



OFFICE HOUSE

Regulations in force in the Office Building



OFFICE HOUSE

**REGULATIONS IN FORCE
IN THE OFFICE BUILDING
UNDER THE NAME RETRO OFFICE HOUSE**

ul. Piłsudskiego 69; Wrocław, Poland

REGULATIONS
for Office Building**TABLE OF CONTENTS:**

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CHAPTER 1 – Definitions

1. **“Building”** – office building under the name Retro Office House, located in Wrocław at 39 Piłsudskiego Street, developed by the Landlord;
2. **“Tenant”** – entity which entered with the Landlord into a lease agreement for office or retail space in the Building;
3. **“Landlord”** – Ingadi Sp. z o.o., owner of the Building;
4. **“Lease Agreement”** – agreement concluded between the Tenant and the Landlord;
5. **“Object of Lease”** – space occupied by the Tenant under the Lease Agreement;
6. **“Security”** – entity to which the Landlord entrusted security services in the Building;
7. **“Manager”** – entity to which the Landlord entrusted management of the Office Building;
8. **“Landlord’s Subcontractor”** – entity or person providing any service for the Landlord, e.g. cleaning service, fire protection consultant, etc.;
9. **“Supplier”** – entity supplying materials, devices, furnishings or equipment to the Tenant;
10. **“Contractor”** – entity providing a service for a Tenant or the Building not related exclusively to a delivery;
11. **“Car Park”** – space located on the -1 level of the Building, intended for parking cars, constituting a non-guarded car park.

CHAPTER 2 – Rights and Obligations of the Landlord and the Tenants; General Provisions

1. The Landlord has the right to employ a Manager, who will manage the Building and will contact particular Tenants on its behalf.
2. Tenants have the right to use units occupied by them in the manner appropriate for the activities they conduct, subject to restrictions arising from the applicable provisions of law, the Lease Agreement and these Regulations.
3. It is forbidden to store, display or sell any products, exhibition materials or other elements outside the occupied unit without the Landlord’s prior written permission.
4. Tenants wishing to use in any way the common parts of the Building for the purposes that are not contrary to the general interests of the Tenants and the image of the Building, have the right of priority to do so and to this end they should file a request

to the Landlord in writing. The Landlord shall inform the Tenants of the proposals concerning the use of the common parts adjacent to the units leased to the Tenants, and is obliged to obtain the Tenants' consent to the use of the common parts adjacent to their units if the manner of such use may interfere with the Tenants' operation.

5. If the Landlord consents to the use of the common parts of the Office Building by the Tenant, a separate Agreement with a specified rent rate shall be prepared.
6. Tenants are not allowed to take any actions in the units occupied by them which might adversely affect the technical condition of the common parts of the properties as well as the spaces of neighboring Tenants.
7. Tenants wishing to install any additional equipment in units occupied by them, after the obtainment of prior written consent of the Landlord, shall use all available technical measures in order to minimize noise and any inconveniences for other Tenants related to the operation of such equipment.
8. Tenants are obliged to comply with decisions taken by the Landlord concerning the consistency of the security services, fire safety, maintenance of cleanliness, proper maintenance of particular units as well as interior and exterior architectural décor of the Building.
9. In relations between the Landlord and the Tenant, the address for the purposes related to procedural matters concerning the leased space shall be deemed to be the address of the Building, and therefore all correspondence delivered to such address shall be deemed effectively delivered. With respect to other matters, Tenant shall indicate an address consistent with the provisions of the Lease Agreement.
10. Without the Landlord's prior written consent Tenant shall not conduct in the Building any advertising campaigns to advertise any services or install any advertisements within the area of or visible from the common parts.

