
Podium Park Building A

31-864 Kraków
Al. Jana Pawła II 43A

REGULATIONS

Edition IV

Status as at:
05.2023

TABLE OF CONTENTS

1. INTRODUCTION TO THE REGULATIONS	3
1.1. Definitions.....	3
1.2. Purposes of developing the Regulations	3
1.3. Periodic updates of the Regulations.....	3
1.4. Compliance with the provisions of the Regulations	4
2. BASIC INFORMATION ABOUT THE BUILDING	4
2.1. Location	4
2.2. Building Description	4
3. BUILDING MANAGER	5
3.1. Basic information.....	5
3.2. Correspondence and contact with the Building Manager	5
3.3. Helpdesk - rules for reporting faults and failures by the Lessee.....	5
4. RULES OF ACCESS TO THE BUILDING	6
4.1. Basic information.....	6
4.2. Reception in the Building.....	6
4.3. Opening hours of the door to the Building and ways of entering the Building.....	6
4.4. Communication inside the Building.....	6
4.5. Rules for the delivery of materials to the Building.....	8
5. USE OF COMMON AREAS	9
5.1. Type of common areas	9
5.2. Common areas available and unavailable to the users of the Building.....	9
5.3. Rules for the use of Common Areas.....	10
6. USE OF THE AREA HANDLED OVER TO THE LESSEE	10
6.1. Basic information.....	11
6.2. Occupation of the Premises	12
6.3. Permissible ceiling load	12
6.4. Key management in the Premises.....	12
6.5. Rules for organizing repairs and modernization of the Premises	13
6.6. Access to the Premises for servicing by technical services.....	14
6.7. Telecommunications and internet network in the Premises	14
6.8. Cleaning the Premises.....	15
6.9. Design and advertising of the Lessee	15
6.10. Organization of promotional events and campaigns by the Lessee	16
6.11. Provision of data by the Lessee to the Lessor	16
6.12. Correspondence with the Lessee on current matters.....	16
7. PARKING LOTS AND RULES OF THEIR SERVICE	17
7.1. Basic information.....	17
7.2. Underground car park	17
7.3 Ground Parking	20
7.4 Rules of bicycle traffic	20
8. BUILDING SECURITY SYSTEM	21
9. BUILDING FIRE PROTECTION SYSTEM	22
10. FINAL PROVISIONS	23
10.1. Smoking	23
10.2. Waste storage and waste disposal	23
10.3. Other order provisions	23
11. ATTACHMENTS TO THE REGULATIONS	24

1. INTRODUCTION TO THE REGULATIONS

1.1. Definitions

- **„Building”** - Podium Park building A - office and service building with associated technical infrastructure, located in Krakow at Al. Jana Pawła II 43A. The facility has 13 floors (11 above-ground, 2 underground). In the underground part, technical rooms and a two-level underground garage have been designed for the needs of building users, with changing rooms and showers for cyclists. In the vicinity of the Building there is a parking lot for cyclists outside building A, next to the recreation area on the patio.
- **„Regulations”** means the present document with attachments,
- **„Lessor”** means (as at the date of these Regulations) the company Podium Park Sp. z o.o. with headquarters in Warszawa at Twarda 18,
- **„Building Manager”** means (as at the date of these Regulations) the company GPRE Property Management Sp. z o.o.
- **„Lessee”** means an entity that is bound by a rental, lease or other agreement with the Lessor, under which the Lessor has provided the Lessee with office space, service space or any other space (and / or parking spaces) in Podium Park,
- **„User”** means the Lessee, his employees, associates, guests, clients, sub-lessees of the Premises, service providers for Podium Park (including the Lessee) and other persons and entities using Podium Park,
- **„Lease Agreement”** means a lease, tenancy or other agreement under which the Lessor gave the Lessee office, service or any other space (and / or parking spaces) in Podium Park for use,
- **„Lessee’s Premises”** or **“Premises”** means the premises rented to the Lessee by the Lessor on the basis of the Lease Agreement (also otherwise: "Subject of the Lease" or "Area handed over to the Lessee"),
- **„Monitoring Center”** means the main position of operational supervision (24 hours a day) over the work of technical and security systems installed in Podium Park, where messages are received, e.g. about the risk of fire, power outage, intrusions into the Building,
- **„Parking lots”** means underground and above-ground parking spaces located in Podium Park. This concept also includes parking lots for bicycles and motorbikes.

1.2. Purposes of developing the Regulations

Regulations were developed to:

- a) define the basic rules and procedures in force in the Building that affect the proper and efficient management and use of them,
- b) familiarize the Podium Park Users with the above-mentioned rules and procedures,
- c) provide general information about Podium Park and the services offered as part of the management of this property.

In the event of a contradiction between the content of the Lease Agreement and these Regulations, the provisions of the Lease Agreement shall prevail. The Lessee is obliged to familiarize all employees with the Regulations.

1.3. Periodic updates of the Regulations

The Regulations in relation to the Lessee shall enter into force on the date of receipt of the Premises. The main part of the Regulations will be generally available and displayed at the reception desk of the Building. The Lessor and the Building Manager reserve the right to periodically update the Regulations, make changes to the Regulations and establish additional rules and procedures that

they deem necessary for the proper and efficient management of the Building. Any changes to the Regulations will apply to the Lessees after 14 (fourteen) days from the date of notification of the content of the changes. In exceptional situations - bearing in mind the efficient management of the Building - the Building Manager may depart from the rules set out in these Regulations.

1.4. Compliance with the provisions of the Regulations

The provisions of the Regulations apply to all Users of Podium Park. The User is obliged to read the content of the Regulations, comply with its provisions as well as follow the instructions issued by the Building Manager in accordance with the Regulations. The Lessee should ensure compliance with the provisions of these Regulations by all his employees, associates as well as his guests, clients, sub-lessees of the Premises and service providers. The Building User should assist the Building Manager in implementing the provisions of the Regulations.

The Lessor and the Building Manager inform that the Building User is responsible for damage to persons or property as a result of non-compliance with the provisions of these Regulations.

2. BASIC INFORMATION ABOUT THE BUILDING

2.1. Location

The Podium Park building is located in Kraków at Al. Jana Pawła II 43A in the vicinity of the BMW car and the Cracow University of Technology.

2.2. Building Description

Podium Park is a 13-story building. 9 floors with office functions, while on the 1st floor and on the ground floor there are office and service functions. The connector on both floors also provides office and service functions. In the underground part, technical rooms and a two-level underground garage as well as changing rooms and showers for cyclists have been designed for the needs of the building users. Next to the building there is a patio equipped with elements of small architecture, which is a recreational part. Next to it, there is a multi-bay parking lot for bicycles.

The building was designed and built based on the sustainable development policy. It has the BREEAM certificate at the Outstanding level, which means the highest standard of the building, friendly working environment and attention to detail, including environmental responsibility.

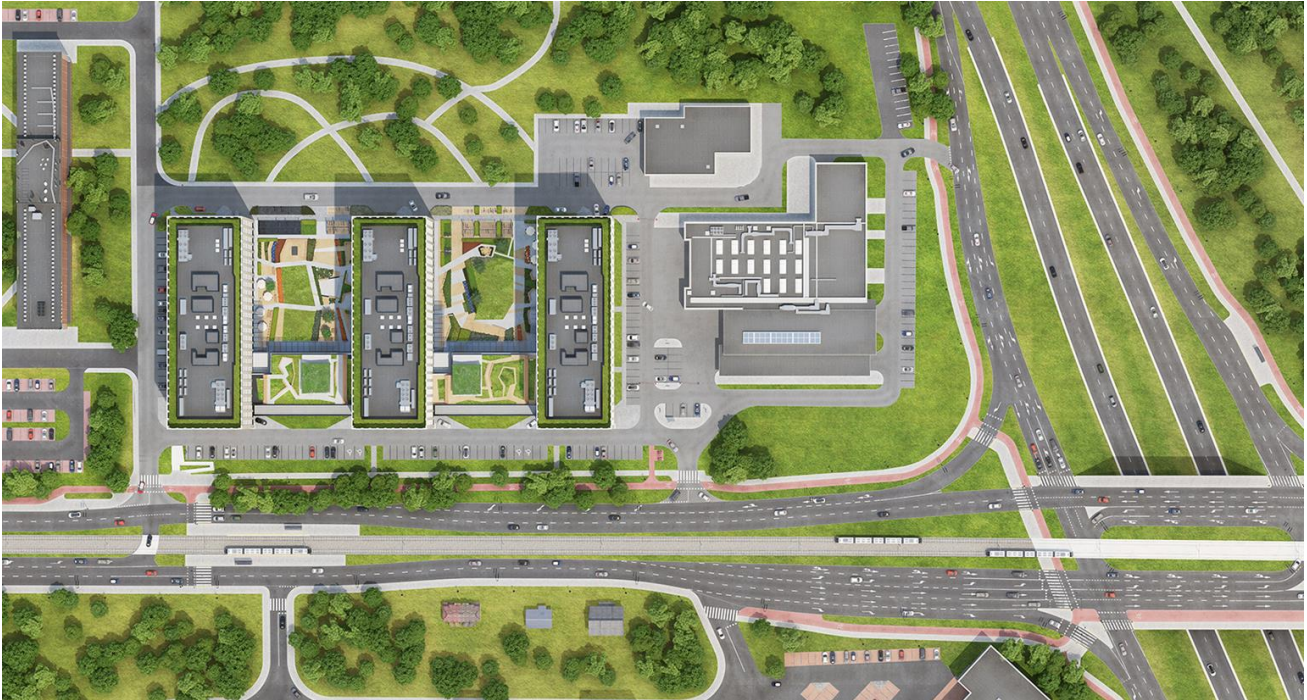
Finishing materials were selected taking into account low impact with little or no VOC emissions. Strict indoor air quality procedures have been implemented, which have contributed to a better quality indoor environment. The choice of responsibly obtained building materials is a priority for the Podium Park building, it has a direct impact on the environment and reduces the amount of CO₂ emitted. The building was built on a previously used plot of land, with an emphasis on protecting existing ecological values and increasing biodiversity through responsible building practices. Additional trees planted during on-site construction turn the former parking lot into a living garden, greatly improving biodiversity.

