

REGULATIONS - TENANT'S GUIDE
IN THE OFFICE BUILDING COMPLEX

„Tryton”

on Jana z Kolna in Gdańsk

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CHAPTER 1 - Definitions

“Office complex” - a set of office buildings located in Gdansk, on Jana z Kolna, developed by the Landlord;

“Tenant” - an entity, that entered into the agreement with the Landlord regarding rental of office premises or other premises in the Office Complex;

“Security” - an entity, that was commissioned by the Landlord to secure the Office Complex. The Landlord shall show details of this entity to the Tenant immediately;

“Rental Agreement” - an agreement entered into by the Tenant and the Landlord;

“Landlord” - a company, a property owner;

“Common spaces” - parts of the complex dedicated to common use by all Tenants (underground and ground-level parking spaces and pavements, green areas, hallways, staircases, elevators, sanitary facilities, technical rooms, corridors near elevators on all floors), that do not constitute a part of the subject of tenancy;

“Property Manager” - an entity, that was commissioned by the Landlord to manage the Office Complex. Details regarding this entity shall be showed by the Landlord to the Tenant immediately.

CHAPTER 2 - RIGHTS AND DUTIES OF LANDLORDS AND TENANTS

General provisions.

1. Regulations were developed on the basis of provisions of the Rental Agreement (chapters regarding rights and duties of the tenants) and appendices to this Agreement, especially “Service Charges catalog”.
2. The Landlord has a right to hire a Property Manager, who, on its behalf, shall manage the Office Complex and shall contact particular Tenants.
3. The Tenants have a right to use premises that they occupy in the form appropriate for their activity and in consideration of restrictions resulting from current provisions of law, Rental Agreement and these Regulations,
4. It is forbidden to store, expose or sell any products, exhibition materials or any other elements outside the occupied premises without prior, written consent of the Landlord,
5. Tenants, who intend to use common space of the Office Complex for the purposes that are not contradictory to the general interest of the Tenants and do not harm the image of the Complex Office, have a priority to such use and should apply for such right, in writing, to the Landlord. The Landlord shall inform the Tenants on proposals regarding common parts that border the premises that are rented by the Tenants,
6. In case the permission is granted by the Landlord for the Tenant to use the common space of the Office Complex, a separate Agreement, with a determined rent fee, shall be developed.
7. In premises that they occupied, the Tenants cannot perform any action that could adversely impact the technical condition of the common space of the property, as well as bordering premises of the Tenants,
8. Upon prior written consent from the Landlord, the Tenants that want to install additional devices in premises that they occupy, shall use any available technical measures to minimize noise and any inconvenience to other Tenants regarding operation of such devices,
9. The Tenants shall follow the decisions made by the Landlord regarding integrity of security, maintaining cleanliness, proper maintenance of premises as well as internal and external architectural design of the Office Complex,
10. Regarding relations between the Landlord and the Tenants, the address for invoices and maintenance issues regarding the premises subject to rental shall be the address of the Office Complex, so the only duly delivered mail shall be the mail delivered to this address. In all other cases, the Tenant shall indicate the address in compliance with the provisions of the Rental Agreement,
11. The Tenants shall, on a regular basis, update a detailed list of their employees and access cards assigned to these employees. Such action aims at, in special cases

(Robbery, break-in, fire, etc.) determining persons that were present in the Complex Office, but only upon request of proper bodies (police, fire department, prosecutor's office),

