

**Administration building myhive Vajnorská | Tower 1**  
Vajnorská 100/B, 831 04 Bratislava

**OPERATING REGULATIONS OF THE ADMINISTRATION  
BUILDING  
myhive Vajnorská | Tower 1**

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## 1. GENERAL INFORMATION

### 1.1. myhive Vajnorská | Tower 1 and VIVO! Bratislava

Administration building **myhive Vajnorská | Tower 1 (MHT1)** is part of the shopping and entertainment complex **VIVO! Bratislava**, with which it is internally connected on the basement level. The building is independently operated, independent of the shopping and entertainment centre. It has approximately 22,280 m<sup>2</sup> of lettable area, is equipped with state-of-the-art technological equipment and meets the highest requirements set for similar European or American administration buildings. It provides an optimal office working environment.

Postal address of the administration building:

#### **myhive Vajnorská | Tower 1**

Vajnorská 100/B,  
831 04 Bratislava

The shopping and entertainment part of **VIVO! Bratislava** is located on an area of 51,000 m<sup>2</sup>. It offers approximately 168 retail outlets, a hypermarket, 19 catering facilities and 8 cinemas on two above-ground floors.

### 1.2. Joint Representative

#### 1.2.1 CBRE s.r.o.

#### **Members of the operating group**

Lucia Svoreňová, Property Manager **myhive  
Vajnorská**

Lucia Svoreňová, Property Manager

#### *Office of the Joint Representative*

The office of the Joint Representative is located on the first floor (2nd above-ground floor) of **myhive Vajnorská | Tower 2**.

In order to deal efficiently and quickly with users' issues, the management of the Joint Representative is available during office hours, Monday - Friday, from 8:00 a.m. to 5:00 p.m.

### **Important phone numbers:**

Phone number of the security control room of private security service: 02/4444 2013, 0910/950 013 (24 hours a day)

Phone number of the technical control room: 02/4444 2013 (24 hours a day)

Phone number of the reception desk in the lobby: 02/3219 9430

Phone number of the fire reporting room: 02/4446 0339

Phone number of the management office reception desk: 02/4910 2030 (on weekdays from 8:30 a.m. to 5:00 p.m.)

#### *1.2.2 Function of the central reception desk in the lobby*

The central reception desk is located in the main lobby on the ground floor.

The receptionists perform all the functions of the main information and reception desk for clients and visitors to the Tenants of the building.

Receptionists perform the following functions:

- receiving and recording visits of MHT1 Tenants,
- providing information on orientation in the building,
- receiving and providing information of an operational nature.

#### *1.2.3 Duties and tasks of the Joint Representative*

The duties of the Joint Representative arise from the Lease Agreements entered into with the Tenants.

##### 1.2.3.1 Administrative tasks of the Joint Representative:

The Joint Representative records the Tenants and users of MHT1. It creates a good relationship between the companies using the administration building.

The Joint Representative is obliged to check that the Tenants and users of the companies comply with the rules of cohabitation formulated in the Operating Regulations, the obligations relating to the use of their purpose. If necessary, he/she may apply sanctions.

##### 1.2.3.2 Financial and economic tasks of the Joint Representative:

The duties of the Joint Representative are economic planning - analysis and financing of the operation of MHT1, organisation of the administration, creation, operation and updating of the basic database, management of bank accounts, regular recording of the financial situation of the administration building, calculation of operating costs and income.

##### 1.2.3.3 Duties of the Joint Representative in respect of cleaning work:

In addition to cleaning the common areas inside the MHT1 administration building, the Joint Representative's duties include the adjacent parking lots and roadway, as well as the green space in front of the building. In addition to the regular cleaning of fixed roadways and green spaces, their maintenance, care, and replenishment, if necessary, are also among the operational duties of the Joint Representative. Also washing the façade of the building.

#### 1.2.3.4 Duties of the Joint Representative in respect of security:

In the interests of the safe operation of MHT1, it is the responsibility of the Joint Representative to operate a 24-hour security, controlling and guarding security service and fire suppression systems.