Basic parameters of the building:

- Building development area - 2,454.35 m²
- Usable floor area of the underground part - 8 594.84 m²
- Total area - 30,362.51 m²
- Lease area - 17,154.28 m²
- Volume of the aboveground part – 83 907,19 m²

Podium Park building was designed by URBA Architects Sp. z o.o.

LAND DEVELOPMENT PLAN



3. BUILDING MANAGER

3.1. Basic information

The contact point for the Building Manager (including services related to the management of parking lots) is GPRE Property Management Sp. z o.o. based in Warsaw

Through the Building Management team, Building Users can count on information and assistance in solving emerging problems, or they can obtain approval for the implementation of non-standard solutions in the Building.

The building manager will be responsible, inter alia, for constant monitoring of the functioning of real estate, coordination and supervision of services provided by suppliers and subcontractors, preparation of an operating budget for real estate, settlement of the service charge, contacts with lessees.

3.2. Correspondence and contact with the Building Manager

Contact details for the Building Manager:

GPRE Property Management Sp. z o.o.

Twarda 18; 00-1105 Warszawa

Tel.: +48 882 368 385 (Danuta Wojnarowska)

e-mail: danuta.wojnarowska@globalworth.pl

To facilitate contact with the Building Manager, the Lessee will be provided with a list of useful telephone numbers when signing the Premises handover protocol.

3.3. Helpdesk - rules for reporting faults and failures by the Lessee

In the event of a defect or failure ("event"), the Lessee should contact the technical service of the Building in order to report it and arrange the repair date.

After the defect has been removed, the Lessee's representative will be sent information about its removal by e-mail. In the event that within 2 business days of sending information to the Lessee about the removal of the defect, the technical service manager does not receive a confirmation from the Lessee about its removal - the defect will be considered to be removed.

The Lessor reserves that if the Lessee commissioned the technical service to perform works / repairs - to which the Lessee was obliged in accordance with the signed Lease Agreement, the Lessee will be charged with the costs of their performance. Moreover, the Lessor reserves that the technical service may refuse to perform these works.

4. RULES OF ACCESS TO THE BUILDING

4.1. Basic information

Access to the Podium Park Building is controlled electronically using the access control system, therefore it is required for authorized persons to have access control cards. The access control system will be supervised by Building security and technical staff. It is forbidden to give the card to other people. The Lessee's employees have the right to enter the building area 24 hours a day, 7 days a week using valid access control cards, depending on the access possibilities granted to them by the Employer - the Lessee's company.

Data on personal communication obtained from the access control system operating in the Building may be stored by the Lessor.

4.2. Reception in the Building

On the ground floor of the Building there is a reception desk, around which the main point of control of personnel and material movement will be concentrated ("**Reception**"). Services related to the functioning of the Reception Desk will be performed from Monday to Friday at times set by the Building Manager, based on information received from the Lessees of the Building and economic conditions, but not less than from 7:00 to 17:00. Apart from the above-mentioned working hours and on Saturdays, Sundays and public holidays, the staff at the reception will be provided by the building security staff. Reception services will include the following activities:

- building information services,
- registration of guests entering / leaving the building,
- solving current problems related to guests in the Building,
- cooperation with security staff, technical and cleaning staff as well as with the Lessor and the Manager of the Building.

4.3. Opening hours of the door to the Building and ways of entering the Building

Entry to and exit from the Building for Guests / Contractors / Suppliers, without the need to use access control cards, is possible during the Reception's working hours.

Any deliveries to Lessees after these hours should be agreed separately with the Building Manager. Entry to the Building for people with an access control card is possible 7 days a week, 24 hours a day.

4.4. Communication inside the Building

4.4.1 Pedestrian traffic and elevator communication in the Building

Pedestrian traffic in the Building takes place by means of elevators, halls, staircases, vestibules, etc. The building is equipped with three staircases used mainly for evacuation from individual floors of the Building, as well as six passenger lifts and one fire escape. The lifts allow access to the underground garage located under the building on levels -1 and -2. In order to enter individual floors of the Building, the lifts are available to the Users of the Building 24 hours a day.

The entrance hall on the ground floor of the Building is separated from the office part of the Building by an access control system - gates. Such organization of entry requires authorized persons to have an access control card. As the access control card is a personal document operating in the Building - it is forbidden to give the card to other people. The Lessee - even before moving into his Premises - should provide the Building Manager with an up-to-date list of employees of his office in the Building, in order to program access control cards enabling entry, among others, to the office part of the Building or the entrance to the Lessee's Premises. After programming the cards, the Lessor will issue the Lessee's access cards for a fee, unless separate payment arrangements apply..

If there is a demand for additional access control cards - the Lessee will be charged with the costs of their issue. Invoicing for the above-mentioned service will be carried out in accordance with the Lessee's order. Changing the card for the employee, its cancellation, reprogramming or issuing an additional card (which will be implemented as soon as possible) will only take place at the express written request of the Lessee to the Building Manager. The application should contain all the data necessary for their programming and reprogramming.

The Lessee should immediately inform the Building Manager about the loss of the access control card by the employee or its withdrawal from use. Upon termination or termination of the lease, the Lessee should report all the cards used so far to the Lessor for deletion in the system.

Employees, associates, suppliers, guests and customers of the Lessees of service premises (located on the ground floor of the Building and accessible directly from the outside) will have access to these premises based on internal entry / exit procedures developed by these Lessees themselves.

4.4.2 Lessees' Guests

It is recommended that the Lessee inform the building reception in advance about the expected arrival of guests, and in particular the Lessee should inform in advance about the planned visits of guests (or deliveries of goods) after the Reception is open.

Lessees' guests are required to enter the Building through the main entrance in order to register their presence in the Building in the entry record book. The reception staff will allow you to register in the entry record book and (unless otherwise agreed by the Building Manager with the Lessee) will issue a "Visitor" identification card which guests should place in a visible place on their clothes and will allow them to enter the office part of the Building. For the purposes of performing the above-mentioned activities, the guest should provide the reception staff of the Building with his / her photo ID. In exceptional situations, the Lessor allows the possibility that the Lessee's guest does not have to undergo additional formalities at the Building Reception Desk, provided that the Building Reception Desk receives a prior written request from the Lessee's representative and the guest is personally picked up by the Lessee's representative at the Building Reception.

Direct access to the Lessee's Premises will be provided by the Lessee's secretary's office / reception (the "Visitor" card does not allow access to the Lessee's Premises). After the meeting / visit at the Lessee's place, guests should notify the Building Reception staff about their willingness to leave the Building and return the "Visitor" e-card to the reception / security staff. In the event of loss of the "Visitor" identification card by the guest or not returning it, the Lessor may charge the Lessee with the costs of purchasing a new "Visitor" card. Therefore, Lessees are advised to inform their guests about the rules in force in the Building regarding access control and guest registration.

The above-described method of entry/exit will also apply to postmen, couriers delivering correspondence to the Lessee's Premises, entities providing services for the Lessee (e.g. equipment service for the Lessee's Premises), with the proviso that the Building Reception may not allow food suppliers to enter the building's office space. In this case, the Lessee who ordered the delivery of a meal to the Building should collect the meal personally from the supplier in front of the Building Reception.

4.4.3 Other Provisions

- a) access control also covers employees of services such as the Police, Health Service, Fire Service, City Guard, except when they were called due to an emergency situation related to a threat to the safety of people or property, health or life of Building Users. In the event of such a situa-

-
- tion, the employees of these services should present to the reception or security personnel an ID confirming work for the above-mentioned services,
- b) the rules of introducing animals into the Building are regulated by separate Regulations constituting Annex No. 11. 2 to these Regulations
 - c) it is forbidden to bring dogs, cats and other animals into the Building (except for police dogs with guardians (Police officers) and guide dogs accompanying the disabled, and on a selected day once a month "dog day" determined by the Building Manager,
 - d) bicycles, scooters and motorcycles may be left only in specially designated places,
 - e) it is forbidden to ride / enter the Building on rollers, skateboards and scooters,
 - f) it is forbidden to bring in scooters to the Building
 - g) it is forbidden to charge electric vehicles on the premises of the property, except in designated areas,
 - h) The Lessor and the Building Manager stipulate that the security and reception staff are entitled to ask people entering the premises of the Building to provide information on the purpose and expected duration of their stay in the Building, and in the case of taking out of the office part of the Building boxes, packages, etc. - security and reception staff may ask people taking them out to provide information about their contents and to request the presentation of their contents.