CHAPTER 3 - GENERAL RULES REGARDING USE OF OFFICE PREMISES

1. On the ground floor, in the hallway area near the main entrances to the Premises, there is a reception with building Security, that is authorized to issue entrance cards that make it possible for third persons to move around particular floors of particular office buildings,
2. Any entrances by third persons into the internal area of the Office Complex shall be possible only upon prior registration by the reception personnel and potential confirmation of the meeting, as scheduled by the Tenant.
3. For couriers and other guests/language teachers, providers of office materials, office equipment service etc./ the reception and security shall be authorized to issue access control cards for all persons that were previously reported by a particular Tenant. However, the responsibility for such persons shall be born solely by the Tenant, who gave such permission.
4. Neither the tenants nor guests shall be allowed to use the parking lot dedicated to other Tenants, besides the spaces indicated by the Landlord.
5. Using the elevators is performed with the sole responsibility of the person using them. However, the maintenance of the elevator, in compliance with current provisions of law, shall be the responsibility of the Landlord.
6. The Tenant shall carry out their activities in the manner that does not hinder or prevent other Tenants and users of the Office Complex to carry out their activities. Especially, it is forbidden to use any types of microphones, TV or radio receivers that emit sounds beyond the occupied premises.
7. Outside the rooms dedicated for such purpose, the Tenants are not allowed to cook, underheat or eat meals inside occupied premises.
8. Any disputes between the Tenants shall be resolved amicably between the Tenants, and if possible, without the involvement of the Landlord.
9. It is forbidden to pour or feed any dangerous substances into the waste-water piping, such as grease, chemical products, toxic substances, materials, papers, foils etc.
10. The Tenants shall inform the Property Management or the Security in case they spot persons who damage the equipment of the Complex or who behave in a suspicious manner such that it is possible for the security to take immediate action or call the Police.
11. The Tenants shall immediately inform the Property Manager or Security in case they observe any irregularities in operation of devices, installations that impact the operation of the Office Complex.
12. Any damage to the common parts of the Office Complex or improper operation of common installations (waste, water piping, air conditioning), electrical devices as well as elevators shall be reported immediately to the Property Manager or Security.
13. The Tenant shall, at its own discretion, inspect own installations, additional equipment that is located in the premises rented by a particular Tenant.
14. It is forbidden for unauthorized persons to remain in technical rooms, on the roof of the property, etc.
15. At the Office Complex, it is forbidden to, without the consent from the Landlord, to distribute any brochures, ads, prospects and similar materials.
16. At the Office Complex, it is forbidden to, without a consent from the Landlord, to photograph the property or any other part thereof.
17. It is forbidden for unauthorized persons to remain at the property, its external and internal spaces.
18. Due to fire safety reasons, at the entire Office Complex, including the underground and ground level parking lots, in the premises of the Tenants and in Common Parts, charging electric scooters.

CHAPTER 4 - USING CORRIDORS, STAIRCASES AND EMERGENCY ROUTES/EXITS AND FIRE SAFETY INSTRUCTIONS

1. Emergency routes, through with evacuation from the building is carried out, constitute common corridors (near the elevators) on the floors, staircases to the 0 ground level and doors to the outside of the buildings, marked as emergency doors.
2. Emergency routes shall not be used against their purpose. It is especially forbidden to store there any types of goods, containers, packages, waste or any other objects that could constitute an obstacle for unobstructed movement or that could constitute a potential hazard.
3. All doors leading to the staircases, as well as from the outside of the building, have an access control, and opening thereof occurs through approximation of the access card or pressing the key button.
4. At the moment the fire safety system switches on, the access control releases the electrical blockades in these doors so that they can be opened without access cards or pressing the key button.
5. In case it happens that the electrical blockades were not released in such case and the doors remain closed, to open them, break the glass in the green emergency exit button.
6. The fire safety instruction determines, among others, the rules of conduct in case of fire; the persons responsible at Tenants shall get familiar with the fire safety instruction and must train employees regarding manners of conduct in case of fire, including determination of emergency exit routes and places to remain upon evacuation from the building, as dedicated for the employees of the Tenant.

CHAPTER 5 - ADAPTATION AND RENOVATION WORKS

1. The Tenants are authorized to perform all own construction works and internal installations to adjust the office premises to the activity carried out by the Tenant upon prior acceptance of the design project by the Landlord.
2. During the tenancy period (upon beginning of the activity), prior to commencement of adaptation or renovation works, the Tenants shall consult with the Landlord regarding any technical details regarding the scope of works, and encumbrance for other Tenants and a period of such works. Any costs related to works and obtaining any necessary administrative permissions necessary to carry out these works shall be born by the Tenant. Adaptation and renovation works of the Tenant can begin only upon prior written consent from the Landlord and upon presentation of the proof of insurance of the contractors regarding such works against the liability for damages to third persons.

