



Design Onboarding Package

Global Capital Investment and Real Estate
Design of the Built Environment

Index

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We create future-proof working environments that inspire our people

“Through choice of the right places to collaborate, innovate and be creative, we will enhance a sense of pride for working at Roche Diagnostics.”

- comment highlighted through interviews with the DSOC and workshops with DSE and panel / SME's



This is not about bringing people back, **it is about people themselves**

Design of the built environment

Our focus

Brand

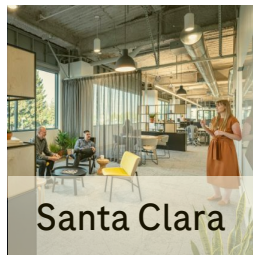
Our spaces are **messengers of our values** and seen as reference to the quality of our brand

People

Human-centric design, the environment has a great impact on how we feel, interact and work.

Long term

Sustainable design to support Roche innovation culture as a key factor to **talent attraction**



Santa Clara



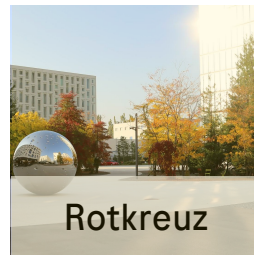
Sant Cugat



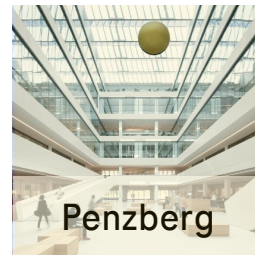
Mannheim



Ludwigsburg



Rotkreuz



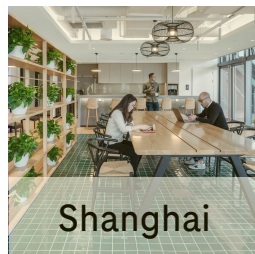
Penzberg



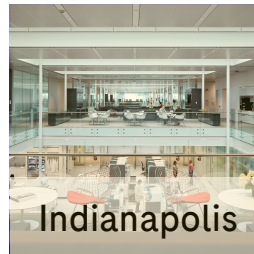
Meylan



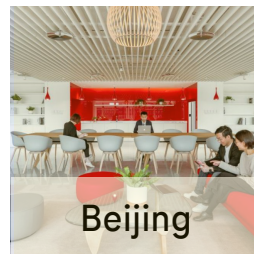
Tucson



Shanghai



Indianapolis



Beijing



Suzhou

Roche Architecture

Working together on projects

Design guidelines

One Roche vision communicated through our new website:

spaces.roche.com

Integrated team work






Networking with our project teams at the sites and affiliates.

Professional capabilities

Improving the capabilities of our teams, working with trusted partners as **external architects**

Design fundamentals

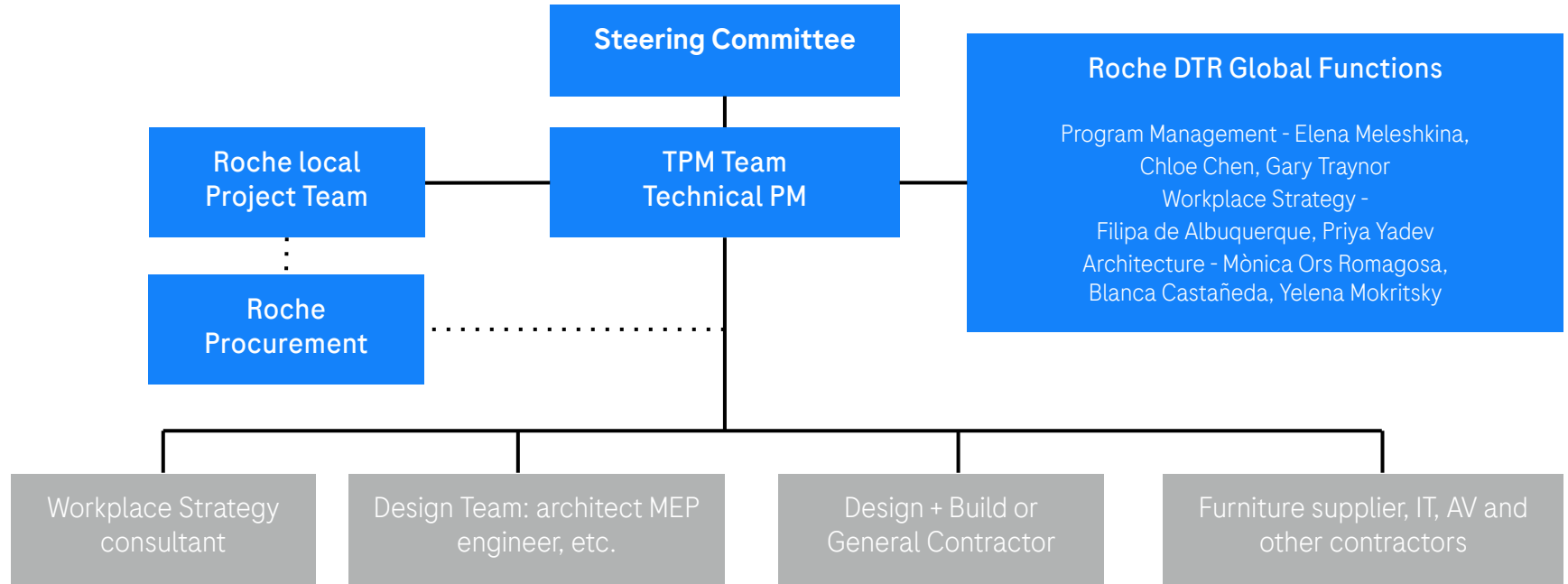
At the intersection between people and our key topics

				
Ahead of Time	Fit to Purpose	Form at Human Scale	Atmosphere of Space	Adapted to Local Environment
<ul style="list-style-type: none"> • Being pioneers, taking risks • Supported by the latest technology • Constantly adapting to new ways of working • Fostering creativity, invigorating • Sustainable 	<ul style="list-style-type: none"> • Encourage collaboration • Performance-oriented, diversity of spaces to fit activities • Data-driven • Industrial Design 	<ul style="list-style-type: none"> • Honest, genuine • Simple, reduced to essential, elegant • Timeless, clear functional geometry • Related to human organic movement and scale 	<ul style="list-style-type: none"> • Stimulating our senses and our spirit • Diverse in character • Well-being and comfort • Bright / Open / Transparent • Close to nature 	<ul style="list-style-type: none"> • Respecting and learning from diversity • Inclusive, taking individual differences into account • Engaging with local culture

Team structure & work methodology

Team Structure

Defining architect's role within the team



Methodology of work

Steps

Designers are asked to follow a specific methodology with the following steps, based on a systematic research-based, analytic approach, avoiding purely formal or stylistic, arbitrary proposals:

- Translate the project design criteria and requirements into a design concept
- Explore different design options, testing against design criteria, using a systematic research methodology
- Develop and present a minimum of 2 conceptual design options responding to the established design criteria, including:

Spaces configuration / Layout

Lighting concept

Formal expression

Furniture & Greenery concepts

Finishes / materiality / colors

Contextual cultural elements

- Establish preferred proposal by providing clear arguments, describing why the concept fits best the design criteria and project objectives. Explain decision by matrix analysis.