4.5. Rules for the delivery of materials to the Building

Detailed rules of conduct during the delivery of materials when Lessees move into the Building or leave the Premises, are regulated by a separate procedure constituting Annex 11.1 to these Regulations. After the Premises are inhabited by the Lessee:

- a) Deliveries of small-sized materials, such as water bottles, office supplies, marketing materials - may take place during the day from Monday to Friday from 7.00 to 19.00, however, after prior notification of the reception / security staff of the Building, who will issue appropriate supplier's permit. If the deliveries of these materials must be made outside the above-mentioned days and hours, then the deliveries must be planned in advance and agreed with the reception / security of the Building (it is recommended to agree at least 1 day in advance).
- b) Deliveries of materials in large quantities or of large dimensions, such as safes, wardrobes, strongboxes or furniture, may take place from Monday to Friday only from 5:00 p.m. to 7:00 a.m. the next day, and on Saturdays and Sundays. Deliveries must be preceded by an earlier (recommended at least 3 days), written notification to the Building Manager, specifying, inter alia, date of the planned delivery, details of the supplier and its employees who will perform this service in the Building, data on the weight, size and type of delivered equipment, details of the Lessee's representative responsible for coordinating the delivery. In justified cases, the Building Manager may refuse to consent to the delivery of materials on a specific date and time, as well as establish additional conditions for the delivery of materials, e.g. the need to order an additional garbage container at the expense of the Lessee. Earlier notification of the above-mentioned deliveries will enable, among others, determining the delivery routes for materials (including in particular the place where vans are parked), determining which elevator will be reserved for delivery purposes and how to secure it against damage, rules for entering the Building for employees of the company performing the delivery, or ordering a garbage container. The costs that will be associated with these services will be borne solely by the Lessee.
- c) Deliveries of materials for commercial premises (e.g. restaurant) will be made according individual arrangements concluded by the Lessee with the Building Manager.
- d) In the case of delivery by postmen or couriers of: correspondence, parcels or newspapers after office hours of Lessee's offices - the Reception / security staff may refuse to collect these materials, and in the event of such collection, the Lessor is not responsible for such materials.

It is forbidden to bring equipment and materials through the main entrance to the Building on the ground floor level (subject to the sentence above), making it difficult for other Lessees of the Building during deliveries, blocking other elevators and blocking passages and passages. Goods trolleys used in the Building should be equipped with rubber wheels and may not bring dirt. When delivering, pay special attention to the floors in the hall and at the elevators, doors and elevator housing. Vans

should be parked only in the place agreed with the Building Manager or Building security. These cars should be left in the parking lot only during unloading and loading of goods / materials.

The Lessee is responsible for supervision and coordination of the delivery process that he ordered, as well as for employees, devices and equipment necessary during the deliveries. The Supplier bears the risk and liability for losses related to damage to the property of the Building during deliveries, as well as all losses, damages, claims, lawsuits, costs and expenses related to personal injury or property damage incurred by the Lessor, the Building Manager or a third party. in connection with the deliveries made by him. During deliveries, activities that may turn out to be dangerous, such as repairing vans, parking vans outside the designated places, should not be performed. The Lessee is obliged to inform the suppliers about the above-mentioned rules for deliveries in force in the Building. If the Lessee does not inform the supplier about the above rules, the Lessee shall be liable for the above-mentioned damages.

It is forbidden to bring hazardous materials into the Building (including their storage). This applies to such materials such as: weapons, explosives, flammable materials, corrosive or foul-smelling materials. When detaining a person bringing dangerous materials, the security officer will have the right to identify him / her, write down his personal data, refuse to let him in the building, order him to immediately leave the building and, in justified cases, even detain such a person for transfer to authorized authorities. The Lessor reserves that the persons bringing dangerous materials to the premises of the Building and the Lessee to whom such materials would be brought bear full responsibility for damage to the Building, personal injury or property damage related thereto. It is also forbidden to charge scooters and electric bikes inside the building, the charging station outside the building is intended for charging scooters and electric bikes.

5. USE OF COMMON AREAS

5.1. Type of common areas

Upon signing the Lease Agreement and the protocol acceptance of the Premises, the Lessee obtains the right to co-use the common parts of the Building and common parts of the external areas of the Building, such as roads and pavements, infrastructure, paths, lawns, garbage cans, installations and technical infrastructure networks ("**Common Areas**").

"**Common Parts of the Building**" means such elements, parts that can be used by all users of the Building. The areas that constitute the Common Parts of the Building include in particular: areas intended for free movement of people and goods, such as: entrance hall, corridors, staircases, elevators, entrances and exits from the Building, patio, underground garage area as well as rooms not intended for the free movement of people and goods, such as the roof of the Building, technical shafts, service rooms and/or rooms serving technical systems operating for the entire Building and any other surfaces and areas within the building development intended for general use, excluding surfaces rented or made available for use on a different legal basis by individual Lessees.

5.2. Common areas available and unavailable to the users of the Building

NO.	COMMON AREAS AVAILABLE AND UNAVAILABLE FOR BUILDING USERS	
	AVAILABLE	UNAVAILABLE
1.	Reception and main hall on the ground floor of the Building	Premises of the building service personnel (e.g. security personnel, cleaning personnel, technical service)
2.	Public sanitary facilities	Monitoring Center rooms

3.	Communication, i.e. entrances and exits to / from the Building, elevators, staircases, elevator lobbies on higher floors - unless they have been handed over to the lessees at their sole disposal	Technical and service rooms, elevator shafts, shafts and technical zones
4.	Underground garage with parking spaces - unless they have been provided to the lessees at their sole disposal	The space above the suspended ceiling and under the system raised floor
5.	The area outside the buildings, i.e. patio, stairs, roads, sidewalks, ground parking lots, lawns, small architectural forms, such as pylons, benches, pots, pots, rubbish bins, parking systems, etc. - unless they have been handed over to lessees for at their sole disposal	Facade / elevation /Building roof
6.	Any other surfaces and parts within the building development and the area outside the Building intended for general use - unless they have been provided to lessees at their sole disposal	

Entry to the area of inaccessible areas may take place only after obtaining the prior consent of the Building Manager. Only the Lessors, Building Managers or persons and entities authorized by them have access to the Common Spaces.

5.3. Rules for the use of Common Areas

Building users, obtaining the right to co-use the Common Areas, are obliged to:

- a) use the Common Areas in accordance with their intended use, the provisions of the Lease Agreement and these Order Regulations and the applicable customs, without violating the rights of the users of neighboring Premises to use these spaces, as well as to care for and protect Common Areas from damage,
- b) comply with generally applicable sanitary, fire, health and safety regulations and other similar regulations regarding the use of Common Areas, as well as refrain from actions that could result in liability. and the Building Manager within the scope of these regulations, and take all necessary steps to protect the Lessor and the Building Manager from such liability,
- c) inform the Building Manager about any damage to the elements and parts of the Common Areas,

On the common areas it is prohibited to:

- a) use the open fire,
- b) smoke tobacco, e-cigarettes or other similar products on the Common Areas, except in specially designated places,
- c) cover their surfaces with permanent or temporary advertising materials or other information without the consent of the Lessor or Building Manager,
- d) place items that may impede the use of them together with other Building Users (including, for example, the storage of materials and equipment) and placing devices and installations that may pose a threat to health and life,
- e) perform other prohibited activities specified in these Regulations.

For the purposes of maintaining cleanliness in the Common Areas, there are rooms intended for cleaning staff in separate places in the Building.

6. USE OF THE AREA HANDLED OVER TO THE LESSEE

6.1. Basic information

The Lessee is obliged to maintain the Subject of the Lease in a technically and aesthetically correct manner, including the use of its equipment, devices, installations and systems in accordance with their intended purpose, in the manner specified by the instructions for their use and the Lease Agreement, applicable law and guidelines of the Building Manager. The detailed standard of the Lessee's Premises, including devices, installations and systems installed in the Premises, is specified in the Premises Lease Agreement concluded between the Lessor and the Lessee.

Responsibility for hazardous waste related to the conducted activity rests with the Lessee. For this purpose, the Lessee should keep their records and collect and dispose of them, in accordance with applicable regulations. The above-mentioned works should be performed by the Lessee on his own and at his own expense, employing an independent contractor. Each time hazardous waste should be reported to the Building Manager.

The specification of the elements the maintenance of which will be dealt with by the Building Manager at the expense of the Lessees of the Building is specified in the Lease Agreement.

The Lessor and the Building Manager reserve that the cleaning of the outer side of the windows will take place during the day and will also include the windows and doors on the ground floor of the Building.