CHAPTER 3 – General Rules Concerning the Use of Office Units

1. Reception desks are located on the ground floor near the entrances to the Building. On weekdays, from Monday to Friday, except for non-working days within the meaning of the Act on Non-Working Days dated 18 January 1951, as subsequently amended, from 8:00 a.m. to 5:00 p.m., a Security staff member shall be present at each reception desk, and he/she is authorized to issue entrance cards/passes enabling Guests to access particular floors of the Building or let Guests into the elevator lobby from which they can go to the relevant floor by themselves.
2. All Guests shall be able to enter the internal area of the Building the access to which is restricted by the access control system after a given person is first announced by a Reception staff member by calling directly the person indicated by the Guest or the

secretariat of the relevant Tenants and after the scheduled meeting is confirmed. Guests shall be obliged to register in the sign in and out book by filling in appropriate columns. If necessary, the Reception and Security staff members are authorized to confirm the identity of the Guest wishing to enter the Tenant's space.

3. As regards couriers and other regular guests (e.g. language teachers, suppliers of office supplies, office equipment servicemen, etc.) the reception or security staff is authorized to issue passes/access control cards or let into the Tenant's space all persons previously notified by the respective Tenant. The Tenant who agreed to such entry shall be exclusively responsible for such persons.
4. Passenger elevators shall be used at the risk of the person who uses such elevator. However, the Landlord shall be responsible for the maintenance of the elevator in accordance with the applicable regulations.
5. Tenants are obliged to conduct their activities without obstructing the operation of the Building and without disturbing other Tenants or users of the Building. In particular, it is forbidden to use any loudspeakers, tv and radio sets if such devices emit sounds and bothersome light outside the occupied units.
6. Except for rooms specially designated for such purpose, the Tenants are not allowed to cook, heat and eat meals inside units occupied by them.
7. Each employee of the Tenant using the Object of Lease, including also the kitchen, should be trained by the Tenant with respect to occupational health and safety rules concerning the use of relevant devices.
8. All disputes between the Tenants shall be resolved between themselves if it is possible not to involve the Landlord in the dispute.
9. It is forbidden to pour or discharge to sewer riser pipes any substances harmful to the plant such as: fats, chemical products, toxic products, materials, papers other than toilet paper, foil, etc.
10. The Tenants are obliged to immediately inform the Manager or the Security if they notice any persons damaging the Building equipment or behaving in a suspicious manner such that it shall be possible to take immediate protective measures and possibly call the Police.
11. Tenants are obliged to immediately inform the Manager or the Security if the notice any irregularities in the operation of any devices and installations affecting the operation of the Building.
12. Tenant shall be responsible for inspections of its own installations, accessories and fire protection equipment of the space leased by the given Tenants. The Landlord shall ensure smooth operation and maintenance of the fire protection system of the Building.

13. Tenants are not allowed to perform on their own any disinfection activities which may result in any chemical substances getting into ventilation and other systems of the Building.
14. Unauthorized persons are not allowed in any technical rooms or on the roof, etc.
15. It is forbidden to distribute any flyers, commercials, prospects and similar materials in the Building without the Landlord's consent.
16. In the Building it is forbidden to photograph the property or any part thereof without the Landlord's consent.
17. No drones and other flying devices and objects (e.g. helium balloons) are allowed to be brought or operated by the Tenants in the Building without the Landlord's prior written consent.
18. No pallet trucks and other trolleys which may damage the resin floor covering in the atriums are allowed in the facility. The Landlord recommends trolleys with wide rubber wheels or with pneumatic tires.

CHAPTER 4 – Use of Corridors and Escape Routes/Exits

1. Any damage on the common parts of the Building or improper operation of the common systems (heating, water and sewage, ventilation, air-conditioning), electrical equipment and elevators should be immediately reported in the Helpdesk system or to the Manager, the maintenance staff or the Security.
2. Corridors and escape routes shall not be used contrary to their intended use. In particular, it is forbidden to store thereon any goods, containers, packaging, waste or any other objects which may constitute an obstacle to the free movement or constitute a potential hazard.
3. It is forbidden to overcome the barriers/tripods leading to elevator lobbies in any manner other than through holding an active access card near the reader and passing through the open barrier/tripod or swinging barrier opened remotely by the Reception staff. In particular, it is not allowed to jump or walk over or under the barriers.
4. Inside the Building it is prohibited to ride bikes, scooters, roller skaters and other vehicles, except for wheelchairs and baby carriages.
5. Bicycles may only be brought to the building by using a cargo elevator and walking directly to the room with bike racks – bicycle room or the existing bike parking racks in the underground car park. The Landlord shall not be responsible for any vehicles left in the bicycle room and near the racks.

