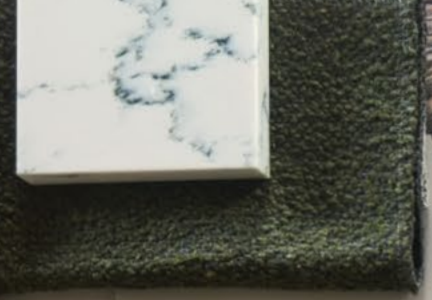


Through design, we can seek ways to intentionally create and incorporate elements that spark joy, amplify a good mood, and enhance well-being. Positive experiences can provide comfort and ease to be your best daily, impacting overall well-being.





Embroidered
Stitches



Finding zen

Insights from a conversation with Carmen Harris and Renita Woodson

Carmen Harris of Imagine Me Free and Two Inches Beyond Black and Renita Woodson of Renita Falana Designs teamed up with OFS to create Tate, a meditation cushion that promotes wellness in the workplace and beyond. The two teams discovered a quick connection based on their shared passion for people and creating spaces for well-being.

Come behind the scenes as Lydia Moya, a Content Strategist with OFS, recently spoke to Carmen and Renita about their vision for the product and their perspective on fostering habits and spaces that empower people to be their best selves.

Lydia: How did you both meet, and can you share some information about your background?

Renita: Carmen and I first met when we both received the same NASA scholarship. Given the prestige of NASA, it was an opportunity we couldn't pass up. We both ended up attending Spellman College, where I pursued a degree in computer science and a minor in math. While studying, I discovered that I had various other interests and talents, but I remained dedicated to completing my degree.

Carmen: Renita was always the creative one in school. She used to design clothes and always cut things up.

Renita: Anyway, I worked in Engineering Tech and Defense Intelligence for a while. However, I eventually decided

to go back to school to study interior design. Today, I am a commercial and healthcare interior designer.

Carmen: During my time at Spellman College, I pursued a major in math. Later on, I obtained a master's degree in public health from the University of South Carolina. While in school, I became deeply passionate about developing community programs that could combat the obesity epidemic. I was particularly interested in supporting philanthropy and children to engage in physical activity. After graduation, I worked for the Centers for Disease Control as an epidemiologist for a decade. Along the way, I founded a company called Love Over Logic, which revolved around the question of how to choose love over logic. I observed that we live in a conditioned world where we view our minds as disconnected from our bodies, and I was curious about how we experience ourselves in community.

Lydia: How did this inspire the development and design of the meditation cushion? What was your intended purpose for the project?

Carmen: It began with my weekly practice of sitting with my teacher and mentor, Dr. Crystal Jones. During our sessions, I would focus on being present in my body. One day, Dr. Jones suggested creating a meditation cushion based on a family tradition of using cushions for cultivating stillness and building community. That's when I reached out to Renita to collaborate on the project.

Renita: So Carmen approached me for this project, and we both began researching. We discovered that meditation cushions were already in existence, so we needed a unique inspiration to create our own.

Carmen: After conducting thorough research, we realized that there was a gap in the market for an aesthetically beautiful and functional meditation cushion that would align with our cultural and ancestral heritage. We wanted to create a cushion that we would be proud to have as a piece of furniture in our own homes, which is why we decided to design one ourselves.

Lydia: Can you describe the design details of the cushion and explain the reasoning behind incorporating those specific elements?

Renita: An important aspect of the cushion's design is the use of two different materials on each side to cater to different needs. One side has a beanbag-like feel, allowing users to sink into it, while the other is firmer, enabling users to sit on top of it. This approach offers users flexibility in how they want to utilize the cushion. Furthermore, we recognized that not everyone may be interested in meditation, so we designed the cushion to be versatile and accessible, with multiple potential uses.

Carmen: There are countless ways to use the cushion, and its versatility is one of its strengths. For example, I've used it to sit on the floor with my son, prop up

my computer screen, and even lie down with my legs up. The possibilities are truly endless, and it can serve multiple functions beyond meditation.

Renita: It can be whatever you imagine it to be!

Lydia: How does the meditation cushion support wellness?

Carmen: One way the meditation cushion promotes wellness is by allowing us to connect with the ground and our bodies. In the words of Audre Lorde, "I feel, therefore I can be free." This idea is further explored in the book "Our Body is Our Brain," which emphasizes the importance of reconnecting with our bodily awareness and asking ourselves where we are experiencing different sensations. By developing this awareness, we can better understand how our bodies connect with our brains and ultimately build stronger relationships with others. As leaders, writers, creators, and

individuals, this awareness can lead to a deeper sense of truth and connection.

Renita: Additionally, the cushions are designed to cater to various needs, whether one wants to meditate or simply find a comfortable position to work in. With different sizes and shapes available, they can be used for various purposes. For instance, in an office, they could serve as a reminder to take breaks for stillness and encourage individuals to bring their whole selves into the office, rather than just conforming to expectations.

Carmen: The meditation cushion extends an invitation to explore and create new connections, a better sense of self, and even a space for healing and rejuvenation. It promotes wellness and wholeness not just in the workplace but also in other aspects of life.

Carmen and Renita's inspiring work truly embodies our mission of empowering people to become their

best selves through our products and the way they work. We are honored to collaborate with them in creating the Tate meditation cushions, which invite wellness and wholeness both in the workplace and beyond. We take pride in highlighting their vision and contributions to our shared goal.

"The meditation cushion extends an invitation to explore and create new connections, a better sense of self, and even a space for healing and rejuvenation."