Methodology of work

Important to consider

- **Client engagement:**
The Roche project team (Local & Global) will be engaged with designers as part of the decision-making design process.
- **Diagnostics corporate architect involvement:**
Review of proposals and milestones/approvals for each design phase. Review time of approximately 3 days for each revision should be incorporated into the timeline, accounting for multiple revisions.
Key milestones:
 - Layout & Concept Design
 - Schematic Design
 - Detailed Design Development
- **Change Management / user involvement:**
Involvement of users throughout the design phases should be considered and planned. Specific presentations from the designers to explain the concepts shall be required, presenting shortlisted design options as a part of user engagement.



Diagnostics corporate architect involvement

Design of the built environment

Our team supporting DIA sites & affiliates spaces



Andrew Keller
*Regional Architect
America's*



Blanca Castañeda
Workplace Design



Yelena Mokritsky
Workplace Design



Gérard Wagner
*Art Integration
Architect*



Mònica Ors Romagosa
DIA Corporate Architect

Global Architecture Experts Panel

Roche Architecture Global Community

Diagnostics global corporate architecture

Our role

The design of the Built Environment is the main focus of the Global architecture team.

We support our Sites and Affiliates by offering **consultancy** and **guidance** in the application of the Roche Design Fundamentals to all aspects of our workplaces, and representative spaces, so they are in alignment with Roche Corporate Identity.

The scope of work within Global Capital Investment & Real Estate includes evaluating potential architects to be appointed, defining the project deliverables and guiding architects and designers during the planning process up to the **approval** of the architectural proposals at each stage of the planning phases, working together with project teams and our affiliates and sites organizations.



Diagnostics corporate architecture involvement

Involvement scope & reviewed deliverables



Global Architecture Involvement - base:

Designer Selection:

- evaluation of TPM provided longlist, no market research,
- no RFP review

Scope - review and endorsement of:

- Layout / Concept deliverables only; excludes SD/DD, Technical Drawing Package & specifications

These projects do not qualify for Design Quality Index KPI

Diagnostics corporate architecture involvement

Involvement scope & reviewed deliverables



Global Architecture Involvement - typical*:

Designer Selection:

- market research,
- evaluation of TPM provided longlist,
- limited RFP review (2 rounds)

Scope - review and endorsement of:

- Layout / Concept,
- SD + DD Full Scope of design deliverables; excludes Technical Drawing Package & specifications

*SME support: can be additionally provided pending discussion and resource allocation; includes Technical Drawing Package

These projects qualify for Design Quality Index KPI

Diagnostic corporate architect involvement

Process

Designer Selection

1. Profile: role & scope
2. Define selection criteria
3. Compile longlist (with TPM) > evaluate
4. Shortlist endorsement
5. Define Evaluation Matrix/ Weight on project basis
6. Review RFP documents
7. RFP return evaluation > Recommendation
8. Endorsement

Guidance

9. Design Kick-off call and Definition of specific Project Design Goals
10. Concept & Layout endorsement
11. Materiality / Lighting / Furniture / Greenery concept endorsement

Review

12. Color scheme/ Fixtures /Furniture/ Vegetation/ approval
13. Signage endorsement
14. End of Project phase review for approval
15. Review of Furniture Bid return to approve final furniture selection

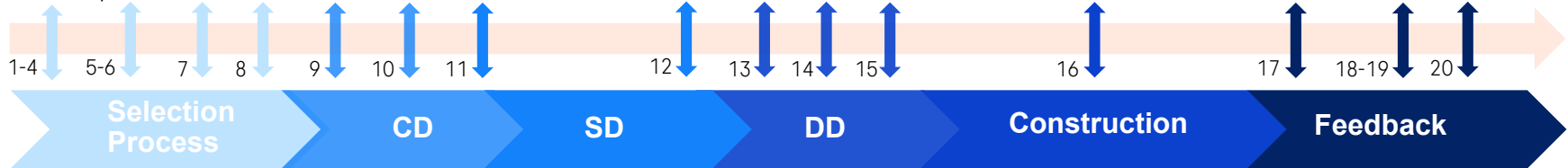
Doc. & Comm.

16. Project Documentation: Including professional photography of completed project following Roche Guidelines for Project Photography

Feedback

17. Fit-out survey by local Roche team
18. User perception feedback collected as part of KPI
19. FM specific feedback: materials & products
20. Consultants feedback: architects / construction firms