6. Bicycles, scooters and similar vehicles may only be brought to parking zones located and designated within the Building.
7. Electric scooters may be charged only and exclusively on the outdoor area of the Building, in the place designated for such purpose. Charging electric scooters and other two-wheel vehicles inside the Building, in particular, on leased spaces, common parts, atriums and the Car Park, is prohibited.
8. All above-standard deliveries to the Tenants' spaces should be previously agreed with the Manager and the Security of the Building.
9. Unauthorized persons, including the Tenants and their personnel, are not allowed on escape routes.

CHAPTER 5 – Performance of Fit-Out and Refurbishment Works

1. Tenants are entitled to carry out their own construction work and internal installations in the object of lease after the obtainment of the Landlord's prior consent and after prior presentation and acceptance of the design by the Landlord.
2. During the lease term, before commencing any fit-out or refurbishment works the Tenants are obliged to agree with the Landlord on all technical details concerning the scope of works, inconvenience for other Tenants and duration thereof. The Tenant shall be responsible for all costs of works and the obtainment of all necessary administrative permits required to conduct such works. The Tenant shall be able to commence any fit-out and refurbishment works only after the obtainment of the Landlord's prior written consent after provision to the Landlord of evidence of insurance of contractors of such works against liability for any damage caused to third parties.
3. All works widely considered as noisy should be conducted between 5:00 p.m. and 8:00 a.m. One should react immediately to justified complaints of other Tenants concerning the inconvenience of any fit-out or refurbishment works.
4. Every time before the commencement of any works or delivery of bulky goods the Tenant should send a filled-in Authorization to Conduct Works, which constitutes Schedule no. 1 to these Regulations.

CHAPTER 6 – Expenses on Services

1. The Landlord's expenses related to the technical maintenance of the building, maintenance of cleanliness, property management, supply of utilities and other operating costs related to the maintenance and support for the office building, car

park and adjacent areas shall be settled on the terms described in the Lease Agreement.

CHAPTER 7 – Building Opening Hours

1. The Building shall be accessible for the Tenants 24 hours a day, 7 days a week,
2. Revolving doors shall operate from Monday to Friday, except for statutory non-working days, from 6:00 a.m. to 6:00 p.m.
3. At other times access to the Building is possible through swinging doors.
4. On Saturdays, Sundays, non-working days and national holidays access to the Building is possible with the use of access cards/intercom system.
5. The Landlord reserves the right to change the above-mentioned opening hours of the Building.

CHAPTER 8 – Personnel and Services related to Security

1. Property security and surveillance services shall be provided 24 hours a day for the entire Building. The Security staff is employed in order to patrol and ensure safety in interior and exterior parts of the property. Tenants are fully responsible for persons in particular leased spaces, and therefore for Employees and Guests who have been allowed to enter such spaces. Tenants shall be responsible for safety in their units.
2. Tenants are obliged to familiarize their Employees with the requirements concerning among others:
 - 2.1. these Regulations;
 - 2.2. the Fire Safety Regulations;
 - 2.3. the Building Fire Safety Manual.
3. A detailed list of Employees being the Tenant's contact persons in case of emergency is located in the Security room. All Tenants are obliged to immediately notify the Building Security and the Manager of all changes concerning such persons, update on an ongoing basis their business e-mail and addresses and business telephone numbers. This applies also to interim/temporary changes.
4. In the event of loss or damage of access cards authorizing their holders to move around the designated zones of the Building, or any change of the structure of permission levels of particular access cards, the Tenant is obliged to immediately

inform the Security and the Manager thereof. Any damage caused by any unauthorized persons shall be charged to the Tenant.