Carmen Harris



Nature, connection, + cuisine



Insights from **Aimee Blume** Corporate Chef

The lush leaves sway in the wind, allowing the sun to peek through and fill the air with the scent of wood and wildflowers. As you breathe in the refreshing atmosphere, you feel a sense of calm wash over you. This oasis is known as Cool Springs, a sanctuary for all who seek connection, restoration, and remembrance. Located in the rolling hills and forests of Southern Indiana, this space is where stories are shared, laughter is abundant, and nature is embraced.

Gathering around a table for a home-cooked meal has a special way of uniting people. Chef Aimee Blume, the mastermind behind Cool Springs' cuisine, crafts dishes that are tailored to each guest's taste buds. The aroma and taste of fresh food bring us closer to nature and remind us that we are all connected.

To recreate the taste of Cool Springs and get a taste of Chef Aimee Blume's culinary expertise, we invite you to explore our Cool Springs cookbook.



Request your copy below and embark on a journey of flavors that will transport you to this sanctuary of serenity.





Putting people first

How human-centered thinking shapes the future of work
Insights from The Imagine a Place podcast

Regan Donoghue, Senior Principal of Strategy for Unispace joins our very own VP of Workplace, Molly Prior, for a deep discussion on designing the space and the work culture for the new hybrid workforce.

Together, they give you a checklist of how to think bigger about what today's workplace needs are from the employee experience to how the physical space can respond.



Putting people first:
How human-centered thinking shapes the future of work
Imagine a Place | EP126
Regan Donoghue | Unispace



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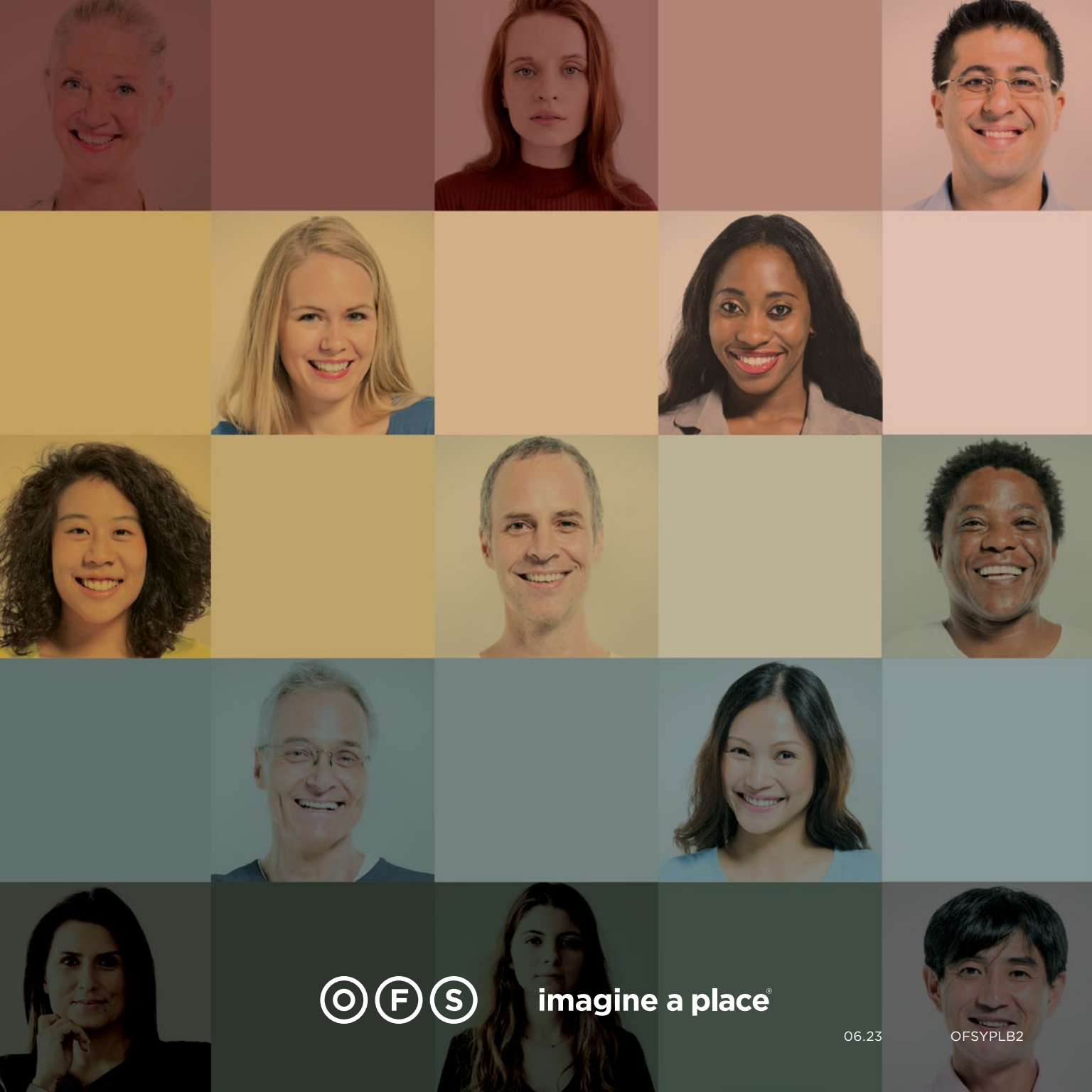
Imagine a Place Productions gathers industry-leading voices that have the power to inspire the design community through storytelling and broaden our creative horizons. The goal of Imagine a Place Productions is to further elevate the belief that the places we make and the ways we design them matter in our lives.

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Enduring support to empower you today, tomorrow, and beyond





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