

Schedule to the Lease

Tenant's obligations contributing to the reduction of the Building's impact on the environment

1. Introduction

In pursuance of responsible and ambitious sustainable development policy objectives, the Landlord makes every effort to significantly reduce the Building's impact on the environment.

As Tenants occupy most of the Building area, their influence on the amount of energy used in the Building is undeniable. Consequently, each Tenant can effectively contribute to the reduction of effects resulting from the Building's impact on the environment and consequently benefit therefrom by improving its own prime cost control system.

This schedule describes a range of measures that the Landlord proposes the Tenant to implement in order to jointly achieve the goal consisting of the reduction of Building's impact on the environment.

2. Exchange of data concerning energy consumption

On the basis of the utilities consumption level known to both Parties, the Tenants shall indicate their predictions regarding the future consumption level and factors from which such predicted level will stem from. In addition, the Tenants shall indicate measures they are taking to reduce energy consumption in the future. At least once a year, within jointly scheduled deadlines, the Tenant and the Landlord will assess the general impact of the Building's components and the Tenant's energy consumption on the environment and track changes in this respect.

The Landlord and the Tenant will find the easiest and most appropriate way to report the data.

3. Control of technical installations

The Tenant, observing all restrictions arising from statutory provisions, the Lease, the house rules (internal regulations) and other rules pertaining to its business activity, shall:

- with respect to devices controlled by the Landlord such as the HVAC system, in order to ensure maximum optimization of control of the devices which provide comfort to users: report to the Landlord any changes to the condition of the occupied Premises which can influence the technical installations; such changes in particular include any change of the use of the space compared to the original assumptions, a large increase in density of workplaces in any part of the premises, a large depopulation of the space, types of devices using energy and giving off heat, and other changes;
- with respect to devices activated independently: optimize to the maximum extent standby times, especially in relation to the lightning system;
- properly maintain recommended temperatures within the Premises. In particular, the Tenant shall ensure that its thermal comfort criteria provide for a set-point temperature not lower than $26^{\circ}\text{C} \pm 1^{\circ}\text{C}$ when the outside temperature is 30°C or less, so that the cooling effect does not exceed 5°C ; in October-April the set point temperature is $21^{\circ}\text{C} \pm 1^{\circ}\text{C}$. The humidifier installation is designed to work only in October-April and will only be operate in that period. The humidity set point is $30\% \pm 5\%$;

- detect leakages by means of regular monitoring and control of technical installations within the Premises for which it is responsible. The Tenant shall undertake repairs in the event of any leakages within their networks and shall inform the Landlord thereof.

4. Requirements concerning Premises management

a) Lightning devices

The Tenant undertakes to use only fluorescent lamps and compact fluorescent lamps equipped with high frequency ballasts or using only LED light sources.

The Tenant will adapt interior design solutions in accordance with the requirements set out below.

The potential for disabling glare has been designed out of all relevant building areas either through building layout (e.g. low eaves) and/or building design (e.g. blinds, brise soleil, bioclimatic design that provides shading from high level summer and low level winter sun).

The glare control strategy should be developed to ensure that daylight can enter the space under cloudy conditions, or when the sun is not on the façade, therefore avoiding higher than expected lighting energy consumption.

The Tenant undertakes to cooperate in designing to provide lighting in accordance with the guidelines below:

- 1) internal and external lighting illuminance (lux) levels are specified in accordance with national best practice lighting guides;
- 2) for areas where computer screens are regularly used, confirmation is required that the lighting has been designed to limit the potential for glare in accordance with a numerical glare limit specified within national best practice lighting guides;
- 3) the uniformity of illuminance due to electric lighting is as per the recommendation in the approved local standard;
- 4) zoning of lighting controls to be as follows:
 - in office areas, zones of no more than four workplaces, more only in justified cases;
 - workstations adjacent to windows/atria and other building areas separately zoned and controlled;
 - seminar and lecture rooms: zoned for presentation and audience areas;
 - teaching space/demonstration area;
 - whiteboard/display screen;
 - dining, restaurant, café areas: separate zoning of service and seating/dining areas;
 - bar areas: separate zoning of bar and seating areas.

In case of the installation of external lighting (e.g. illuminated advertising) by the Tenant, the Landlord and the Tenant undertake to comply with the following requirements:

- 1) all external fittings, where provided, within the construction zone should meet or exceed the lighting requirements as given in the table below;
- 2) external light fittings should be controlled through one, main, central time switch, or daylight sensor, to prevent operation during daylight hours. Daylight sensor override on a manually switched lighting circuit is acceptable.