CHAPTER 6 - EXPENDITURES REGARDING PROVIDED SERVICES

All expenses borne by the Tenant regarding technical maintenance of the building, maintaining cleanliness, maintaining the property, providing media and any other service costs within the scope of maintenance and service of the office building, parking lot and surrounding spaces, including the costs of the Office Complex, shall be calculated based on provisions as described in the Chapter of the Agreement - Service Charges.

CHAPTER 7 - HOURS OF STANDARD PROCEDURES REGARDING ENTERING THE OFFICE COMPLEX

1. The Building Complex is available to the Tenants and their guests 24/7 during the entire year.
2. Opening hours of the Office Complex.
 - a. Monday - Friday, 7:00-21:00,
 - b. Saturdays - 7:00-14:00
1. Other hours than mentioned in chapter 7 (1), people entering the property of the office may

Be asked to provide personal data by the security, and their entrance and departure shall be registered in the entry log.

3. It is recommended that the Tenants inform the Security beforehand about their employees, who remain in the Complex beyond standard working hours (after 21:00).

CHAPTER 8 - PERSONNEL AND SERVICES RELATED TO SAFETY

1. Supervision services and property security are provided 24/7 for the benefit of the entire Office Complex. Security Personnel is hired to patrol and provide security in internal and external parts of the property. The Tenants are fully responsible for their guests and employees who remain inside the Office Complex, so also for the guests who were admitted access. The Tenants shall be responsible for safety in their premises.
2. The Tenants shall be responsible to familiarize their personnel with requirements provisions regarding these Regulations, namely:
 - Fire safety regulations,
 - Rules regarding use of the parking lot,
 - Rules regarding invited persons.
3. The Landlord shall inform the employees of service companies about hazards related to security and health during work in the Office Complex.
4. In case of loss or destruction of identifiers authorizing persons to move around selected areas of the Office Complex, the Tenant shall inform the Landlord and security within 24 hours about this fact, and upon expiration of that period, all damage born by unauthorized persons shall be borne by the Tenant.
5. The Tenants shall provide the Security with a spare set of keys to premises occupied by the Tenant. The keys shall be stored in separate containers in the closed cassette in the security room. The container with the keys of the Tenant shall be secured by the Tenant such that its opening in special cases causes visible marks and requires participation of the Tenant in its closure. Access to the keys shall be granted after informing the person representing the Tenant and the Property Manager in case of failure or circumstances that require immediate action by technical services inside the premises of the Tenant.
6. The Landlord shall reserve a right to close, at any time, partially or entirely, the common areas in case it sees it fit to allow repair works or eliminate a failure or hazard of any kind. Closure of a part or entirety of common areas shall not limit the access to the Subject of Rental or hinder business activity.
7. The Tenants who carry out business activity that requires special safety measures, can allocate their supervision and security personnel upon prior written consent from the Landlord, whereas the personnel as selected by particular Tenants, shall adjust to the provisions as determined by the Landlord and take part in, on the pain of cancellation of permission, trainings and courses or meetings and/or coordination meetings, as organized by the Landlord.
8. It is strictly forbidden to remove, destruct control and security installations located inside and outside the building, including particular premises occupied by Tenants.