5. The Tenants are obliged to provide the Security with one spare set of keys/access cards to the premises occupied by the Tenant. Keys/access cards shall be kept in a safe envelope in the Security room. The safe envelope containing keys /access cards shall be closed, and it shall be opened after a person representing the Tenant is notified by telephone in the event of any malfunction or circumstances which require immediate action of technical staff inside the Tenant's premises.
6. The Landlord shall have the right to close at any time any part or all common zones if it considers it appropriate in order to enable the execution of repair works or eliminate any defect or hazard of any type.
7. Tenants conducting activities requiring any safety measures shall be able to deploy in the Building their security staff, upon prior written consent of the Landlord, provided that personnel chosen by particular Tenants shall be obliged to comply with the regulations specified by the Landlord and participate, on a mandatory basis under pain of losing the authorization, in courses or workshop and/or coordinating meetings organized by the Landlord.
8. It is strictly forbidden to remove or destroy any access control and safety systems located inside or outside of the building, including in particular units occupied by the Tenants.

CHAPTER 9 – Waste Management

1. The Tenant is obliged to segregate waste into:
 - 1.1. Recyclable fractions:
 - paper and cardboard;
 - plastic and metal packagings;
 - glass packagings;
 - biowaste.
 - 1.2. Non-recyclable waste:
 - municipal waste.
 - 1.3. Other
 - batteries.

2. In order to segregate waste each Tenant shall by itself ensure an appropriate quantity of waste containers for each room in order to segregate waste.
3. The Tenant is obliged to store other waste that is produced as a result of specific activities of the Tenants, e.g. waste computer equipment, telephones, etc. in accordance with the applicable regulations in this respect and to send it directly for disposal.
4. Labeled waste containers will be located in places specially designated for such purpose and their users should strictly comply with specific instructions issued by the Landlord in this respect.
5. Tenant should inform the Landlord whether it uses any chemical, toxic, medical products within its activity. Appropriate procedures for processing, storing, transportation and disposal of such waste should be prepared in accordance with the applicable regulations.
6. It is forbidden to gather waste and other materials in corridors, thoroughfares and along escape routes, in rooms, delivery zones and on access roads in a way that might obstruct access and pose a risk to people or fire hazard.

CHAPTER 10 – Emergencies, Procedures

1. During any fit-out and refurbishment works the Tenants cannot disconnect or otherwise change, without the Landlord's prior written consent, the fire extinguisher systems, fire detectors, fire alarm switches, other systems.
2. Smoking tobacco and electronic cigarettes in places not designated for such purpose, in particular in corridors, staircases, restrooms, office rooms and on the outdoor areas belonging to the Building, is strictly prohibited.
3. Smoking tobacco and electronic cigarettes shall only be possible in places designated by the Landlord.
4. Tenants are obliged to periodically cooperate with the Landlord in conducting tests and inspections of the system and fire alarm and evacuation drills.
5. The Landlord has the right to conduct a full fire drill in the entire Building, at least twice a year, which will consist of the complete evacuation of all personnel of the Building.
6. Tenants are obliged to make sure that their employees are informed how to behave in case of fire drills carried out in the Building and become familiar with escape routes in the building and the assembly point outside of the Building. In accordance with the fire protection system Tenants are obliged to cooperate with respect to fire drills carried out in the Building.

7. The Security staff members are trained with respect to providing first aid, and in case of danger a first aid kit is available in the Building. If it is necessary to call an ambulance, the Security should be simultaneously notified thereof such that they can help the ambulance staff get to the accident site by the shortest and simplest route.

CHAPTER 11 – Internal Information Activity

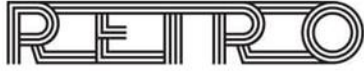
1. Without the Landlord's prior consent, handing out leaflets, brochures, samples of goods, etc. is not allowed in the Building, except for the premises constituting the object of the Lease Agreement.
2. The Landlord can give access to the internal system, the Intranet, through a website on which appropriate information, announcements, regulations, procedures, etc. concerning the property will be posted, and provide support within a broader scope to contact persons authorized by each Tenant.

