

Building Rules

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A. Order and security.

1. The Lessee agrees to comply with the provisions of the Building Rules specified below (hereinafter the "Building Rules") and established by the Lessor in view of an efficient, safe and proper use of the Premises, Common Areas and the Building. Failure by the Lessee to follow the Building Rules shall constitute breach of the Lease Agreement.
2. Within the Building, the Lessee, its visitors, employees and support staff shall obey the safety rules as established by the Lessor, and the rules may concern in particular the hours and manner of entering the Building, holding IDs, access cards, bringing items to and taking items out of the Building. The rules shall be announced by the Lessor as an order or provided as instructions or information. Detailed information shall be included in the "Lessee Manual".
3. If the Lessor keeps security or maintenance personnel for protection or service of the Building, such personnel shall be entitled to call on persons entering and exiting the Building or Premises to specify the purpose of their visit to the Building or to produce a suitable document entitling them to stay at the Building. If a person does not produce such a document or does not specify the purpose of his/her visit, he/she may be asked to leave the Building.
4. The Lessee shall be obliged not to use the floors, walls, ceilings or structures of the Building in any way that may cause overloading, damaging or breaching the structural elements, elements of the load-bearing structure, roof, foundations, floor beams and the external walls of the Building.
5. The Lessee shall be obliged not to overload the lifts, electrical installations or transmission utilities and any equipment of the Lessor's located in the Premises. The Lessee shall be obliged not to do or allow anything that would result in additional load being applied on the HVAC systems or other machinery and equipment serving the Building.
6. The Lessee shall not use or store any flammable, explosive or illuminating materials in the Premises. The Lessee shall not cause, and the Lessor shall not permit causing, excessive noise or excessive vibration in the Building, release of strong or unpleasant odors from the Premises, or otherwise disturb or harm other lessees or their clients. Machines and mechanical devices belonging to the Lessee and producing noise or vibration that can be transferred to the structure of the Building or another lessee of the Building, and that produce a strong or unpleasant odor, shall be placed on vibration-eliminating devices and equipped, by the Lessee at the Lessee's expense, with anti-vibration or other devices eliminating excessive noise, vibration or unpleasant odors. This provision shall not exclude the Lessee's right to use machines and mechanical devices that may cause noise, vibration or an unpleasant odor during the Lessee Fit-out Works carried out by the Lessee. In any such case, the Lessee shall obtain prior written consent of the Lessor for the use of such machines and devices and shall arrange with the Lessor the schedule of their use.
7. All rubbish and waste of the Lessee's shall be segregated by the Lessee. It should be placed in suitable containers and amenities prepared for that purpose and located in the rubbish collection area. Waste that can rot or is dirty must be placed in plastic bags.
8. Littering the Building, leaving rubbish outside dustbins shall be prohibited.
9. The Building reception shall be open during the Lessee's working hours, at least between 8.00 a.m. and 6 p.m. on Business Days.

10. The Lessee shall not be allowed to deploy its security guards within the Common Areas or outside of the Building, unless in a manner agreed with the Lessor. The security guards of the Lessee can only be deployed within the Lessee's Premises.
11. Smoking in the Building and within 8 metres of the entrances to the Building shall be strictly prohibited. The Landlord shall indicate a designated place for the purpose.
12. Animals shall not be allowed in the Building (except guide dogs).
13. No bicycles, motorbikes or similar vehicles may be brought into the Building, except in designated parking areas.
14. Moving around the Building and Common Areas on scooters and other vehicles shall not be allowed. Outside the Building, there are designated places where scooters can be left safely.
15. It shall be strictly forbidden to charge electric scooters and other battery-powered electric vehicles on the Real Estate.
16. The Lessor shall have the right to evacuate the Premises and/or the whole Building in case of emergency, disasters or fire drills.