The Lessor reserves that:

- a) The Lessee may not install any devices in the Premises that are not directly connected with typically office and service activities without the prior written consent of the Lessor or the Building Manager. This applies in particular to steam or combustion engines, capacitive or flow water heaters, air-conditioning devices and any devices that interfere with radio and TV signals, etc. The Lessor and the Building Manager allow the placement of additional electrical devices subject to confirmation of the maximum load of the electrical network with the Building Manager,
- b) it is not allowed to place in the Premises devices that pose a threat to health or life and use inoperative devices that require repair, and it is not allowed to install or use heating devices or large fans except those installed by the Lessor,
- c) without the consent of the Lessor or the Building Manager, it is forbidden to make expenditure to improve the Premises. Vending machines (including, among others, water saturators, refrigerators, coffee machines) must be placed and installed in the Premises in compliance with the applicable health and safety and fire protection regulations. In particular, each of such machines should be checked, among others in terms of the amount of power consumption and connected on a separate electric circuit (it is forbidden to connect these machines to manifolds),
- d) The Lessee is obliged to secure his own property on his own and at his own expense,
- e) any work of subcontracting companies provided to the Lessee requires prior notification of the Building Manager,
- f) if the Premises are equipped with furniture with wheels or rails, the Lessee should place appropriate protective and protective pads under them,
- g) The Lessee may not conduct his business in a way that would be inconvenient for other Lessees and Users of the Building (e.g. it is forbidden to emit noises and odors that are inconvenient for other Lessees),
- h) The Lessee is obliged to use the windows correctly (including closing them at night and on non-working days), doors, electrical sockets and structured cabling,
- i) The Lessee should take care of the economic management of electricity, water and air conditioning and heating systems and cooperate with the Lessor and the Manager of the Building in order to effectively manage the media,
- j) The Lessee is obliged to use the systems installed in the Building, in particular heating and air conditioning, in accordance with their intended use and the instructions of the Building Manager,
- k) Any requests from the Lessee regarding the extension of the ventilation / air-conditioning / heating operation time should be submitted in writing to the Building Manager, providing the name and surname of the person ordering / reporting the above changes. In the event that the Lessee intends to work in his Premises on Saturdays or public holidays - the Lessee should report this

fact in writing to the Building Manager at least one day in advance, in order to, inter alia, settings of ventilation / air-conditioning / heating parameters in the Premises,

- l) The working hours of the heating and ventilation and air-conditioning systems in the Building will be determined by the Lessor based on the information received from the Lessees of the Building and economic conditions.

The Lessee should oblige his employees to turn off the power supply of all unnecessary electricity receivers in the Lessee's Premises and close all windows and the entrance door to the Premises after the end of work.

6.2. Occupation of the Premises

In order to enable the efficient introduction of office equipment, furniture and other materials to the Premises, the Lessor and Building Manager have prepared a procedure that constitutes the main rules for the settlement of the Premises. This procedure is included in **Appendix 11.1.** to the Order Regulations. This procedure also applies accordingly to the Lessee leaving the premises due to the end of the lease. The Lessee is obliged to inform the Building Manager in writing about the date of taking up residence or leaving the Premises.

In the case of delivering materials to the Lessee's Premises, but after the Building is inhabited by the Lessee - the provisions of **paragraph 4.5** of these Regulations "Rules for the delivery of materials to the Building".

6.3. Permissible ceiling load

The lease agreement specifies the permissible operational load for the ceiling in the office rooms of a typical storey of a Building.

In the event that the Lessee wants to introduce materials such as safes, furniture and devices to the Premises, the weight of which would exceed the above-mentioned permissible values, he should obtain a written consent of the Building Manager (in justified cases, the Building Manager may refuse to give his consent). In order to be able to give such consent, the Building Manager will consult the architect. The Lessee will be charged with the costs of the opinion and subsequent adaptation of the Lessee's space to his needs in terms of permissible loads. Any damage to the Premises or Building caused by improper placement of heavy objects will be repaired in full at the expense of the Lessee responsible for them.

6.4. Key management in the Premises

Upon the protocol receipt of the Premises, the Lessee receives a set of keys enabling entry to his Premises. Moreover, the Lessee:

- receives a set of keys to the doors inside the Premises and is responsible for securing these keys on his own,
- is responsible for adding additional keys on his own and at his own expense,
- is not allowed to install any additional locks, security measures, or replacement of inserts without the consent of the Building Manager.

In order to open the entrance door to the Lessee's Premises in emergency / emergency or extraordinary situations, the Lessor (or entities authorized by him) will have the right to open this door notifying the Lessee immediately. Upon receipt of the Premises, the Lessee will provide the Building Manager with 1 set. keys (card, access codes) to open the door to the Lessee's Premises. Keys (card, access codes) will be kept at the building security in safe envelopes. Each use of keys (cards) together with a description of the reason for opening the door and the data of the people using them will be recorded in the service book kept by the security personnel ensuring supervision of property in the Building.

6.5. Rules for organizing repairs and modernization of the Premises

Any improvements to the Lessee's Premises aimed at changing its arrangement by, inter alia, renovation, modernization, functional changes of rooms, assembly of new devices and installations or their replacement, the Lessee may only perform on the basis of a written agreement with the Lessor / Managing the Building, specifying the rules, conditions for the performance of works and mutual settlements of the parties on this account.

In order to be able to grant consent for the above-mentioned improvements, the Lessor, through the Building Manager, should receive from the Lessee for approval technical documentation presenting the planned changes in the Premises, prepared in accordance with the applicable regulations, in particular the provisions of the "Building Law" together with a list containing the following information:

- a) the scope of the work carried out,
- b) work schedule (days and hours when the work is to be carried out),
- c) a written statement whether the changes will change the fire protection conditions. in the premises,
- d) data of the company carrying out work in its Premises in the scope of: name, seat, person responsible for managing the works on the premises of the Lessee's Premises (along with a telephone number),
- e) details of the Lessee's representative coordinating these works.

The Lessor is obliged to issue the above consent or notify the Lessee of its absence within 5 working days of receipt of the above documents and information.

If, to make changes and improvements for which the Lessee has obtained the Lessor's written consent, consents of public administration or other bodies are required, the Lessee will be obliged to apply for and obtain them at his own expense and risk.

The Lessee bears full responsibility for the work carried out, including the entities commissioned to perform them. The Lessee - prior to the commencement of works, he should agree with the Building Manager, inter alia, location of the container for waste generated during the works, the way of transporting materials, determining which elevator will be reserved for delivery purposes and the method of securing it during the transport of materials, rules for entering the building of employees of the company performing the work, method of securing the fire protection system. installed in the Premises. The date of commencement of works by the Lessee should be notified to the Building Manager a few days in advance (it is recommended at least 3 days in advance).

After completion of the above-mentioned works, the Lessee should immediately provide the Building Manager with as-built documentation containing the changes.

The Lessee is obliged to comply with generally applicable sanitary, fire, health and safety and other similar regulations in the field of work, as well as refrain from actions that could cause the Lessor and the Building Manager to be liable in terms of these regulations, and take all necessary actions in order to protect the Lessor and the Building Manager against such liability.

In particular, the Lessee is responsible for the knowledge by the staff of the company working in the Premises regarding fire safety rules in force in the Building and the rules applicable during evacuation. It is recommended for the Lessee to include appropriate provisions in this matter in the contract with the company performing work in the Premises, using the relevant provisions of the Fire Safety Instruction in force in the Building, which will be provided to the Lessee in electronic form when handing over the Subject of the Lease.

The conducted works may not in any way interfere with the work of other Users. The hours of noisy works, such as grinding or drilling, should be agreed in advance with the Building Manager. In the absence of such an arrangement - the Building Manager reserves the right to stop this type of work.

Entries to the area of inaccessible Common Areas (e.g. to the roof of the Building) must be preceded by the consent of the Building Manager. Persons who will perform any work at heights must perform them under the supervision of a person authorized to direct such work and be trained in occupational health and safety as well as altitude training. Moreover, they should:

-
- have up-to-date medical examinations, occupational health and safety and height training as well as qualifications to perform work at heights in accordance with applicable regulations,
 - perform work in accordance with the principles of occupational health and safety and other applicable law, including the use of appropriate equipment to prevent falls from a height (i.e. in particular personal protective equipment, e.g. protective helmets, safety lines, harnesses, etc.)

In the event of failures or damage during the works, the Lessee is obliged to immediately inform the Building Manager about the above and proceed with his knowledge to immediately remove the failure or repair the damage.

6.6. Access to the Premises for servicing by technical services

The Lessee is obliged to provide the Lessor (or persons and entities authorized by him) with access to the Object of the Lease during the Lessee's working hours and outside of the Lessee's working hours in order to perform service and repair work on the equipment, installations and systems installed in the Subject of the Lease (including the equipment, installations and systems of the Building to which access is possible only through the Subject of the Lease of the Lessee). The Lessee's representative will be notified in advance of the intention to carry out these works in the Lessee's Premises, together with the provision, at his request, of the identification data of the technical service personnel who will perform these works.

If the Lessee determines that service / repair works in his Premises should be performed outside the working hours of his office, the Lessor (or entities authorized by him) will have the right to use the keys (card, access code) at the Building's security in order to open the door to the Lessee's Premises and enable the technical service to perform these works. The costs of employing additional security staff for the purposes of assisting in the performance of these works (if the Lessee requires such assistance) will be agreed with the Lessees and will be settled on the Lessees of the Building as part of the Operating Fee paid by them.