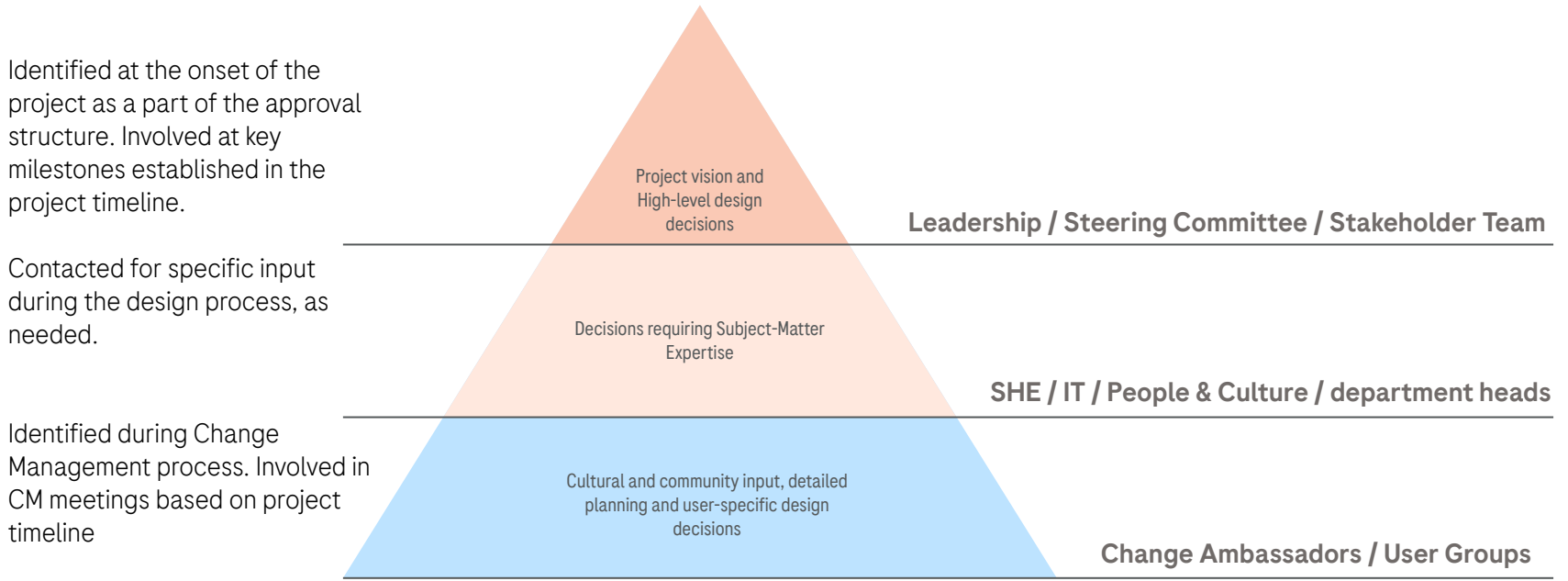
DIA Corporate Architect



Design approval process: local & global

Local Design Approval Process

Identifying Participants & Involvement



Design Decisions within Change Management Process

Recommended Allocation

Global Architecture Team, Leadership & Stakeholders

High-level project design decisions, in particular those affecting project vision, budget, alignment with Roche global guidelines, technical performance specifications, WPS requirements.

Endorsement/approval of all formal design deliverables, such as: Zoning and Layout, Design concept, Schematic Design package, Detailed Design package, specifications.

Establishing level of influence and decision opportunities for the wider audience (Change Ambassadors & user groups).*

Review, shortlist, and endorsement of design materials to be presented to Change Ambassadors & user groups.

Subject Matter Experts

Review/approval of deliverables related to specific expertise (for examples: SHE, IT, People & Culture related topics)

Change Ambassadors & user groups

Participation in review of detailed planning, identifying specific functionality of designated space types.

Contribution of ideas on select design topics brought forward by design team through the process of co-creation, cultural and community input.

Testing and contributing feedback on samples or mock-ups provided for evaluation, for example task seating.

Feedback on design direction and shortlisted design topics, such as materiality concept and color palettes.

Selection of preferred user-specific design solutions from a pre-approved shortlist, such as: finishes, specialty features and furniture, task seating and accessories.

*Decision opportunities are determined in advance by the stakeholders

Design Decisions within Change Management Process

Engagement and Communication

Global Architecture Team,
Leadership & Stakeholders, Subject Matter Experts

CD Endorsement

Design direction is established by GA, leadership, and stakeholders through the endorsement of the Design Concept and Layout

Educate & Inform

Key information concerning the design of the project is shared by Project Sponsor. Examples:
Project Vision
Design Concept
Zoning & overall Layout
Materiality Concept & Palette
Furniture Concept



Feedback

Questions / comments regarding selected design direction are expressed



Co-Creation

Contributing ideas on specific topics provided to design team

Shortlist

Pre-determined shortlist of design options is presented for a final selection to the wider audience. Examples:
Specific Finish Selections
Task seating
Accessories,
Specialty Furniture



Preference

Selecting preferred options for identified shortlisted items

Approval

Final sign-off on all design deliverables

Change Ambassadors & user groups

*Decision opportunities are determined in advance by the stakeholders/leadership

Fit-out scope of work

Fit-out scope of work

SOW documents in correspondence with Procurement Models

Traditional procurement model (Project Designer & General Contractor)

Single-Stage D&B model

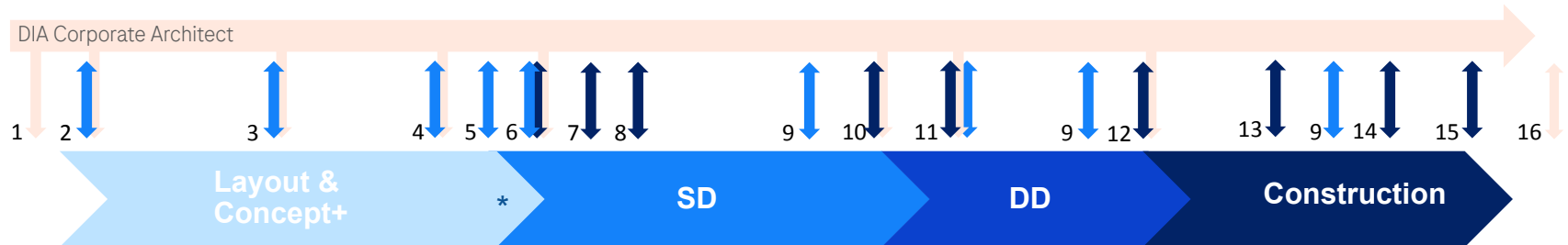
Two-Stage D&B with Concept Designer model

Refer to Scope of Work & Deliverables documents for each individual model

Fit-out scope of work

Process under 2-Stage with Concept Designer Procurement Model

DIA Corporate Architect	Concept Designer	Concept Designer	Design & Build	Design & Build
1. Selection of Concept Designer from list of preferred global partners 2, 6, 15. Guidance 3, 4, 10, 11, 12. Review and endorsement 16. Feedback - user perception, PM survey, Consultants feedback	2. Design Kick-off and Definition of specific Project Design Goals 3. Layout & Overall Design Concept endorsement by CA and local stakeholders 4. Materiality/ Lighting/ Color scheme/ Furniture/ Vegetation concept endorsement by CA and local stakeholders	5. Concept Design+ package for D&B tender 6. CD/SD Transition - D&B onboarding meeting with SD, CA, TPM and local team 9. Design review/comments	6. Onboarding meeting with SD, CA, TPM and local team 7. Site verification and evaluation 8. Local code review, plan updates 10. Schematic Design approval by CA and local stakeholders 11. Furniture Package for tender. Vendor selection by CA and local stakeholders	12. Developed Design & Construction Documents package approval by CA and local stakeholders 13. Construction Submittals reviews, correcting design deviations 14. Construction Execution 15. Professional photography of completed project upon move-in



* D&B Tender process and selection

Design guidelines: global & local

Design of the built environment

Guidelines

Global
Guidelines

Our spaces

Roche guide of the built environment

Buildings
Interiors
Exteriors

Local
Guidelines

Strategic Master Plan (SMP)	
Planning inputs	Infrastructure
Site analysis	Buildings
Framework	Interiors
Development	Exteriors
Access	Implementation