CHAPTER 9 - WASTE MANAGEMENT

1. The Tenant shall collect trash from the Subject of Rental, with a division into:
 - 1.1. Municipal waste, resulting from normal use of offices, sanitary facilities, preparing meals, etc.;

1.2. Waste subject to segregation of glass, paper and other, as indicated by the Property Manager

To do so, each Tenant, at its own discretion, shall provide proper containers in its Subject of Rental, which it shall empty at its own discretion, to collective containers located in separate premises - entrance from the parking lot on the zero ground in the building A; keys to these premises shall be issued by the Security of the complex each time, which Security shall have a right to deny such access in case it finds that wastes constitute other than municipal wastes;

1.3. Hazardous waste:

- Materials related to medical activity,
- Grease from gastronomic activity,
- Used electronic devices (computers, telephones, etc.),
- Other wastes, qualified as hazardous under current provisions of law;

To do so, the Tenant shall collect segregated hazardous waste in special containers at its own Subject of Rental and shall hand such waste, at its own discretion, directly to waste management companies, it should enter into proper Agreements with.

2. In spaces dedicated to such purpose, marked containers will be places for such waste, and persons that use them shall strictly follow detailed instructions, as issued, on that matter, by the Landlord.
3. The Tenants shall selectively collect wastes.
4. The Tenant shall inform the Landlord whether it uses chemical, toxic, radioactive or medical substances under its activity. For such waste, special projects regarding their processing and storage, disposal and utilization shall be developed.
5. It is forbidden to collect waste and other materials in corridors, communication routes and along emergency exit routes, rooms, supply areas and access routes, that could hinder access as well as constitute hazard to people or fire hazard.
6. It is forbidden do throw out, to generally accessible containers for municipal waste, materials hazardous to environment (hazardous waste), such as: batteries, light balls, etc.

CHAPTER 10 - CONDUCT IN CASE OF EMERGENCIES

1. During adaptation and renovation works, the Tenants cannot unplug or alter in any way, without a prior written consent form the Landlord, any installations, fire extinguishers, fire sensors, fire signaling switches, etc., installations.
2. It is strictly forbidden to smoke tobacco and any other drugs at locations not dedicated for such purpose, especially corridors, staircases, sanitary facilities, office premises, garages as well as external areas that constitute a part of the Office Complex "Tryton" on Jan z Kolna (especially near entrances to the building from these streets).
3. Smoking tobacco shall be possible only in areas as selected by the Landlord:
4. The Tenants shall periodically cooperate with the Landlord regarding tests and inspections of systems and trials of alarms and evacuations.
5. The Landlord has a right to carry out full test of the alarm in the entire Office Complex, which shall constitute full evacuation of the entire personnel of the Office Complex.
6. The Tenants shall make sure that their personnel is informed about alarm drills carried out in the Office Complex so that they can get familiar with evacuation routs in the building and a gathering point of the group outside the Office Complex,

According to the fire safety system. The Tenants shall cooperate within the scope of alarm drills, as carried out in the Office Complex.

7. The members of the supervision/security personnel shall be trained within the scope of first aid, and in case of hazardous situations, there is first aid kit available at the Office Complex - medical kits are located in receptions at each building on the zero floor. In case it is necessary to call the ambulance, it is necessary to inform the Security such that the services can help the personnel of the ambulance to reach the place of the accident in the shortest and easiest way.

CHAPTER 11 - INTERNAL INFORMATION-RELATED ACTIVITIES

1. Without prior permission of the Landlord, it is not allowed to distribute brochures, fliers, samples of goods, besides premises that constitute the Subject of Rental.
2. The Landlord may grant access to the internal service, Intranet-based, through WWW, where proper information, advertisements, terms and conditions, procedures, etc. will be published regarding property and broader understood service for persons authorized to contact by each of the Tenants.

CHAPTER 12 - USING THE PARKING LOTS

1. The parking lot can be used only by authorized persons:
 - 1.1. Employees of the Tenants, who have parking spaces assigned to them,
 - 1.2. Guests of the Tenants in selected area,
 - 1.3. Providers that supply the Office Complex, Tenants,
 - 1.4. Couriers, technical service, privileged vehicles

Persons mentioned in p. 1.2 to 1.4, prior to entrance, should obtain a permission from the building security, through presenting self over the intercom located near barriers.