The Lessee should arrange the furniture in his Premises in such a way as not to cover the inspection openings of the building's technical network and to allow the technical service to access the devices installed there. Otherwise, the Lessee may be charged with the costs of moving the furniture. The Lessor reserves that if the Lessee commissioned the technical service to perform works / repairs - to which the Lessee was obliged in accordance with the signed Lease Agreement, the Lessee will be charged with the costs of their performance. In addition, the Lessor reserves that the technical service may refuse to perform these works.

The Lessor, Building Manager (or persons and entities authorized by them) have exclusive access to the following devices, installations and systems installed in the Building:

- a) in the suspended ceiling space and under the system raised floor,
 - b) in shafts and technical zones,
 - c) in areas inaccessible to Building Users, including security systems, such as access control system, BMS,
 - d) telecommunications, ICT, antenna, etc.
- and all pipes, channels and installation and technological risers, such as water supply, sewage, ventilation, air conditioning and heating, electricity, including related accessories.

6.7. Telecommunications and internet network in the Premises

The Lessor will provide the Lessee with the possibility to choose telecommunication operators who will be able to provide their services in the Building.

The Lessor assumes that the Lessee shall:

- a) independently conduct price and technical negotiations with telecommunications and internet operators,
- b) bear the costs of connecting their Premises to the operator's network on their own,
- c) individually settle accounts with the operator, without the intermediation of the Lessor and the Building Manager.

Any information regarding price lists and terms of cooperation in the use of the telecommunications system, the Lessee should obtain from these operators. In the event of a failure of the telecommunications and ICT system, the Lessee should directly contact the operator providing services in this regard for the Lessee.

Each of the operators will have to adapt to the rules of conducting works in the Building, submit an executive design and provide as-built documentation.

6.8. Cleaning the Premises

The company that the Lessee selects and signs an appropriate agreement with will be responsible for cleaning the Lessee's Premises.

After signing such an agreement, the Lessee is obliged to immediately provide the Building Manager with a list with information about the cleaning company for his Premises in the scope of: name, seat, person responsible for managing the cleaning work on the Lessee's Premises (along with the telephone number) and the names of persons performing work on the Lessee's space. The Lessee is obliged to regularly update the above-mentioned list and to ensure that the above-mentioned employees are familiar with the rules in force in the Building specified in these Regulations. In particular, the Lessee is responsible for the knowledge by the cleaning staff of the Lessee's Premises regarding fire safety rules in force in the Building and the rules applicable during evacuation. It is recommended for the Lessee to include appropriate provisions in this matter in the contract with the company performing the above-mentioned work in the Premises.

The Building Manager, upon a written request of the Lessee - will program cards for each of the above-mentioned employees of the cleaning staff at the Lessee's Premises that will allow them to enter the office part of the Building and then sell them to the Lessee. The lessee should provide the building manager with a current list of the above-mentioned cleaning workers at the lessee's premises in order to program the access control cards. Changing the card for the cleaning worker at the Lessee's Premises, cancellation or issuing an additional card may take place at the Lessee's written request addressed to the Building Manager. The application should contain all the data necessary for their programming and reprogramming. The costs of issuing additional cards or their reprogramming are borne by the Lessee on their own. It is forbidden to give the above-mentioned cards to other people

The Lessee should immediately inform the Building Manager about the loss of the access control card by the cleaning staff of the Lessee's Premises or its withdrawal from use. Upon termination or termination of the lease, the Lessee should submit all the cards used so far to the Lessor for deletion in the system. Otherwise, the Lessee will be fully responsible for any damage related to the failure to hand over the cards for validation or failure to notify the Building Manager about the loss or withdrawal of the access control card.

6.9. Design and advertising of the Lessee

The Lessee has no right to place any advertisements, posters, signs, announcements or instructions on the doors, in walls or in common parts of the Building, except for those that will be accepted in writing by the Lessor after providing him with full documentation of the planned marking (in terms of colors, dimensions, styling). Standard identification markings, including signs that will be placed at the entrance to the Lessee's Premises, on the information board at the main entrance and on other common information boards, will be prepared by the Lessor at the Lessee's expense. No other signs may be placed without the prior written consent of the Lessor for the location and form. The Lessor has the right to remove, at the Lessee's expense, any signs placed on the premises of the Building without the appropriate consent of the Lessor. In this case, the Lessor is not obliged to notify the Lessee about this fact.

6.10. Organization of promotional events and campaigns by the Lessee

If Lessee wants to organize special events or promotional campaigns in your Premises, the Lessee is asked to inform the Building Manager about the above, several days in advance. However, these events may in no way interfere with the work of other Users of the Building. Otherwise, the Building Manager reserves the right to call for their termination.

With regard to the organization of the above-mentioned actions in the Common Areas, the Lessee is obliged to inform the Building Manager about the above in order to obtain the appropriate consent. Detailed rules for the provision of Common Areas, including settlements on this account, will be included in a written agreement concluded by the Lessee with the Lessor.

6.11. Provision of data by the Lessee to the Lessor

In order to properly and efficiently manage the Building, the Lessee should provide the Lessor or the entity acting on his behalf with the following information:

- a) The Lessee is obliged to appoint his representatives (representatives) to contact the Lessor and the Building Manager, who will be responsible for:
 - contact in current matters related to the rental of the Premises and all organizational matters,
 - managing the evacuation and reporting its results to the commander of the evacuation operation

The Lessee is obliged to provide the names and surnames of the above-mentioned persons in writing along with contact telephone numbers, e-mail and to notify in writing about each change.

- b) the number of regular users using the Lessee's Premises,
- c) the usual working hours and days of the Lessee's office,
- d) UPS devices, boilers, cooling devices, additional fire-fighting devices and systems installed in the Premises. etc. and the persons responsible for these devices on the part of the Lessee,
- e) data of service providers for the Lessee, i.e. companies that protect and clean the Lessee's Premises.

In order to properly supervise the car parks, the Lessor or an entity designated by him may request the Lessee for information on the brand, color and registration numbers of vehicles that his employees and service providers have and which will park in the Building (for the purposes of creating a database about vehicles parked on the premises of the Building, used for the purpose of e.g. finding the owner of the vehicle who left the vehicle on the fire route, blocked the passage, damaged another vehicle, etc.)

The above information should be periodically updated by the Lessee after each change and at least once a year, and after completing it, send it in writing to the Building Manager (or an entity acting on his behalf).

6.12. Correspondence with the Lessee on current matters

Notifications on specific, current matters related to the use of the Premises or Common Areas will be forwarded to the Lessee at the address of the Premises to the small addresses of the representatives indicated for contacts. In particular, they will be:

- a) notification of temporary power outage in connection with switching or maintenance of the transformer station of the Building,
- b) periodic training of representatives of lessees responsible for evacuation,
- c) exercises in the evacuation of Building Users, about which the Lessee will be informed at least one week in advance,
- d) information about updating the provisions of these Regulations, etc.

7. PARKING LOTS AND RULES OF THEIR SERVICE

7.1. Basic information

The general principles of using the Car parks are governed by the provisions of the Lease Agreement and these Regulations.

Road traffic regulations will apply in Podium Park. They are obliged to comply with the rules of using the Car parks specified in the Lease Agreement. In addition, all Users of the Building should comply with road signs and other signs located on the premises of the Building and comply with the guidelines of the car park operator regarding vehicle traffic.

Supervision over the car parks by the Lessor will include the following activities:

- a) controlling the functioning of parking lots and installed parking systems,
- b) organizing and maintaining traffic signs,
- c) operating the car park for Lessee's guests, provided that such a car park is separated within the Building.

The Lessor and the entity managing the car parks acting on his behalf shall not be liable for any damage or theft of vehicles left on the premises of the Building. In the event of accidents, bumps, collisions or other damages resulting from them, the liability of the Lessor and the car park operator is excluded on this account.

The User of the Car Park in the Building is responsible for any damage caused by him in connection with the use of the Car Park. In the event of damage to the Parking by the User of any part of the Building, he should report this fact immediately to the Security of the Building. The Parking User will be obliged to cover the costs of repairing the damaged parts of the Building.

In order to preview whether the cameras located in the Building recorded an accident, crash, collision or other damage resulting from them, the User should report such a request to the protection of the Building or to the Building Manager. After receiving information from the Monitoring Center about the possibility of viewing the event, the Building Manager will contact the User. It is forbidden to enter the Monitoring Center premises individually, without consulting the Building Manager.

The Lessee undertakes, at the request of the Lessor or the manager of the car parks, to instruct his employees or service providers about the need to comply with the rules of using the Parking lot, including road traffic, in the event that they do not comply with them.

7.2. Underground car park

Access to parking spaces is governed by the provisions of the Lease Agreement. After entering the premises of the Building, the vehicle driver should park the vehicle in a place intended for this, belonging to the Lessee.