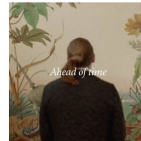
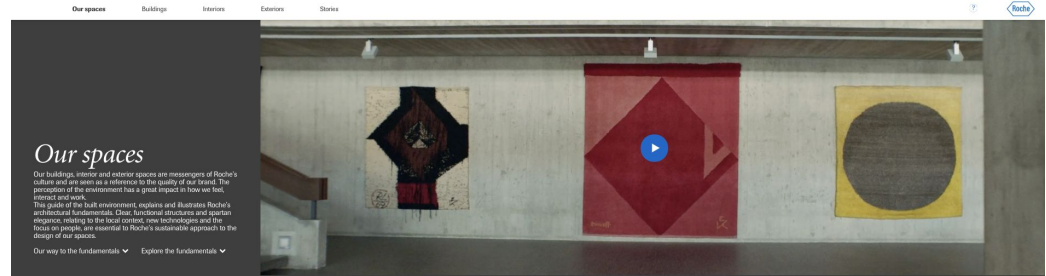
- Global brand standards
 - Create Corporate Identity
 - Apply to DIA / Pharma divisions
 - Specific guidance for Buildings, Interiors and Exteriors
 - Check-lists to review compliance
-
- Place-specific standards
 - Reflect local culture
 - Meet local requirements
 - Apply to a specific site or region
 - If no SMP applies a local Guideline for Interiors can be developed (China)

Global guidelines

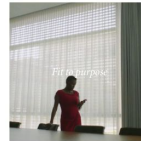
Our spaces, Roche design of the built environment

This **web-based** guide of the built environment explains and illustrates **Roche's architectural fundamentals**.

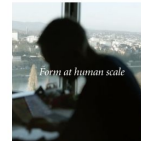
Clear, functional structures and spartan elegance, relating to the local context, new technologies and the focus on people, are essential to Roche's sustainable approach to the design of our spaces.



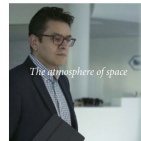
Innovative to being adaptable to change and new ways of working, committed to technology and sustainable design.



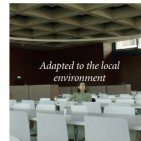
Designed from inside out, focused on purpose and performance.



Timeless expression, spartan elegance, reduced and honest use of materials.

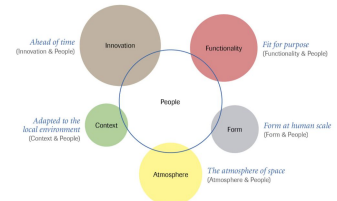


Spaces with soul, engaging comfortable design to improve people's experience at work.



Respectful and inclusive with diversity and the local context.

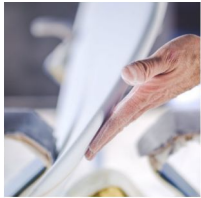
Fundamentals / At the intersection between people and our key topics



Go to: <https://spaces.roche.com/>

Global guidelines

Our Spaces > Interiors



Introducing local materials



Reinterpreting the context



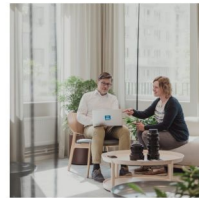
Diverse and inclusive



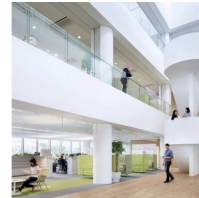
Make your choice



Designed for flexibility

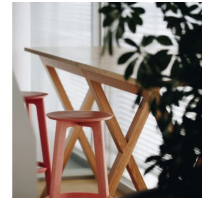


Designed for people



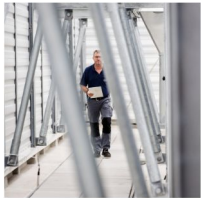
Bright spaces

Character, Light, Well-being



Inspiring colours

Character, Look and feel, Well-being



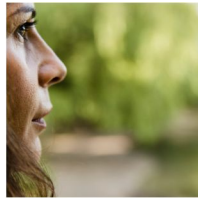
Easy maintenance



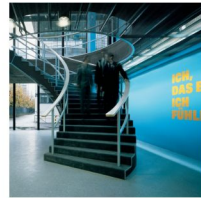
Showcase innovation



Sustainable technology



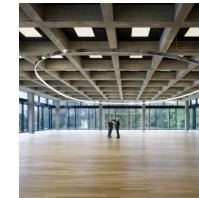
Find the essential



Fit for movement

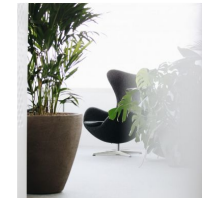


The right proportion



Creating atmospheres

Character, Light, Technology, Well-being



Close to nature

Character, Sustainability, Well-being

Explore the rules: <https://spaces.roche.com/interiors>

Check the stories and recently completed projects: <https://spaces.roche.com/stories/>

Global guidelines

Our Spaces > Interiors > Checklist

*Our spaces,
Roche guide of the built environment*



Interiors Key Features

Ahead of time

Designed for flexibility

- ❑ Define level of adaptability according to the project priorities, many movable partitions are not always the best solution.
- ❑ Think modular for base design elements and infrastructure.
- ❑ Chose flexible, customizable, and reconfigurable furniture solutions.

Sustainable technology

- ❑ Take design opportunities to promote and communicate sustainable awareness, considering local specificity.
- ❑ Facilitate low-energy solutions for cooling, heating, lighting, etc. in compliance with Roche sustainability directives K6 - K18.
- ❑ Choose non-toxic products and materials with a low environmental impact.

Showcase innovation

- ❑ Communicate innovation, and showcase science and technology as the brand's driving mission.
- ❑ Show works in progress on integrated wall spaces, display cases, or media screens.
- ❑ Provide multi-purpose spaces that encourage creativity and sharing knowledge and ideas.

Raw, spartan and sustainable

- ❑ Adopt new, recycled, reusable, and recyclable solutions to new requirements. Rethink furniture design out of the box.
- ❑ Propose furniture that has a casual, raw and Spartan, character.
- ❑ Foster creativity and optimise investments by designing flexible, reconfigurable, and modular assemblies.
- ❑ Adapt to *Scrum* methodology.

Form at human scale

Find the essential

- ❑ Employ a consistent, harmonious elegant formal language, beyond stylistic.
- ❑ Focus on a reduced expression, without superfluous ornament.
- ❑ Present a timeless, clear geometry, simple appearance.
- ❑ Use a reduced number of authentic natural materials.

Fit for movement

- ❑ Focus on people, and consider non-linear spatial arrangements with meandering circulation to create a more interesting spatial experience.
- ❑ Design, where appropriate, simple organic or circular shapes that accompany the body movement.