2. The parking lot cannot be used by food providers, salesmen, etc.
3. The basis for entrance to the parking lot by authorized persons is having a parking space, as well as possession of an access card or a pilot, with which the barrier opens automatically.
4. Each of the users is obliged to park in a parking space assigned to them, and failure to follow this provision shall result in proper sanctions.
5. The Tenant shall update, on a regular basis, and hand to the Property Manager, information regarding parking users, especially a list containing:
 - 5.1. Number of the parking space,
 - 5.2. Full name of the car user,
 - 5.3. Brand and registration number.

Moreover, in case of change of the user, car or a parking space, the Tenant shall inform the Property Manager within 24 hours about such circumstance. The results of failure to inform the Manager shall be borne solely by the Tenant.

6. Neither the Landlord, nor the Property Manager bear the responsibility for a car left at the parking lot, except when a damage occurred due to faulty operation of installation or structure of the building.
7. At the parking lot, the provisions of the Highway Code shall apply.
8. It is forbidden to clean, clear or renovate cars at the parking lot.
9. The Tenants shall make sure that their vendors, customers use only areas selected for such purpose.

10. The Tenants, the premises of whom cannot be supplied from the supply area, shall make sure that such supplies are delivered outside the working hours of the Office Complex or, upon prior information or agreement with the Property Manager.
11. The supplies may be carried out only within the following hours:
 - Building Etap I A
 - Monday - Thursday, 18:00 - 7:00 of the following day,
 - Friday from 18:00 till Monday 7:00, Building Etap
 - II B:
 - Monday - Friday, 18:00 - 7:00 of the following day,
 - Friday from 18:00 till Monday, till 7:00.
12. Unauthorized persons shall not park their vehicles along the access routes, communication routes or squares that are not dedicated to such parking.
13. The duty to unload the supplied goods shall be a sole responsibility of the Tenants. The Landlord shall not bear the responsibility for handling supplies or transport of any goods to warehouses or premises of the Tenants inside the building, and the Tenants shall be fully responsible for supplies, goods and equipment that they own or that are delivered to them.

CHAPTER 13 - USING CRUCIAL PARTS OF THE BUILDINGS

1. Lighting
 - 1.1. Do not use artificial lighting with closed windows shutters; to light the room, each user should first roll up the shades, and if this is not sufficient, may use artificial lighting,
 - 1.2. In each case when the artificial lighting is unnecessary, it should be switched off - e.g. While leaving the room, etc.,
 - 1.3. By the end of the work day, one must remember to switch off the light.
 - 1.4. Lighting in common areas is switched on by motion sensors or with standard switches.
2. Computer Devices
 - 2.1. Do not leave computer devices switched on for the night, etc.,
 - 2.2. The above shall not apply to the server room and other devices that must be switched on all the time,
3. Windows/air-conditioning
 - 3.1. Opening at least one window results in a air-conditioning downtime in the entire room; closing the window resets the previous state of the controller (see p. 3.4 below), but the set temperature stabilizes within few minutes to even 120 minutes, depending on the floor area of the room,
 - 3.2. With the windows open, it is forbidden to block the windows with any objects that make it impossible to close them, as such operation leads to damage to the seals and window hinges,
 - 3.3. To regulate the temperature, the drivers are installed on walls of the rooms; use the button “+” and “-” to highlight the caption “Auto”, the knob is used to set the temperature in the room within the scope that is in compliance with the parameters set by
The Property Manager,
 - 3.4. MINIMUM TEMPERATURE IN THE ROOM, WHERE THE OFFICE WORK IS CARRIED OUT, SHALL BE +18°C, which derives from the resolution of the Minister of Labor and Social Policy from
September 26

1997 on general safety and work hygiene provisions (Journal of Laws From 2003, no. 169, item 1650);

The Landlord shall make efforts to provide a minimum temperature of +20°C, even in freezing weather,

- 3.5. To optimize the costs of electrical power and heat, as borne by the Tenants as a part of their monthly service charges, it is recommended, while leaving the premises after work, that the user performs the following settings to the air-conditioning controller:

During winter - the button in the "Auto" position, the knob to regulate temperature in a position to the left (which prevents cooling down the room at night, but saves heat consumption),

During summer - the button to the left in a switched-off position (cooling at night is redundant, restarting in the morning after coming to work is sufficient to cool the room in raising outside temperature during the day)

- 3.6. After 17:00, automatically in the entire office building, the air conditioning may be switched off, when the user still wishes to use the air conditioning, he/she must press any button on the control panel to excite it.