CHAPTER 12 – Building Car Park Regulations

1. The car park may be used only and exclusively by authorized persons, i.e.:
 - 1.1. Tenants' Employees who have parking spaces assigned to them;
 - 1.2. Tenants' Guests within a pool of parking spaces leased by the respective Tenant;
 - 1.3. Suppliers supplying goods to Tenants within a pool of parking spaces leased by the respective Tenant;
 - 1.4. Privileged vehicles;
 - 1.5. Other persons to whom the Landlord granted its authorization to use the Car Park.
2. Authorized persons can enter the car park if their registration number is entered in the data base of the license plate recognition system or they hold an access card owing to which the barrier will open automatically.
3. Tenant or any other user of the car park is obliged to be particularly careful when entering, using and leaving the Car Park. The Landlord shall not be liable towards the Tenant or any other user of the car park for any damage caused in connection with entering, moving, driving in or leaving the Car Park or parking space.
4. Any person entering the Car Park, stopping or parking therein shall be deemed to be using the Car Park.

5. Tenant is obliged to update on a regular basis and to provide the Security and the Manager with information about users of the car park, in particular the list containing registration numbers of vehicles. Further, in the event of any change in the car park access credentials of particular users, the Tenant is obliged to immediately notify the Security and the Manager thereof. The consequences of the failure to notify the Security and the Manager shall be borne exclusively by the Tenant.
6. No user of a parking space can leave a vehicle over night without first consulting the Manager.
7. The Car Park is not guarded. In the Car Park is it not allowed store vehicles parked therein or objects left therein. The Landlord shall not be responsible for such vehicles and objects.
8. The Traffic Code shall be in force in the car park. Traffic in the car park shall be regulated by horizontal and vertical signs.
9. The car park cannot be used for any purpose other than the parking vehicles. In particular, it is forbidden to wash, polish, wax, vacuum cars, replace and store any liquids and other materials in vehicles, refuel and fill cars with flammable materials, load and unload and perform any other activities not related directly with parking.
10. Vehicles can only be parked in zones designated for such purpose, on parking spaces leased by the Tenant, otherwise an improperly parked vehicle being towed away at the Tenant's expense. Particular attention should be paid to proper parking in designated spaces in order to make it possible to park vehicles on adjacent parking spaces.
11. Vehicles cannot be parked or stopped in any places outside the designated zones. If the above provision is breached the Landlord can, at its discretion, charge the costs of such use to the driver or owner of the vehicle or tow the vehicle away (or have it towed away) at the owner's expense and risk to the place indicated by the Landlord and designated for parking cars.
12. In particular, it is forbidden to park cars near entrances to technical rooms of the Building, unless signs indicate otherwise or separate arrangement have been made with the Manager.
13. Convertibles should be parked with retractable roofs closed for the duration of parking.

CHAPTER 13 – Unregulated Matters



1. The provisions of the Civil Code, in particular the provisions concerning the exercise of ownership rights and other property rights with a practice developed in the light of these provisions shall apply to all matters not covered by these Regulations.

LIST OF SCHEDULES

1. Notification form – AUTHORIZATION TO CONDUCT WORKS

Schedule no. 1 – Notification Form – AUTHORIZATION TO CONDUCT WORKS, page 1/2

Retro Office House
 ul. Piłsudskiego 69
 50-019 Wrocław

AUTHORIZATION TO CONDUCT WORKS

1. Name of ENTITY ORDERING the works
 (company name, name, surname of the responsible person, contact telephone number)

2. Name of ENTITY PERFORMING the works
 (company name, name, surname of the responsible person, contact telephone number)

3. PLACE OF EXECUTION OF THE WORKS
 (please specify precisely the place of the works, floor (in whole or in part))

4. SCOPE AND DESCRIPTION OF THE WORKS
 (please specify precisely the scope of the works, excluding the execution of hot works)

5. DURATION OF THE WORKS

6. PERSON RESPONSIBLE FOR THE EXECUTION OF THE WORKS; the person representing the contractor's company, holding an appropriate license and responsible for all works within the area covered by the authorization is as follows:

Contact telephone number

7. LIST OF WORKERS performing the works

1.
2.
3.
4.
5.