The right proportion

- ❑ Maximize the height for a generous space feeling.
- ❑ Choose ceiling types according to a concept defined by space typologies.
- ❑ Use modular, rational criteria for the rhythm of lighting and installations, according to the building's structure.

The atmosphere of space

Bright spaces

- ❑ All permanent workplaces should have quality natural light.
- ❑ Allow light to travel across different areas using transparent or translucent partitions for a sense of openness.
- ❑ Quality of light depends on the materials' reflectivity, so consider when defining colours for finishes.

Inspiring colours

- ❑ Use of colours follows a clear concept directly related to the character of the space.
- ❑ Colours captured from local context evoke a familiar environment that brings comfort, follow the Site Mater plan local guidelines.
- ❑ Choose neutral, warm main colours, with no more than three accent colours, tone-in-tone.
- ❑ Avoid many highly contrasted and saturated colours; do not use dark colours in open work space.

See all Interior Key features: <https://spaces.roche.com/interiors-key-features/>

Download Roche Interiors checklist: https://spaces.roche.com/wp-content/uploads/2019/05/Roche-Interiors_check-list.pdf

Global guidelines

Design engagement with local culture

is about...

- Integrating local culture & behaviors
- Promoting sense of community
- Supporting local initiatives
- Using local products
- Using local materials
- Referencing contextual elements, local architecture and landscapes
- Reinterpreting traditional elements.

is NOT about...

- «Superfluous or extravagant ornament in contradiction with Roche Design Philosophy»
- «Decorative graphic design in contradiction with Roche Brand»
- «Fake materials which try to imitate others...»
- «Literally importing traditional **elements without reinterpretation**».



Global guidelines

Material, Pattern, and Color application

is about...

- A cohesive concept unifying the design and dictating visual language.
- A single pattern derived from the concept.
- Timeless materials with minimalist and elegant aesthetic, used consistently.
- Color application based on a concept, using textures and a palette of secondary and tertiary colors to create depth.
- Warm natural materials and textures that relate to people and create an engaging environment.
- Geometry and patterns rooted in function, fit to purpose, and applied in a meaningful way.

is NOT about...

- «Using Roche logo geometry as a pattern inspiration in place of a design concept...»
- «Fake materials which try to imitate others...»
- «Use of multiple patterns and graphics in attempt to create visual interest...»
- «Trendy materials and elements not aligned with Roche philosophy of timeless design...»
- «High contrast, saturated and primary color palettes that contradict Roche formal expression...»
- «Transitioning materials and creating complex geometry, without responding to function...»



Global guidelines

Interior displays strategy

- Focus on content
- Reflect Roche values
- Consistency: develop a cohesive concept unifying the design and dictating visual language.
- Establish a clear graphic concept
- Use Corporate signage and follow Brand rules
- Achieve a timeless, elegant and restrained aesthetic
- Reflect simplicity, clarity, and order in the space, create a serene environment
- Refrain from using stylistic or fashionable elements
- Devise fit to purpose displays, applied in a meaningful way



Global guidelines

Interior displays strategy

5 categories of displays

- Innovation and achievements
- Corporate communication
- Employees messaging
- Community engagement
- Works of art

All to be approved by Global Corporate Architect

It is NOT about...

- «Applying a layer of mottos or motivational quotes on walls»
- «Decorative graphic design on permanent elements»
- «Eclectic, extravagant, flashy or loud artwork»

The Roche brand is conveyed through the sense of place achieved with a successful spatial concept in alignment with Corporate Architecture:

- Keeping the principles of elegance, timelessness and simplicity
- Using corporate signage for consistency
- Achieving a successful materiality concept
- Use of local elements such as lamps, upholsteries, cushions and vegetation to add liveliness to a space



Global guidelines

Interior displays strategy

Innovation and achievements

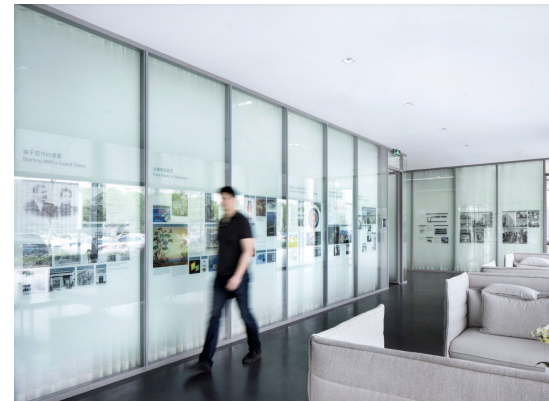
- Communicate innovation and showcase science and technology as the brand's driving mission.
- Reflect the past, present, and future of research and development, showing the process and progress.
- Plan integrated spaces for internal display of work in progress and team achievements: display cases, shelves for team work display, or media screens/installations.
- Refer to global design guidelines: [“Showcase innovation”](#).



Innovation display at Roche Kaiseraugst



Innovation display at Infozentrum Roche Basel

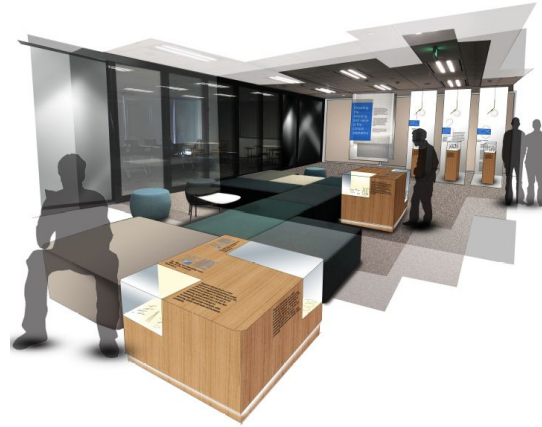


History wall at Roche Suzhou

Global guidelines

Interior displays strategy

Innovation and achievements



Display integrated in furniture at Roche Shanghai



Media installation at Roche Kaiseraugst



Interactive installation at Roche Tokyo



Interactive display at Infozentrum Roche Basel

Global guidelines

Interior displays strategy

Corporate communication

- Communicate temporary messages, events, goals or campaigns.
- Select non-permanent supports that integrate well with the design language of the space: interchangeable display frames, discreet banners, or media screens, which allow for easy content update.
- Avoid flags, decals, tabletop collaterals or elements that generate a visually noisy environment.
- Refer to *Roche Brand Center* guidelines <https://brand.roche.com/guidelines.htm>