Table: Minimum external lighting requirements by location:

External lighting location	Light fittings (lamp lumens/circuit Watt)		LED luminaires - lamp integral to fitting (luminaire lumens/circuit Watt)	
	≥ 60	<60	≥ 60	<60
Colour rendering index	≥ 60	<60	≥ 60	<60
Building, access ways, pathways	50	60	40	50
Residential balconies, terraces	50	-	40	50
Car parking, associated roads, floodlighting	70	80	55	60
Lamp wattage	≥ 25W	< 25W	≥ 25W	< 25W
Signs, Up lighting	60	50	50	50

b) Technical equipment

The Tenant shall take into consideration technical equipment's (IT equipment's, additional refrigeration units, etc.) energy performance at the time of its ultimate selection. The energy performance of equipment should be at least on C level.

In the event of installation of cooling or heating systems additional to those provided for use by the Landlord, the Tenant shall justify such installation in the Premises management documentation.

Use of individual evaporative air conditioning or cooling systems by the Tenant is strictly prohibited, except for emergencies.

c) Materials

In case of renovation works, the Tenant shall only use eco-certified wood. Moreover, the Tenant is encouraged to choose eco-certified or recycled materials, and, generally, materials that are less harmful to the environment. Above all, the Tenant shall attach special importance to using low VOC (Volatile Organic Compounds) products and materials of.

The Tenant undertakes to use products that comply with the standards quoted below:

Table: VOC criteria by product type:

Ref.	Product	Requirements
A	Paints and varnishes	
	Performance requirements	VOC content limit
	Compliant performance standard	EN 13300:2001 or EU Directive 2004/42/CE21
	Compliant testing standard	ISO 11890-2:2006: Paints and varnishes – Determination of VOC content, Part 2 – Gas Chromatographic method

	Manufacturer also confirm	Paint to be fungal and algal resistant in wet areas e.g. bathrooms, kitchens, utility rooms.
B	Wood panels (including particle board, fiberboard including MDF, OSB, cement bonded particle board, plywood, solid wood panel and acoustic board)	
	Option 1 - Performance requirements	Formaldehyde E1 level.
	Option 1 – Compliant testing standard(s)	EN 717-1:2004 Wood based panels – Determination of formaldehyde release by chamber method.
	Option 2 – Performance requirements	Formaldehyde level of 0,01 mg/m ³ .
	Option 2 – Compliant testing standard(s)	<ol style="list-style-type: none"> 1. ISO 16000-9 Determination of the emission of VOC from building products and furnishing - Emission chamber method OR 2. Emission testing method for California Specification 01350 (Californian Department for Public Health CDPH) – Standard method for the testing and evaluation of VOC emissions from indoor sources using environmental chambers. <p>Note: For either method the resultant emission/surface area obtained from the chamber test method must be extrapolated to predict what the emissions would be in a theoretical model room (as detailed in the standard) and this extrapolated emission rate compared with the required formaldehyde level of 0,01mg/m³.</p>
	Manufacturer also to confirm	The absence of regulated wood preservatives.
C	Timber structures (e.g. glue laminated timber)	
	Performance requirements	As B above
D	Wood flooring e.g. parquet	
	Performance requirements	As B above
E	Resilient textile and laminated floor coverings (e.g. vinyl, linoleum, cork, rubber, carpet, laminated wood flooring)	
	Performance requirements	As B above
F	Suspended ceiling tiles	
	Performance requirements	As B above
G	Flooring adhesives	
	Performance requirements	<p>Absence of all carcinogenic and sensitizing substances – in accordance with the globally harmonized system (GHS) of classification and labelling of chemicals. Refer to:</p> <ol style="list-style-type: none"> 1. http://www.unece.org/ghs/ghs_rev02/English/00e_intro.pdf OR 2. C1, C2 and C3 classifications identified in Annex A of EN13999-1:2007
	Compliant testing standard	<p>EN13999:2007 Adhesives. Short term method for measuring the emission properties of low-solvent or solvent-free adhesives after application.</p> <ol style="list-style-type: none"> 1. Part 2 - Determination of volatile organic compounds.