TERMS AND CONDITIONS OF THE UNDERGROUND CAR PARK FOR AUTHORIZED LESSEES I. GENERAL PROVISIONS

By entering the underground car park (hereinafter: "Parking") located on Level -1 and Level -2 of the "Podium Park" office building located at al. Jana Pawła II 43A, 31-864 Kraków, the driver of the vehicle (hereinafter: the "User") accepts the Underground Car Park Regulations for authorized Lessees and undertakes to apply them, including the organization of traffic (Art. 69 and Art. 384 § 2 of the Civil Code). Building Manager - GPRE Property Management sp.z o.o. based in Warsaw, hereinafter referred to as the "Operator", manages the Underground Car Park on behalf of the Owner of the Car Park - Podium sp. z o.o.

1. The car park has the status of an unguarded car park for eligible lessees. By leaving the vehicle in the car park, the User does not conclude a storage agreement with the Operator, which would oblige the Operator to be liable for damages resulting from theft, destruction or damage to the vehicle or property arising in the Car Park, as well as liability for items left in the Car Park. the vehi-

cle or its equipment. The Car Park Operator is not responsible for vehicles or property left in the Car Park.

2. Parking fees are valid in accordance with the signed Lease Agreements.
3. The Car Park Operator recognizes the person presenting the access control card (subscription card) at the entrance or exit from the Car Park as authorized to enter the underground car park.
4. It is forbidden to enter the parking lot of vehicles with explosive or flammable materials.
5. Conditions deviating from the provisions of these Regulations shall be established in writing under the pain of nullity.
6. The Regulations may be changed or its application may be temporarily suspended by the Owner of the car park or as a result of the orders of the Police, Fire Training or other services, in particular those responsible for safety in the Building.

II. GENERAL CONDITIONS FOR THE USE OF THE CAR PARK, PARKING CONTROL AND ADDITIONAL CHARGES

1. The provisions of the Road Traffic Act of June 20, 1997 (Journal of Laws of 2012, item 1137, as amended) apply in the car park)
2. The Parking User is obliged to respect these regulations and instructions / instructions of the control services of the Parking Operator or services authorized in this regard (Police, Municipal Police) and comply with road traffic regulations, road signs, boards and other information signs located in the Building including, in particular, in the Underground Car Park. Violations in this regard will be reported to the appropriate services - the City Guard or the Police.
3. The control services of the Parking Operator and the security of the facility carry out control of the vehicle parking compliance with these regulations
4. The Parking User is obliged to park the vehicle only in designated parking spaces and pay special attention to other vehicles and position the vehicle centrally between the lines delineating the parking spaces so as to occupy only 1 parking space.
5. In the event of parking the User in places not designated for this, the inspection services have the right to demand that they leave the Car Park area immediately.
6. When entering the Underground Parking area, the vehicle driver should:
 - a. stop at the entry terminal,
 - b. activate the barrier arm by bringing the card close to the reader,
 - c. remember that the barrier arm closes immediately after each passage of the vehicle - the simultaneous passage of two vehicles may damage the vehicle and the parking system,
 - d. in the case of delivery vehicles as well as in case of any problems, contact the staff via the intercom located at the entry terminal.
7. Before leaving the Underground Parking lot, driver should:
 - a. stop the vehicle in front of the exit terminal,
 - b. activate the barrier arm accordingly by bringing the magnetic card close to the reader on the exit terminal,
 - c. remember that the barrier arm closes immediately after each passage of the vehicle - the simultaneous passage of two vehicles may damage the vehicle and the parking system,
 - d. in case of any problems, contact the staff via the intercom located at the entry-exit terminal.
8. When entering and exiting, wait for the complete opening of the barrier, and then drive through the open barrier without stopping. Too early entry, stopping or reversing the vehicle during entry or exit may damage the vehicle and parking devices that are charged to the User.
9. During the fire alarm / evacuation of the Building, it is forbidden to drive the car in the Underground Parking Lot.

III. RESPONSIBILITY

1. The operator bears no responsibility for thefts of vehicles (including motorcycles, scooters) or their equipment, or for damage caused by Users or third parties.
2. The operator is liable only for damage caused by culpability by his employees or contractors.
3. The Operator's liability for damages resulting from accidents, bumps, collisions and other events, including those caused by persons who use the magnetic card in an unauthorized manner, is excluded.
4. The User is obliged to immediately inform the Operator and building security in writing about the damage for which the Operator is responsible, no later than before leaving the Car Park under pain of losing the claim.

5. Users are responsible for any damage caused to the Car Park, including other Users, the owner of the "Podium Investment" office building, the Car Park Operator and third parties.

IV. RESPONSIBILITY OF THE PARKING USER

1. The Parking User is responsible for all damages caused by himself, his employees, contractors or persons accompanying him, and caused to the owner of the "Podium Park" office building, the Parking Operator or third parties.

2. The User is responsible for contamination of the Underground Car Park and is obliged to immediately remove the contamination. In the event of contamination of the parking lot with oil or other substances leaking from the car, the Parking Manager will commission this work to a professional company and the User will be charged with the costs

3. The Car Park User is liable for any damage caused by giving the access control card (subscription card) to a third party or its loss.

4. In the event of failure to comply with the provisions of these Regulations, the Operator is entitled to request the User to immediately move the vehicle to another place intended for this, block the vehicle using technical means or order the vehicle to be towed away at the User's expense, refuse the User to re-enter the Building and, more notifications to the Police or City Guard. Failure to comply with the provisions of the Regulations may result in criminal sanctions imposed by the Police or other authorized bodies. The Lessor reserves that his liability for any damage that may arise during or as a result of towing the vehicle or theft of the vehicle from the place to which it was towed is excluded in its entirety.

V. SAFETY REGULATIONS

1. The speed limit in the Car Park is 15 km/h.

2. The maximum height of vehicles using the car park cannot exceed - 2.20 m (3 spaces on level -2 marked with numbers 089, 090 and 091 with a height of up to 2.10 m)

3. The maximum length of vehicles using the car park cannot exceed 5.00 m

4. The maximum permissible total weight of the vehicle may not exceed 3.5 tons. The wheel-base for these vehicles must be between 2.5 m and 3.5 m.

5. The car park is equipped with a CO and LPG gas detection system.

6. In particular, in the Parking lot it is forbidden to:

a) leave vehicles outside designated spaces,

b) park vehicles in places marked with a parking ban, including at the entrances to the premises of the Building, as well as parking, blocking and blocking fire routes, entry / exit ramps,

c) polluting Parking lots,

d) parking vehicles on parking spaces intended for the exclusive use of other Users, e.g. spaces for the disabled, technical spaces,

e) leaving vehicles in places for the disabled by unauthorized persons,

f) entry to the underground garage of vehicles with a height or length exceeding the value specified in the Regulations for the Underground Parking,

g) refueling and storage of fuels, flammable substances and empty fuel containers and parking of vehicles with a leaky fuel filler,

h) enter the building and leave inoperative vehicles in the parking lots (e.g. vehicles with oil leaks, leaky fuel system, etc.),

i) parking and leaving vehicles on the premises of the Building by persons who are not its Users,

j) leaving vehicles on the premises of the Building for a period longer than 1 day, unless the Operator or the building security agrees, agreeing in advance with the vehicle driver on the place of leaving the vehicle on the premises of the Building,

k) entering the underground garage via access ramps. Descent to the underground garage should take place via staircases or lifts,

l) smoking and using open fire and drinking alcohol,

m) unjustified switching on or carrying out engine tests and other car repairs,

n) bicycle parking,

o) it is repairing, washing, vacuuming, cleaning vehicles, replacing cooling water, refueling or refilling oil as well as contamination of the Underground Parking.

7.3. Ground Parking

With regard to the parking lot, it is prohibited in particular:

- a) leaving vehicles outside designated places,
- b) parking vehicles in places marked with a parking prohibition, including at the entrances to the premises of the Building, as well as parking, blocking and blocking fire roads, entry/exit ramps,
- c) polluting the Car Park,
- d) parking vehicles in parking spaces intended for the exclusive use of other Users, e.g. spaces for the disabled, technical spaces,
- e) leaving vehicles by unauthorized persons in places for the disabled,
- f) entry to the underground garage of vehicles with a height exceeding the value specified in the Regulations for the Use of Parking lots,
- g) refueling or storing any fuels in the Car Park,
- h) enter the premises of the Building and leave inoperative vehicles in parking lots (e.g. vehicles with oil leaks),
- i) repairing, washing and cleaning of vehicles in the Car Park,
- j) parking and leaving vehicles on the premises of the Building by persons who are not its Users,
- k) to leave vehicles on the premises of the Building for a period longer than 1 day, unless the Building Manager or the Building security agrees to it by agreeing in advance with the vehicle driver on the place of leaving the vehicle on the premises of the Building,
- l) entering the underground garage via access ramps. The descent to the underground garage should take place via staircases or lifts.
- m) entry with cars powered by LPG or CNG fuel.

In the event of non-compliance with the basic rules regarding road traffic on the premises of the Building by its User, the Security of the Building will have the right to require such a person to present an identity document in order to write down his personal data, demand that the vehicle be immediately moved to another designated place and / or notify the Police or City Guard.

The Lessor informs that onerous Users who do not comply with the basic rules regarding car traffic on the premises of the Building may be prevented from entering the premises of the Building.