B. Use and utilization.

17. Sidewalks, lobbies, corridors, walkways, staircases and the other Common Areas may not be blocked by the Lessee or used for any purpose other than to access the Premises or other parts of the Building, and in particular these may not be used for storing crates, boxes or other similar material. If the Lessee has to get rid of boxes, crates and other special rubbish or waste, the Lessee shall be required to do so outside the working hours to avoid leaving the same in plain view within the Common Areas.
18. Corridor doors and fire doors should be kept closed when not in use.
19. The Lessor shall have the right to indicate in writing the maximum weight and location of heavy equipment or objects that might overload the ceiling. Any damage to the Premises or the Building caused by an inappropriate lay-out of such heavy items by the Lessee shall be repaired at the exclusive expense of the responsible Lessee.
20. Notwithstanding Section 6 above, without prior written consent of the Lessor, the Lessee shall not use any machinery or equipment in the Premises, except for ordinary office equipment, such as copying machines, computers, refrigerators, microwave ovens or water dispensers, etc.
21. Unless expressly agreed in advance with the Lessee, where installation of any type of electrical wiring for telephones, appliances or other purposes is required, such installation shall be subject to instructions of the Lessor and no installation, drilling or wire cutting shall be allowed without permission and instructions of the Lessor.
22. No additional locks may be installed on any door without prior written consent of the Lessor. All the necessary keys shall be provided by the Lessor and shall be returned on the End Date (or on the date of termination of the Lease Agreement). Additional keys can be obtained from by the Lessor for a fee set by the Lessor.
23. In order to install shutters, blinds, curtains or other elements of the window equipment

visible from the outside, the Lessor's written consent must be obtained.

24. The Lessee shall not obstruct access to the Premises, block inspection openings of the mechanical or electrical network of the Building with furniture or cabinets, preventing maintenance personnel from accessing the facilities in the course of normal operation and in case of emergency. Costs of moving the furniture in order to ensure adequate access to the facilities and inspection openings, and costs resulting from the lack of access to the Premises, facilities and inspection openings, shall be charged to the Lessee. Except in case of emergency, the Lessor shall notify the Lessee of the date of inspection in order to provide the Lessee with sufficient time to allow access to the appropriate facilities and inspection openings.
25. The Lessee shall be obliged to provide the Building administrator from time to time (at least twice a year) with access to the Premises and communication routes for conducting fire, accident and environmental safety inspections.
26. The Lessor shall provide technical assistance from 8.00 a.m. to 6.00 p.m. Monday through Friday. The response time to Lessees' reports, depending on their priority, shall be approx. 30 minutes. On non-business days, public holidays and at night, the response time of the service technician shall be up to 2 hours from notification. The service technician's turning up shall be payable according to his/her man-hour rates.
27. No part of the Building shall be used for residential purposes.
28. The Lessee shall not relocate the fire-fighting equipment, or cover alarm and signaling devices with announcements, advertisements or other items.
29. The Lessee may not, without express consent in writing, make any changes in the electrical installations, general building safety systems and other common installations located on the leased space.
30. Responsibility for maintenance and repair of devices installed by the Lessee or on its behalf rests with the Lessee.

C. Advertising and information signage within the Common Areas of the Building.

31. Standard identification signs, including those to be placed on the information board at the main entrance and on other common information boards, shall be prepared and placed by comply the Lessor at the expense of the Lessee. No other signs may be placed without first the Lessor approving in writing the location and form of such signage.
32. The Lessor shall have the right to remove, without prior notice and at the expense of the Lessee, any signage placed in the Common Areas, on or outside the Building without the Lessor's permission.

D. Removals, bringing items in and taking items out of the Building.

33. The Lessee shall notify the Lessor in writing of the planned removal, bringing in or taking out of the Building heavy or bulky equipment. Bringing in and out of such equipment shall only take place with the prior written consent of the Lessor, in accordance with the instructions of the Lessor. The Lessee shall bear all the risk of any loss in connection with

damage to the Lessee's property in the course of the removal and, additionally, of any loss, damage, claims, actions, costs and expenses connected with personal injury or property damage incurred by the Lessor or a third party in connection with the Lessee's removals.

34. All deliveries shall take place through entrances and lifts designated by the Lessor for such purpose, in normal working hours. All deliveries outside the above-mentioned working hours shall require written consent of the Lessor. Deliveries of bulky elements shall take place after 5.00 p.m.