		2. Part 3 – Determination of volatile aldehydes. 3. Part 4 – Determination of volatile diisocyanates.
	Manufacturer also to confirm	None.
H	Wall coverings	
	Performance requirements	<ul style="list-style-type: none"> – Vinyl chloride monomer (VCM) content. – Formaldehyde level – Migration of heavy metals
	Compliant performance standard	<ol style="list-style-type: none"> 1. EN 233:1999, Section 5.7 - Finished wall papers. 2. EN 233:1999, Section 5.7 - Wall vinyl and plastic wall covering. 3. EN234:1997, Section 9.0 - Wall papers for subsequent decoration. 4. EN259-1:2001, Section 4.5-4.7- Heavy duty wall coverings.
	Compliant testing standard	EN 12149:1998 – Wallcoverings in roll form. Determination of migration of heavy metals and certain other elements, of vinyl chloride monomer and of formaldehyde release - Test A Heavy metals, Test B Vinyl chloride monomer, Test C Formaldehyde.
	Manufacturer also to confirm	None.

Materials containing asbestos are prohibited from being specified and used within the building.

The Tenant and the Landlord undertake to cooperate in order to identify areas where there may be a greater risk of damaging the Building's elements, e.g. by the movement of vehicles, prams and pedestrians. If such areas are identified, appropriate measures will be taken to increase durability and protect building elements, preventing the destruction of sensitive parts of the building.

They must include:

- 1) protection against the effects of high pedestrian traffic at main entrances, public areas and thoroughfares (corridors, lifts, stairs, doors, etc.);
- 2) where relevant, protection against any internal vehicular/trolley movement within 1m of the internal building fabric in storage, delivery, corridor and kitchen areas;
- 3) protection against, or prevention from, any potential vehicular collision where vehicular parking and manoeuvring occurs within 1m of the external building façade for all car parking areas and within 2m for all delivery areas.

d) Water

In order to optimize water consumption in the Building, the Tenant shall install:

- 1) Water-closet bowls with dual flush button, for 3/6 liter water flush;
- 2) Urinals of low water consumption;
- 3) Wash hand basin taps, kitchen taps with a photoelectric cell or an eco-button and water stream limiter;
- 4) Showers with reduced water consumption;
- 5) Dishwashers with reduced water consumption;

6) Washing machines with reduced water consumption.

The Tenant will provide a kitchenette in the tenant area with access to drinking water.

e) Reducing inconveniences related to construction works

The Tenant shall follow the Landlord's programme intended to reduce negative impact on the environment of works related to the management of the Building, if such programme has been defined.

5. Waste

The Tenant shall follow a waste management programme applied within the Building and monitor its development. The Tenant is responsible for the management of individual industrial waste originating from its business activity.

The Tenant undertakes to segregate waste that can be recycled and to use the infrastructure prepared by the Landlord in the Building for this purpose.

There is a dedicated space to cater for the segregation and storage of operational recyclable waste volumes generated by the Building and its occupants and activities.

The dedicated space is:

- a) clearly labelled, to assist with segregation, storage and collection of the recyclable waste streams;
- b) accessible to building occupants/facilities operators for the deposit of materials and collection by waste management contractors;
- c) of a capacity appropriate to the building type, size and predicted volumes of waste that will arise from daily/weekly operational activities and occupancy rates.

6. Informing and educating employees

The Tenant shall inform and educate their employees in relation to sustainable development, encouraging them to take actions reducing negative impact of their activities on environment, especially by:

- encouraging them to use public transport, bicycles or carpooling;
- taking part in effective control of installations;
- taking part in proper waste management.

7. Environmental dialogue clause

The Landlord or its representatives shall arrange to meet with the Tenant at least once a year for the purpose of environmental consultations. Such meetings will allow them to review joint actions and to effectively improve the environmental performance of the Building, as well as to determine coordinated initiatives and objectives to be undertaken in this area during the forthcoming time.

8. Building User Guide

The Landlord undertakes to provide to the Tenant the Building User Guide (the "**Guide**"). The Guide shall apply to all users of the Building (general users including staff and – if applicable – residents, as well as the non-technical facilities management team/building manager). The Guide covers all functions and uses of the Building, ensuring building users are able to use the Building effectively. Where relevant, the Guide must describe the facilities to be shared and how access to them will be arranged for potential users. Building and site related information is made readily available to all future building users, enabling them to access and use the Building, site and local transport infrastructure/amenities effectively.