8. ADDITIONAL INFORMATION CONCERNING THE WORKS

Noisy works	YES	NO
Hot works	YES	NO
Dusty works	YES	NO
Works requiring power shutdown	YES	NO
Works on the roof	YES	NO
Works above 3 m	YES	NO
Works requiring interference with the fire protection systems	YES	NO

*strike out whichever does not apply

9. CONTRACTOR'S INSURANCE POLICY: Insurer's name:

Policy no. Policy expiry date:

Schedule no. 1 – Notification Form – AUTHORIZATION TO CONDUCT WORKS, page 2/2

Retro Office House

ul. Piłsudskiego 69

50-019 Wrocław

9. ACKNOWLEDGEMENT AND ACCEPTANCE OF THE OBLIGATIONS RELATED TO THE RULES FOR CONDUCTING WORKS IN THE FACILITY

- ✓ I hereby declare that I have read the Building Regulations, the Fire Safety Manual, the rules for access to the work site, materials transportation routes, the rules for using the restrooms, water and energy consumption for the purposes of conducting works and technical documentation of the building concerning the scope of work in question.
- ✓ I undertake to observe the occupational health and safety and fire safety rules and I confirm the Applicant's liability for the works being conducted, workers and subcontractors, if any.
- ✓ Further, I undertake to incur all costs arising from any damage and destruction resulting from any works conducted by the company I represent, its employees, subcontractors and third parties both at the work site and on common areas. I undertake to cover any claims arising from the works being performed and caused, directly or indirectly, by the above-mentioned persons.
- ✓ I declare that workers engaged in the performance of the said works hold all licenses required by separate regulations, are trained with respect to the occupational health and safety and fire safety rules and regulations and are equipped with well-functioning equipment and protective clothing required for performance of the said works (as specified by the occupational health and safety and fire safety regulations).
- ✓ I am fully liable for the equipment and building materials left and the existing furnishings of the premises at the work site.
- ✓ I undertake to observe instructions of the manager, technical staff and building security staff.
- ✓ I undertake to completely clear the area on which I carried out works and to cover all costs of additional security and cleaning, if necessary.
- ✓ I undertake to perform noisy works only between 5:00 p.m. and 8:00 a.m. and refrain from performing them at the request of the manager, technical staff or facility security staff.

Additional notes:

- ✓ Hot works require a separate work permit.
- ✓ Smoking tobacco and e-cigarettes is strictly prohibited in the building.
- ✓ It is forbidden to wash construction tools in restrooms.
- ✓ It is forbidden to place construction waste in the building garbage bins.
- ✓ It is forbidden to store materials outside the work area and on escape routes.
- ✓ The security staff have the right to inspect objects carried in and out and to stop works in the premises if they are contrary to the description of the scope of works or are burdensome for other tenants.
- ✓ The company conducting works in the premises shall dispose, on its own and at its expense, of any waste produced during the performance thereof, and in particular any hazardous waste (in accordance with the provisions of the Waste Act dated 27 April 2001, Journal of Laws No. 62, item 628, as amended, Chapter 4, Articles from 17 to 37 of the Environmental Protection Law dated 27 April 2001, Journal of Laws No. 129, item 902, and the Regulation of the Minister of Environment dated 27 September 2001 on the waste catalogue, Journal of Laws No. 112, item 1206).
- ✓ I consent to the processing of my personal data which I indicated in this form by Ingadi sp. z o.o. with its registered office in Warsaw, ul. Twarda 18, in order to process this application. I provided such data voluntarily. The data shall be processed on the basis of my consent. The following entities may be the data recipients: the manager of the building, the building security staff, the building technical staff, entities insuring the company's activity and the Retro Office House. I have the right to withdraw my consent at any time. Personal data shall be processed for the purposes of reviewing this application. I have the right to request from the controller access to my personal data, their rectification, erasure or



restriction of processing, I also have the right to lodge a complaint with a supervisory authority. The contact person for personal data may be contacted by e-mail at: rodo@globalworth.pl or by regular mail at the following address: Ingadi Sp. z o.o., ul. Twarda 18, 00-105 Warszawa.

NOTES:

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LEGIBLE SIGNATURE OF THE CONTRACTOR AND TENANT/ENTITY ORDERING WORKS

.....
(date, name and surname)

LEGIBLE SIGNATURE OF THE PERSON AUTHORIZED TO ACT ON BEHALF OF THE MANAGER TO ISSUE/EXTEND/WITHDRAW THE AUTHORIZATION

.....
(date, name and surname)