The Lessor reserves the right to call, for example, the Police, City Guard, and/or have the User's vehicle towed outside the Building in the event of violation of the basic rules regarding road traffic within the Building, in particular in a situation where in the opinion of the Parking Manager, there will be a threat to health or life. The costs of this operation will be borne in full by the User. At the same time, the Lessor reserves that he will not be liable for any damage to the vehicle that may arise during the towing of the User's vehicle or its possible theft from the area where it will be left.

For authorized Lessees, a parking space in the external parking lot will be issued by the Building Manager with IDs confirming the right to occupy a parking space in the event of an inspection by services such as the Police or City Guard.

7.4. Rules of bicycle traffic

Bicycle traffic and parking of bicycles on the premises are carried out in accordance with the following rules:

- The property is subject to road traffic regulations, it is forbidden to ride on sidewalks and alleys.
- Cyclists are not allowed to enter the underground garage.
- Bicycles should be parked only in designated areas.
- Access to the bicycle rack takes place from the entrance road on the north side of the facility, through the entrance / fire road / located in the north-eastern part of the facility.
- Bicycle drivers are required to park effectively on a designated stand in the northern part of the facility and to lock the bicycle, protecting the vehicle against possible theft. The owner of the facility, its representatives and the building manager are not responsible for damage or theft of bikes in the parking lot, as well as for injuries or emotional discomfort resulting from accidents, collisions, bumps or other events
- Cyclists can use the bicycle service station and the electric bicycle charging station located at the bicycle stand. The use of the devices is the sole responsibility of the cyclist. Any damage to devices should be immediately reported to the facility staff.

-
- Cyclists can use the sanitary facilities and changing rooms on level -1
 - Changing rooms are secured with an access control system, changing rooms for cyclists are equipped with showers, drying rooms and lockers with the possibility of locking with a padlock.
 - It is forbidden to leave things in the changing rooms overnight
 - It is forbidden to leave wet towels in the sanitary facilities for cyclists in order to limit the humidity of the room and avoid unpleasant odors.

8. BUILDING SECURITY SYSTEM

The building and the outside area will be provided with property supervision services, which will include the performance of the following activities:

- a) CCTV monitoring of selected spaces and areas (including outside the building) - other than those handed over to the Lessees
- b) regular rounds of security staff inside and outside the Building, excluding the areas handed over to the Lessees,
- c) checking the state of closing the Lessees' Premises after the end of work by the Lessees' employees,
- d) closing / opening entrance doors to buildings, closing windows - applies to areas other than rented to lessees,
- e) cooperation of security staff with building reception staff, technical and cleaning staff, lessors, building managers and Lessees,
- f) general supervision of access cards (entry / exit) and keys, including their recording and issuing and collecting,
- g) control of the condition of systems supporting the Building, such as BMS, access control,
- h) immediate notification of emergencies,
- i) in case of activation of the alarm signaling - checking the cause and taking an appropriate reaction,
- j) in justified cases - calling the Police, Fire Department or other services that will be necessary to call,
- k) letting vehicles with goods intended for the Lessee into the Building, while the delivery of materials will take place in accordance with paragraph 4.5 of these Regulations,
- l) keeping a service book by security staff, in which important events that took place in the Building will be recorded.

Information on the period of time for which the image archiving from CCTV monitoring will be carried out will be available from the Building Manager. The Lessee and other users of the Building are obliged to cooperate with its security, the Lessor and the Building Manager in all activities aimed at the safety of the use of the Building.

The Lessor informs that there is a Monitoring Center located in the Building, which is the main position of operational supervision (24 hours a day) over the work of technical and security systems installed in the Building, where messages will be received, among others. on fire hazards, power outages, elevator failures, building break-ins, etc..

If the Lessee employs individual, stationary security for his Premises - the Lessee is obliged to provide the Building Manager with a list with information about the company protecting his Premises in the scope of: name, seat, person responsible for managing works related to the protection of the Lessee's Premises (together with a telephone number) and the names of people carrying out work on the Lessee's space. In addition, the Lessee is obliged to regularly update the above-mentioned list, including ensuring that the above-mentioned employees are familiar with the rules applicable in the Building, specified in these Regulations. In particular, the Lessee is responsible for the knowledge by the staff protecting the Lessee's Premises regarding fire safety and the rules applicable during evacuation. It is recommended for the Lessee to include relevant provisions in this matter in the contract with the company providing this service in the Premises.

The Building Manager, upon a written request of the Lessee - will program cards for each of the above-mentioned security employees to allow entry to the office part of the Building and then sell them to the Lessee. The Lessee - before moving into his Premises - should provide the Managing

Authority of the Building with a current list of the above-mentioned security personnel in order to program the access control cards. Changing the card for a security guard, canceling, reprogramming or issuing an additional card may take place at the Lessee's written request addressed to the Building Manager. The application should contain all the data necessary for their programming and reprogramming. The costs of issuing additional cards or their reprogramming are borne by the Lessee on their own. It is forbidden to give the above-mentioned cards to other people.

The Lessee should immediately inform the Building Manager about the loss of the access control card by the security staff of the Lessee's Premises or its withdrawal from use. Upon termination or termination of the lease, the Lessee should submit all the cards used so far to the Lessor for deletion in the system. Otherwise, the Lessee will be fully responsible for any damage related to the failure to hand over the cards for validation or failure to notify the Building Manager about the loss or withdrawal of the access control card.

9. BUILDING FIRE PROTECTION SYSTEM

In order to provide the Users of the Building with safe conditions for its use, the Building is equipped with the following fire safety installations and systems:

- a) Installation of the fire alarm system,
- b) Internal and external hydrant installation,
- c) Voice Alarm System
- d) Fire alarm system - connected to the fire brigade (fire monitoring),
- e) Evacuation buttons (green) installed in front of the escape door, enabling manual removal of the lock without the need for a key,
- f) Installation of emergency and evacuation lighting,
- g) Suction system
- h) Carbon monoxide and LPG leakage detection system in the underground garage,
- i) Handheld firefighting equipment in common areas and in the Lessees Premises.

The Lessor and the Building Manager will have the right to organize fire protection exercises at least once every two years (unless the provisions of applicable law state otherwise). consisting in carrying out exercises on the evacuation of Building Users. Users are required to actively participate in these exercises. Trial evacuations will be carried out on the basis of the guidelines set out in the Fire Safety Instructions prepared for the Building and / or the guidelines of the Fire Brigade. This instruction will be delivered to the Lessee in a protocol upon receipt of the Premises in order to read its content by all the Lessee's employees, co-workers, guests, customers, sub-lessees of the Premises or service providers (including the staff of cleaning companies that protect or modernize the Lessee's Premises). Lessees are obliged to make the above-mentioned Instructions available to these persons and entities. Since the Lessee is responsible for the knowledge by entities providing services for him (and sub-lessees of his Premises) of the rules regarding fire safety and the rules applicable during evacuation, the Lessee is recommended to include appropriate provisions in this matter in contracts with these persons and entities.

The Lessee is obliged to:

- a) development and implementation of rules for carrying out evacuation in the area of the space (Premises) rented in the Building and its coordination, which should be in accordance with the provisions of the Fire Safety Instructions,
- b) maintaining emergency routes and exits (including emergency doors) in the Premises in a condition that allows their use at any time, including regular checking of their patency and opening,
- c) respect the principle that "it is prohibited to block fire doors in the open position",
- d) regular training of its employees in the field of health and safety and fire protection regulations. and familiarizing and training the above-mentioned employees with the content of the Fire Safety Instructions prepared for the Building,
- e) ensure compliance with the provisions of the Order Regulations (including the Fire Safety Instructions) by its employees, associates, guests, customers, sub-lessees of the Premises, service providers, e.g. staff of cleaning companies, protecting or modernizing the Lessee's Premises,

-
- f) maintain the signposting of the evacuation directions installed in the Lessee's Premises in a proper condition,
 - g) maintaining the efficient operation of installations, devices and fire systems installed in the Premises at his request,
 - h) reporting any noticed irregularities in the Building to the Building Manager.

Documents confirming the conduct of training or inspections of installed devices, installations or systems, the Lessee should present at each request of the Lessor or the Building Manager.

It is forbidden to place any objects on the escape routes (e.g. exit halls, escape corridors, emergency cages, escape halls, etc.). Any items left in this way may be removed and secured by the Lessor or the Building Manager at the Lessee's expense without notice.

It is forbidden to carry out activities in the Building that may cause a fire, its spreading, obstructing the conduct of rescue or evacuation activities, and it is also forbidden to bring in and store flammable materials, harmful to health or in any other way endangering people or the environment.

10. FINAL PROVISIONS

10.1. Smoking

There will be a total ban on using in open fire, including smoking, in the Building, except in places designated for this in accordance with applicable regulations. The ban covers both smoking, electronic cigarettes and any other tobacco products.

There will be designated smoking areas in the building.

10.2. Waste storage and waste disposal

In a specially prepared place in the Building, garbage containers are placed, into which the cleaning staff of the Lessee's Premises is obliged to throw rubbish after prior segregation. It is recommended that the rubbish (preferably in tied bags) is taken out between 5 p.m. and 6:30 a.m. the next day. It is forbidden to leave rubbish on the Common Areas at times other than those mentioned above. In the event that the building site becomes dirty during the transport of rubbish by the cleaning staff of the Lessee's Premises, the area should be cleaned immediately by this staff. Otherwise, the area will be cleaned at the expense of the Lessee.