CHAPTER 14 - THE SYSTEM AND ACCESS CARDS

1. To obtain access cards (KD), the Tenants place an order via e-mail to the Property Manager of the Building Complex; the order should include a list of persons, for whom KDs will be made, quantity and type (active, passive), determination of access areas, and in case of lack of personalization of KDs through their full names, a full name of the person that will distribute these KDs,
2. There are two types of KDs:
 - Passive, that allow access to the building from external doors from the internal parking lot, through tripods in the hallways on "0" ground, use of elevators, staircases and main entrance to the premises of the Tenant provided that the Tenant does not have its own system to the premises;
 - Active - as mentioned above. + additionally allowing entrance/departure through barriers on Dyrekcyjna and (upon starting) entrance to underground garages.
3. The costs of issuance and change of issued KD authorizations shall be borne by the Tenant under the following rules:
 - First KDs when handing over the subject of rental - at the net price from the manufacturer, plus 23% VAT,
 - Further KD - at the net price current at the time + the cost of programming the card of 50% of net purchase cost, plus VAT,
 - Change of KD authorization - the cost of reprogramming the card is 50% of the net purchase price from the manufacturer, plus VAT,
 - The payment shall be made via bank transfer within 14 days from the day on which the invoice is delivered to the indicated account.
4. The Tenants, in their best interest, should carry updated registers of persons, who were issued KDs, in case it is necessary to verify persons who remain in the building during extraordinary events such as fire, theft, etc., to present it to Police, Fire Department or the Prosecutor.
5. The data from the access control system shall be made available by the Landlord only to the above-mentioned bodies; they shall not be made available to the Tenants, e.g. To control the traffic of their employees.
6. Upon a justified request of the Tenant, the Landlord may switch off the access control in elevators for floors occupied by the Tenant; if there is more than one Tenant on a particular floor, the request must be submitted by all Tenants from a particular floor.

7. The Reception shall make it possible for the guests to enter the premises of the Tenants (also suppliers, couriers, etc.) in accordance with provisions agreed on with each Tenant; none of the reception employees may leave their posts to make elevators available for the guests to use them to go to the floor of the Tenant, but may only lead a guest through a remotely opened gate. Thus, the Tenant shall:
 - Make KD available to the reception for the guests, which KDs it shall receive at its own premises and immediately hand them to the reception for following guests (elevator going down to the zero floor does not require a KD),
 - Hand a phone number to the reception, by which number it is necessary to announce arrival of a guest and (through an authorized employee of the Tenant) assist the guest from the reception to the premises of the Tenant.

CHAPTER 15 - ISSUES NOT REGULATED BY THESE REGULATIONS

1. Apart from these Regulations, it is possible to separate other detailed regulations for proper operation of the building Complex "tryton" or introduce changes in the form of annexes or appendices; any other detailed regulations and annexes or appendices shall not change the provisions included in the Rental Agreements entered into with the Tenants.
2. In all cases that are not covered by these Regulations, the provision of the Civil Code shall apply, especially provisions regarding performance of ownership and other material rights along with practice that resulted from such provisions.
3. These Regulations constitutes an integral part of the Agreement and shall be accepted by the Parties in full.
4. These Regulations shall apply to the Tenant and the Landlord from the day on which the premises are handed over to the Tenant in the Building Complex.
5. These Regulations shall take effect on the first day of use of the Subject of Rental.
6. The provisions of the Rental Agreement shall be superior to these Regulations.