Digital / physical display at Roche Kaiseraugst



Digital display at Roche Diegem, Belgium



Interchangeable poster frame



Temporary campaign display

Global guidelines

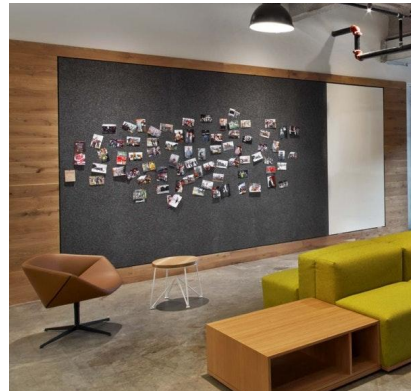
Interior displays strategy

Employee communication

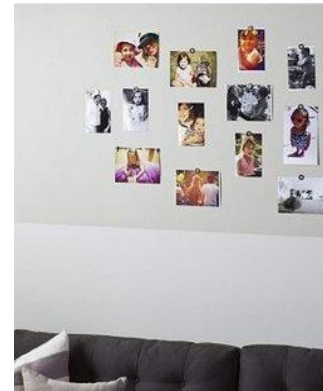
- Internal communication of employee announcements and events.
- Provide supports that integrate well with the design language of the space: magnetic boards, pin boards, magnetic glass boards, designated magnetic-paint wall.
- Locate in frequented, social spaces, such as entrance to work cafe or break room.
- Avoid taping papers onto walls.



Partition panels designed as magnetic notice boards



Recycled PET felt wall in break out space



Linoleum pin-board integrated in wall



Free-standing, movable felt pin-board and magnetic board

Global guidelines

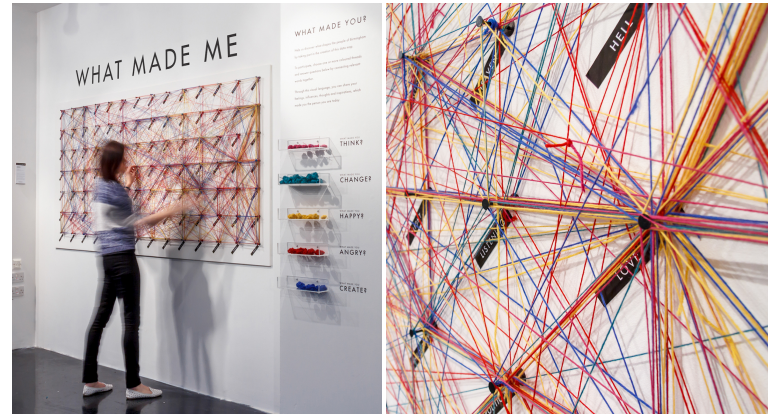
Interior displays strategy

Community engagement

- Installation resulting from user co-creation activity with architect/designer in alignment with global design guidelines.
- Show company culture, community feeling and employee recognition.
- Locate in social spaces, such as work cafe or break room.



Employee's hand prints in enameled ceramic (local craft) at Roche Amadora, Portugal



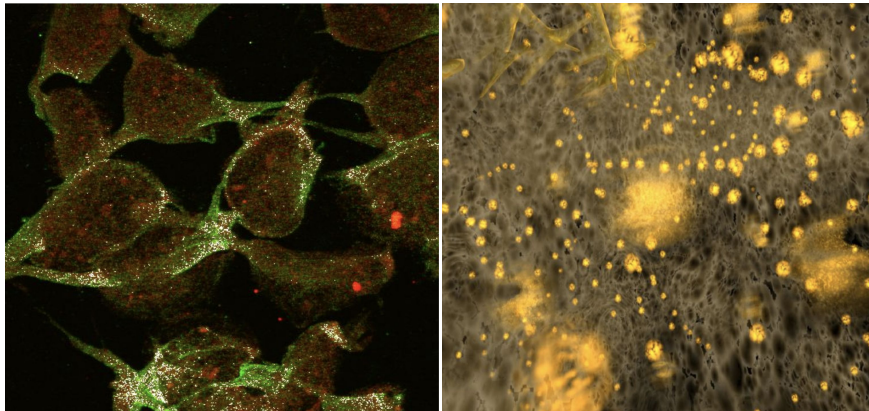
Information visualization display generated by employee input

Global guidelines

Interior displays strategy

Works of Art

- Photography related to the history and activity of Roche (from Roche Historical Archive or Roche Media Library), or to the landscape and culture of the region.
- Abstract works of art by reputable professional artists, consistently and minimally framed.
- Abstract data visualization, installations, generative art.
- To be approved by Roche art curator.



Micrographs of cells and tissues from Roche Media Library



Historical photographs of Roche Shanghai from Roche Historical Archive



Global guidelines

Interior displays strategy - Don'ts



Avoid graphic work or motivational corporate text as branding strategy



Refrain from using conventional space branding strategies that produce an overly vibrant, saturated or noisy space



Avoid the use of hexagonal shapes, as it contradicts the Roche brand logo policy



Art selection must have a cohesive concept and exclude empty or naive pieces with solely decorative purposes.

Global guidelines

Interior displays strategy - Don'ts



Displays should integrate with the interior concept and aesthetics, not take precedence



Photo murals or supergraphics should not be considered



Avoid graphic "theme based" work as decoration.



Refrain from planning overly "branded" spaces

Local guidelines

Example: China Interior guidelines

Specific interior design principles guide the character of spaces at the specific sites, responding to the local culture and context.

These principles are established from a synthesis of Roche Global Fundamentals, the aspirations of the site, and the region's unique history, aesthetic, and cultural attitudes.

China Interior Guidelines Material and Texture

Architecture

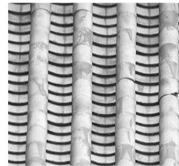
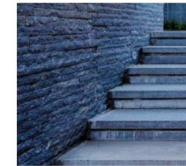
RULE: Incorporate the texture/material from local traditional architecture

Criteria

- 1 Introduce one primary natural material that produce locally
- 2 Capture a texture from the traditional architecture of the region
- 3 Use one primary material/texture that defines one identical concept

Rationale

- The rhythm and repetition of traditional texture reinforce consistent elements found in local architecture.
- Provide a consistency where exterior materials extend to the interior reflects a sense of continuousness.



Furniture Strategy

Furniture Procurement

MSA Relationships and Local Vendors

- **Projects should consider reuse of Existing and procurement of Reclaimed furniture in order to reduce carbon emissions.**
- Typical approach: procurement through a furniture tender process, independent of fit-out contract works.
- Leveraging global MSA relationships with furniture vendors, in particular for systems furniture. (note: other manufacturers can be considered as well)
- Considering and utilizing local manufacturers (when quality and warranties meet standards), especially important for locally produced ancillary furniture.
- Incorporating Roche PLEC collection when suitable for the project.