It is forbidden to discharge any flammable or other materials into the sewage network that could be harmful to the sewage network, including blocking it (this applies in particular to hygienic materials).

The Lessor and the Building Manager stipulate that the responsibility for hazardous waste related to the activities of the Lessees is on their side. For this purpose, the Lessee should keep their records and dispose of them.

10.3. Other order provisions

- a) It is forbidden for entities that are not Lessees to conduct any economic activity in the Building without the consent of the Lessor or the Manager of the Building (this does not apply to food deliveries: sandwiches, pizza, etc.),
- b) People who are drunk or under the influence of drugs are forbidden to enter the building. Building Security has the right to request such a person to provide an identity document in order to write down his personal data and to keep him / her, refuse to allow entry to the Building or request to leave the Building and notify the Police or other services,
- c) The Lessor and the Building Manager stipulate that it is forbidden to distribute and consume alcohol and drugs on the premises of the Building,
- d) It is forbidden to use the premises of the Building for gambling, auction or morally improper purposes, as well as to use the Premises in the Building for residential purposes,
- e) It is forbidden to distribute goods, as well as canvassing and door-to-door sales without the consent of the Building Manager,

-
- f) The Lessee undertakes not to take or permit to take any action in the Building or outside its area that could have any impact on increasing the rate of fire insurance or other insurance for the Building or the property located in it. The Lessee will not bring into the Building or store anything that could cause the above-mentioned effects, or take any other actions that could increase the risk of fire or other accidents,
 - g) It is forbidden to interfere with the building's technical installations and systems without the consent of the building's technical service personnel. If it is necessary to supervise the building's technical service staff over these works - the Lessee will be charged with the costs,
 - h) The Lessee may not exceed the power consumption in excess of the agreed and assigned level specified in the technical documentation of the Building. In the event of an increase in needs, the possibilities of meeting them will be determined by the Lessor after consulting the designer of the Building and the Manager of the Building. All work related to adapting the Lessee's Premises to these needs (which should be preceded by the preparation of technical documentation) will be performed at the Lessee's expense,
 - i) It is forbidden to play musical instruments on the premises of the Building without the consent of the Lessor or the Building Manager,
 - j) In the event of a breach of the provisions of these Regulations by the Building User, the Building Manager should be immediately notified.

11. ATTACHMENTS TO THE REGULATIONS

11.1. The procedure applicable to the arriving / leaving the Premises.

11.2. General terms and conditions of bringing pets and animals to the Podium Park Complex

APPENDIX 11.1

RULES APPLYING TO THE LESSEE WHEN ARRIVING - LEAVING THE PREMISES

1. The Lessee is obliged to inform the Lessor or the Building Manager about the willingness to arrive or leave the premises - min. three days in advance.
2. The Lessee is responsible for supervision and coordination of arriving / leaving process, as well as for employees, devices and equipment necessary during the arriving / leaving process.
3. In order to determine the date and hours of moving in or leaving the Premises, please contact the Building Manager. Earlier notification will enable, inter alia, determining the delivery routes for furniture, determining which elevator will be reserved for delivery purposes, will enable it to be secured against damage in advance, rules for entering the building of employees of the company performing the delivery, or ordering a garbage container or providing additional protection during settlement / removal . The costs that will be associated with these services will be borne solely by the Lessee.
4. Removals, arriving in or leaving the Premises should be carried out from Monday to Friday from 5.00 p.m. to 7.00 a.m. the next day and on Saturdays and Sundays.
5. After the Lessee has chosen a moving company, the Building Manager should receive from the Lessee the name of this company and contact the person on the part of the Lessee responsible for the settlement / removal process.
6. At least one day before moving in / out, the Building Manager should receive from the Lessee's representative a list of people participating in these works and entitled to move freely around the Building, and the rules for entering the Building for employees of the company performing the above-mentioned works should be established. Moving company employees should be easily identifiable by building security.
7. All equipment and materials should be delivered to the place indicated by the Building Manager (it may be the main entrance or an underground garage), and from there - after prior securing the elevator against damage by the employees of the moving company with elements indicated by the building's technical service - transported to floor, where the Lessee's Premises are located. When transporting materials to the underground garage, pay attention to max. height of cars that can enter it. In a special case, the Building Manager may agree to the delivery / loading of equipment and furniture through the entrance hall to the Building from the ground floor level.
8. The equipment and materials should be transported in the elevator designated by the Building Manager after its prior securing. It is forbidden to bring equipment and materials through the main entrance to the Building from the ground floor (subject to paragraph above), making it difficult for other lessees of the Building, blocking other lifts and blocking the passage in the underground garage.
9. Delivery vehicles should be parked only in the place agreed with the Building Manager or Building security.
10. The goods trolleys used in the Building must be equipped with rubber wheels and may not introduce any dirt. Particular care should be taken with the floors in the elevator halls, doors and the housing of the elevators. It is further suggested that:
 - all cartons, packages and other packages should be described with the floor and the name of the Lessee, and the corners of the boxes should be secured with tapes,
 - the packages should contain additional information on how to handle them.
11. Moving in / out / leaving service rooms located on the ground floor of the Building should be agreed individually by the Lessees of these rooms with the Building Manager.
12. The Lessee is responsible for supervising and coordinating the process of deliveries ordered by him, as well as for employees, devices and equipment necessary during the deliveries. The moving company and the Lessee bear the risk of losses related to damage to the property of the Building during the delivery, as well as all losses, damages, claims, lawsuits, costs and expenses related to personal injury or property damage incurred by the Lessor, the Building Manager or a third party. in connection with the deliveries made by him and commissioned by the Lessees. During deliveries, activities that may turn out to be dangerous, such as repairing vans, parking vans outside the designated places, should not be performed. The Lessee is obliged to inform the above-mentioned company about the rules in force in the Building regarding the settlement / leaving the Premises. If the Lessee does not inform the removal company about the above rules, he may bear the risk of loss himself.

APPENDIX 11.2

GENERAL TERMS AND CONDITIONS OF BRINGING PETS AND ANIMALS TO THE PODIUM PARK COMPLEX

1. Pets and animals may be brought to the Podium Park Office Complex only on condition that they are not a nuisance or a threat to other users of the Podium Park Office Complex. Should any Building Tenant object, the Building Administrator will take efforts in to order to implement possible preventive measures to ensure safety to all Building Tenants; where it is impossible to implement such measures, the Building Administrator will have the right to revoke the possibility of bringing pets to the Podium Park Office Complex.
2. The General Terms and Conditions of Bringing Pets and Animals to the Podium Park Office Complex is part of the House Rules effective at Podium Park Building A and Podium Park Building B.
3. The General Terms and Conditions of Bringing Pets and Animals to the Podium Park Office Complex are available for inspection at each reception desk at the office buildings within the Complex.
4. These general terms and conditions, hereinafter referred to as the “General Terms and Conditions”, set out the terms and conditions of bringing pets and animals to the Podium Park Complex located in Cracow at al. Jana Pawła II, hereinafter referred to as “Podium Park”.
5. Any user of Podium Park, regardless of the grounds for such use, is hereinafter referred to as the “User”.
6. These General Terms and Conditions may be amended or their application may be suspended temporarily as a result of the orders of the Police, Fire Fighters or any other forces, particularly those responsible for security at the Complex.
7. The animal keepers are fully responsible for their pets’ and animals’ behaviour and for any damage caused by their pets or animals brought to the Complex premises. They are also required to take precautions so as to protect the health and life of people and other pets and animals; most significantly, they are required to use efforts so that their pets and animals are as little bothersome to others as possible and that they do not foul in communal areas.
8. The persons who bring animals to the Complex must carry an up-to-date vet certificate, for inspection, to prove that the animal has been vaccinated against rabies and wormed. There must be no insects in the animal’s fur.
9. The animal keepers must keep constant and effective control of their pets.
10. Aggressive animals or ones that may pose a threat to others must not be brought to the Complex premises. Terrarium animals must not be brought to the Complex premises.
11. Animals may be brought only with a muzzle and on a leash of up to no more than 1 meter in length, or they may be carried by their owner.
12. Pets may be brought to the Building only via the door leading directly to the elevator hall.
13. Pets must not be brought into the cafe or the restaurant or on the lawn between the buildings. The foregoing does not apply to guide dogs for the blind or the assistance dogs of people with disabilities. Those dogs must have a clear symbol so that they are recognised as such.
14. Pets must not be left on the premises unattended.
15. The owner undertakes to remove the pet from the Complex premises should it disturb the work of other Building users.
16. The animal keepers have the duty to remove the fouling left by their animals.
17. Irrespective of the above terms, it is forbidden to take actions on the Complex premises that are forbidden under the applicable laws. Visitors to Podium Park are required to comply with the instructions of the building security guards. All visitors are kindly requested to comply with the terms and conditions of these General Terms and Conditions and other recommendations of the Administrator and its associates. Breaching the General Terms and Conditions or the above recommendations will result in adequate measures to be taken by the Complex security guards, up to and including requesting you to leave the premises.
18. We care about your opinion and safety, that is why you can report any breach of the General Terms and Conditions at the reception desks in the Buildings.