E. Trade and distribution.

35. Door-to-door sales, prostitution services, hawking, gambling or auctioning activities in the Building shall be prohibited and the Lessee shall cooperate with the Lessor to prevent such activities.
36. Lessees of retail and service space shall additionally comply with specific provisions regarding deliveries, show window display and rubbish disposal. These shall be in force based on an arrangement or an order announced by the Lessor to the lessees.
37. In the case of regular suppliers, the parking time for their cars during normal working hours must not exceed 15 minutes.
38. The maximum total weight of cars entering the real property's courtyard shall be 15 tonnes. Vehicles of over 15 tonnes shall be prohibited from entering.

F. Garage/ Car park.

39. The provisions of the road traffic code shall apply in the garage.
40. In the garage there is a speed limit of 10 km/h.
41. Each user of the garage shall be responsible for any and all damage caused in the car park to himself/herself and his/her vehicle, as well as to the Lessor and to third parties. The Lessor shall not be responsible for damage to or theft of vehicles.
42. Vehicles may only be parked on designated and assigned parking spaces. In the event of non-compliance with the above provision or in case of emergency, the Lessor shall be authorized to block or tow away the vehicle at the user's expense.
43. For safety reasons, it shall be forbidden to: smoke and use open fire, store fuels, flammable substances and empty fuel containers, to refuel and park a vehicle with leaking installations.
44. It shall be forbidden to repair, wash, or vacuum cars, and to change coolants, fuel or oil in vehicles standing on parking spaces, internal roads as well as entry and exit ramps.
45. Throwing waste in the car park, leaving rubbish outside the designated dustbins shall be prohibited.
46. The Lessee should immediately report to the garage security any observations it made and any irregularities or accidents it witnessed.
47. Only passenger cars weighing up to 3.5 tonnes shall be allowed in the garage.
48. At the request of the Lessor, the Lessee shall be obliged to provide a list of registration numbers of vehicles authorized to use parking spaces in the garage.

49. The Lessor shall not be responsible for damage to or theft of bicycles parked in the courtyard.

G. Environmental protection.

50. In line with the provisions of the Waste Act, the Lessee shall be responsible for the waste it produces other than municipal waste, and in particular for hazardous waste. It shall not be possible to dispose of the waste of the sort in containers intended for municipal waste. The Lessee shall be obliged to fulfill the legal obligations of arranging with public administration authorities the manner of treatment of such waste.
51. The Lessee shall be obliged to inform the administrator of the Building about the types and amounts of used or stored hazardous substances/preparations and to provide the administrator of the Building with copies of the Material Safety Data Sheets (MSDS).
52. It shall not be allowed to use or store in the Premises substances the use of which is prohibited by the provisions of Polish law.
53. The Lessee shall be obliged to report to the administrator of the Building any irregularities in the field of environmental protection and health of users of the Building.

H. Miscellaneous.

54. The Lessor reserves the right to amend these Building Rules and to establish additional rules and regulations that it deems necessary in connection with the operation of the Building.
55. The Lessor shall notify the Lessee in writing of the amended Building Rules or new rules and regulations specified by the Lessor (sending a copy thereof as an attachment to the notification). In the event that the Lessee does not accept the amended Building Rules or new rules and regulations set out by the Lessor (provided that the Lessee shall not unreasonably decline to do so), the Lessee shall provide the Lessor with its written objection within seven (7) of receiving the amended Building Rules or new rules and regulations. Unless the Lessee provides the Lessor with its objection, the amended Building Rules or the new rules and regulations shall become effective for the Lessee upon the expiry of the aforementioned seven (7) days' period. For the avoidance of doubt, delivery of the Lessee's written objection against the amended Building Rules or new rules and regulations does not release the Lessee from its obligation to comply with the Building Rules (i.e. the version in force prior to the amendment).
56. These Building Rules shall apply in conjunction with the Fire Safety Manual and the Lessee Manual.

These Building Rules shall be in place as of 20 July 2020.