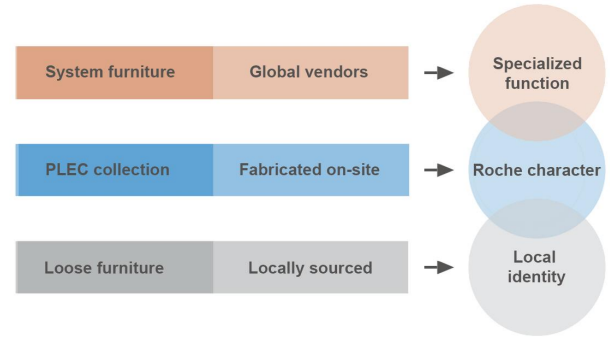
Global MSA relationships

Vitra
Herman Miller
Haworth
Steelcase
Kinnarps

PLEC Furniture collection

Sustainable, locally built furniture

- Roche Diagnostics DTR Global Architecture has developed a collection of furniture pieces specially designed for Roche, based on the principles of *Raw*, *Spartan* and *Sustainable*, as described in Roche design guidelines “*Our Spaces*”.
- Any site or affiliate can build these pieces locally, thanks to the construction drawings and specifications in digital format available for download.
- At the start of the fit-out design process, designer may select the PLEC pieces that better suit the project, to be fabricated locally, considering that Roche spaces will have a mix of furniture from three categories: system, PLEC and loose furniture.



PLEC Furniture collection

Implementation process



1. **Review** the PLEC collection presentation and folders for each of the six furniture typologies which include:

- 2D Technical drawings in DWG, DXF and PDF format
- 3D drawings
- Photos of built prototypes
- Technical sheet
- Confidentiality clause



2. **Select** the PLEC pieces to be used. Copy the simplified dwg blocks to populate the layout drawings.



3. **Select materials and finishes.** Technical sheets specify possible options for base materials, finishes and color palettes. Any alternatives or substitutions are possible and must be discussed with DTR Global Architecture team for approval.



4. **Manufacture.** Pieces are designed to be easily manufactured, either manually with standard utensils or digitally (CNC milling machine) by local contractor.



For any inquiries, please contact DTR Global Architecture team.

Sustainability criteria for interior design

“The most sustainable building is the one you don’t need - the second most sustainable is the one you don’t need to build. ”

- Peter Saladin, Head of Environmental Sustainability at DTR

Interior Design Sustainability criteria

Sustainable approach to design and construction of our spaces

Sustainability is inherent to Roche culture and circularity of built environments should be considered on every project. The goal is to generate a mindset shift on every level by following the principles of:

Our spaces > raw-spartan-and-sustainable

- Promote **adaptive reuse** of existing construction, as the approach results in environmental and cost benefits
- **Reuse, reclaim** and redistribute as much material and building components as possible (including furniture and other mobile components)
- **Inspire with creative reuse solutions** and attractive aesthetic
- **Ensure recycling** or donation of demolished existing building materials to **minimize landfill**
- **Source recycled materials** for new fit-outs
- **Plan with flexibility** to allow for future adaptive reuse
- **Plan for disassemble** to reuse & recycle at the end of building life cycle



Interior Design Sustainability criteria

1. Reduce energy consumption (Roche K-18 directive)

- Balancing daylight utilization, sun and glare protection
- Facilitate energy efficient solutions (cooling, lighting, etc.)
- Use intelligent control systems to adapt room conditions (e.g. airflow, light intensity, etc) to uses of varying intensity and changing climatic conditions

2. Layout design

- Maximize the efficient use of space
- Ensure building layouts result in zoning concepts that are directional rather than scattered
- Concentrate and reduce to the bare minimum all areas subject to stringent requirements
- Design for maximum flexibility in terms of use
- Layout should facilitate and encourage use of stairs instead of elevators
- Provide easily accessible central area for recycling.

Interior Design Sustainability criteria

3. Products and materials choice for low environmental impact

- Reuse existing furniture and materials as much as possible
- Use long lasting materials, consider full life cycle.
- Use recyclable and recycled materials
- Use only certified FSC wooden products
- Use local materials produced in a socially responsible manner.
- Low emitting materials

4. Design Healthy environments

- Air quality, heating-cooling, adequate lighting, optimize daylight, views to outside, acoustic, ergonomic furniture ,etc.
- Promote changing position
- Fresh air delivery monitoring/CO2 sensors

Interior Design *Sustainability criteria*

5. Procurement

- Include energy efficiency attributes in specifications for vendors, suppliers and contractors
- Energy efficient and K6 directive compliant cooling solutions

6. Construction and Commissioning

- Supervise construction work against specifications
- Ensure and measure building performs as intended
- Train all relevant personnel in energy-efficient and cost-effective building operation

7. Promote sustainability awareness

- Communicate your local sustainable efforts and achieved goals
- Support local access initiatives

Interior Design *Sustainability criteria*

8. Construction and Demolition

- Reuse all possible existing building components within the projects
- Ensure building components in good condition can be donated or sold in platform for reclaimed materials
- Use Roche waste management guide for disposal of construction materials: [Link](#)

Signage guidelines: interior applications

Signage

Buildings & Premises

Full Document:

[Roche Signage Guidelines](#)

Detailed information and downloads in Roche Brand Center:

<https://branding.roche.com/>

[Brand elements](#)

Reception logo

The Roche logo is attached to the rear wall of every central reception area and marks it as the place to go when entering a Roche site.

The size of the logo is determined by the space available and the maximum viewing distance. Standard heights are 300 mm and 500 mm.

The Roche logo is used exclusively.

The logo is made of contour-cut solid material, spray-painted and each element is individually attached to the wall according to a defined drilling pattern, with thin pins and shadow gap. The colour of the logo is usually Roche Blue. On dark surfaces it can also be applied in Roche White. It must be ensured that the contrast between the logo and the wall surface is sufficient.



1 Logo
example with height 300 mm

2 Free space
at least one logo height on all sides

The logo is usually mounted on the right side of the back wall of the reception area so that it is always in view of the visitor standing at the reception. If the view to the right is restricted or there is no suitable surface, the logo is exceptionally mounted on the left. It is never mounted in the centre of the back wall. The logo must be positioned on the wall in such a way that there is a free space of one logo height to wall boundaries or other structural elements. The installation height depends on the location, but the lower edge must be at least 180 cm above the ground. The logo is firmly connected to the wall via pins at a defined distance. If drilling is not allowed, the logo can exceptionally be mounted without distance.

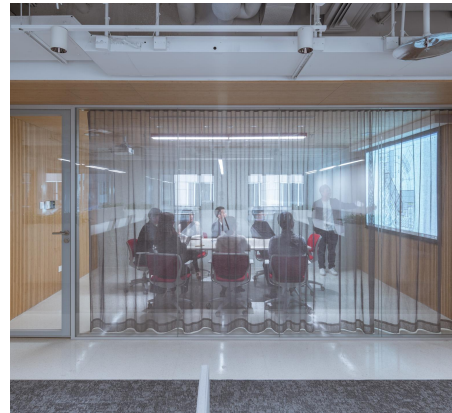
Privacy and Safety for interior glass partitions

Global guidelines

Interior Drapery & Glass Privacy Decals

Application Rules

- Sheer or partially opaque drapery in solid colors can be used to achieve desired levels of privacy
- A safety decal can be combined with operable drapery to add privacy
- When using privacy decals, partial height is preferred to maximize light transmission
- Utilize minimalist style of pattern or fade using clear geometry complementing architectural concept of the project
- Other graphical elements, in particular Roche logo, are not permitted



Global guidelines

Design engagement with local culture

Safety

- Decal markers ensure clear glass is visible; reducing risk of people walking into the glass partitions.

Privacy

- Operable drapery is a preferred solution, providing optional privacy and adding acoustic value.
- Decals can also be used to create partial or full room privacy, while allowing for light to be transmitted into the space.



Two primary reasons for implementation of drapery & decals on glass

Global guidelines

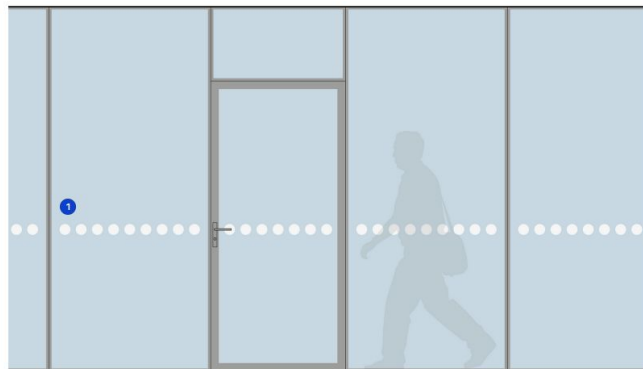
Interior Glass Safety Markers - Decals

Manifestations to follow global Roche Signage Guidelines and comply with local regulations.

Floor-to-ceiling glazing must be marked with glass safety markings to avoid people overlooking them. This needs to be done in areas where there is traffic, such as doors or when the glazing is used as partitions and have no horizontal rungs.

The glass safety markings consist of horizontal markings as a dotted line. The diameter of the dots is 80 mm, the distance from centre to the centre is 120 mm. Other graphic elements, in particular the Roche logo, are not permitted.

The marking is carried out as a contour-cut with a translucent dusted film, alternatively sandblasted or etched on glass or back-printing.



1 Glass safety marking

The mounting height of the safety marking is aligned with the axis of the door handle. For doors without door handle, either the height of the surrounding door handles or the height 105 cm above the ground is to be followed. The marking is positioned horizontally in the middle of each individual glass segment. The dots must not be cut, and a minimum distance of 2 cm to the edges on each side of the glass or the frame must be maintained. Glass safety markings are always installed on the outside of the room, on the side of the building core for passage doors and on the interior of the building for façade glazing (entrance areas).



Photography guide

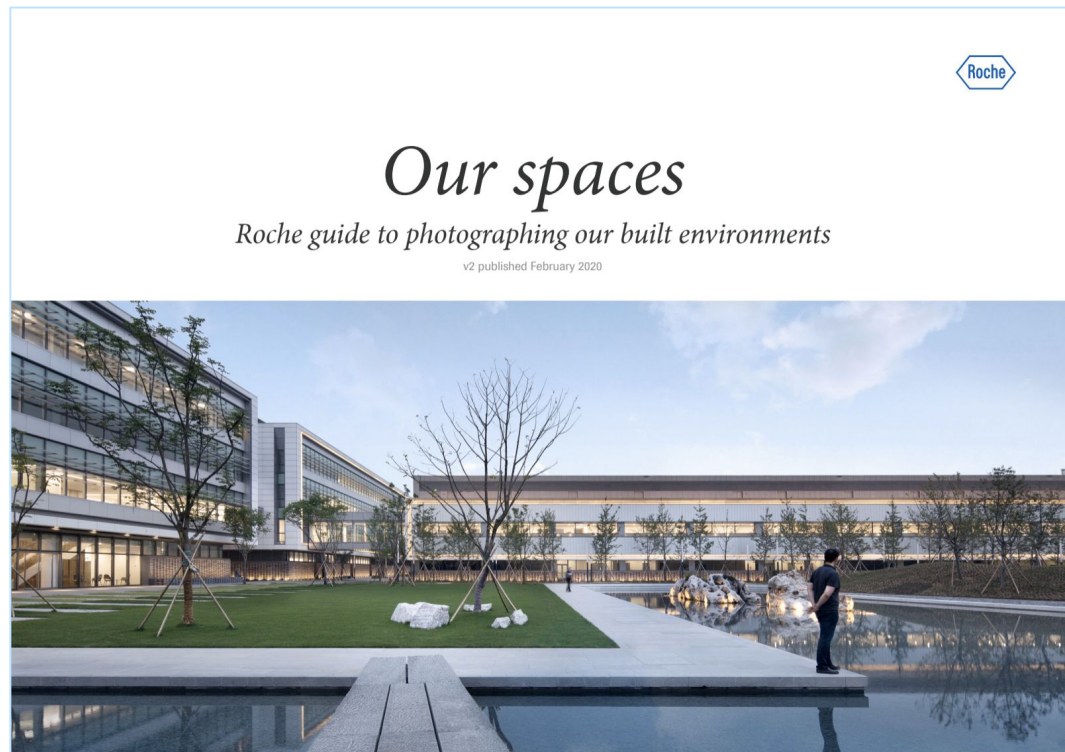
Roche guide to photographing our built environment

Our Spaces

The Roche picture language intends to capture moments that move people. It is human-centric, editorially driven, spontaneous and should reflect our purpose-driven work.

This guide explains and illustrates how our images reflect Roche's architectural fundamentals. It also contains professional notes and technical details useful for photographers.

[View guide](#)



Communication

Communication

File naming and email

Email communication: **Subject** field should always contain the project's name and/or location.

File naming:

- CIRE Strategy
 - CIRE Offsite 2023
 - CIRE Team meeting 2023-10
 - LEAP Requirements V1.0 2023-12-12
1. Start with Project Code or CIRE
2. Title and version* goes in between
3. Date* follows Year-Month-Day and should be as short as possible

* optional, referencing the date / version that is the relevant for the document/content

Doing now what patients need next