The Joint Representative is required to draw up effective fire regulations and the building fire alarm plan, resolutions to comply with these and to ensure that they are adhered to. He/she is obliged to draw up an evacuation plan in the event of a general emergency and natural disaster.

#### 1.2.3.5 Technical tasks of the Joint Representative:

The tasks of the Joint Representative in the field of operation and maintenance include ensuring the technical operation and maintenance of the facility, as well as the preparation of a maintenance plan. Maintenance shall include the performance of all such work as will ensure the regular, safe and trouble-free operation of the electrical systems and machinery of the MHT1 administration building.

Maintenance includes both daily repairs and major repairs, or repairs and taking the necessary official measurements. It is the responsibility of the Joint Representative to participate with its own experts or with subcontractors in the periodic technical inspections of the equipment of the MHT1 administration building carried out by the maintenance companies. With the service company's maintenance department, he/she inspects the building's major mechanical and electrical equipment at weekly, monthly and quarterly intervals according to STN (Slovak Technical Standard).

## **2 OPERATING REGULATIONS**

### **2.1 Purpose of the Operating Regulations**

The Operating Regulations:

- determine the basic operating rules in the administration building
- are in accordance with the concluded Lease Agreements
- explain and specify the operating principles and develops them in detail

The Joint Representative shall deposit one copy of the Visitor section of the Operating Regulations at the reception desk in the main lobby.

Rules of the Operating Regulations - on the basis of practical experience and requirements acquired in the operation of the MHT1 administration building, as well as as a result of changes in legal and official regulations - the Joint Representative is entitled to modify or supplement such regulations in his/her competence, or even to issue such regulations on the basis of Tenants' proposals.

The Joint Representative shall immediately inform in writing the persons subject to the validity of the Operating Regulations, who are obliged to comply with the applicable regulations at all times, of any changes.

If any resolution of the Operating Regulations is invalid or lapses, this does not affect the validity of the Operating Regulations as a whole. In such a case, the Joint Representative shall replace the invalid resolution with such legally non-appealable resolution as is most conducive to the achievement of the desired economic or other objective.

The Joint Representative will attempt to resolve any legal disputes arising in connection with the Operating Regulations through negotiations. If the dispute is not resolved within 15 days of the initiation of negotiations, the legal dispute shall be decided by the competent court.

## ***2.2 The most important rules of the Operating Regulations***

- Visitors to the building are obliged to report to the reception desk, where a member of staff will enter them in the visitor register and issue them with a visitor's access card.
- It is strictly forbidden for unauthorized persons to enter the technological areas of the building.
- Adhere to a strict no-smoking policy. Smoking is only allowed in designated areas.
- Do not block escape routes.
- Do not overload lifts.
- Every employee, as well as visitor, is required to obey the orders of the private security service and reception staff.
- Corridors shall be kept clear at all times and shall not be narrowed by operating equipment and materials.
- Do not damage building equipment.
- Any culpable soiling of the common areas must be reported immediately to the private security service or reception desk.
- In the event of any lift malfunction, the signalling device located in each lift car must be used immediately.
- It is strictly forbidden to bring dangerous substances and objects (combustibles, corrosives, weapons, etc.) into the building.
- Any damage to the health of a visitor or employee in the premises must be reported to reception desk.
- It is strictly forbidden to interfere with fire-technical equipment.
- In the event of an emergency occurring in the premises of MHT1, all staff and visitors are required to follow the instructions of the control room via the public address system and the instructions of the private security service and reception desk.



## **2.3 Regulations for working hours**

### *2.3.1 General provisions*

The working hours refer to the access arrangements to the administration building. During working hours, business partners have access to the building, supplies and some technical activities are carried out.

#### 2.3.1.1 Working hours:

working days:	7:00 a.m. - 7:00 p.m.
Saturdays	no access
:	
Sundays:	no access
public and religious holidays:	no access

#### Reception desk:

working days:	7:00 a.m. - 7:00 p.m.
Saturdays:	no access
Sundays:	no access
public and religious holidays:	no access

### *2.3.2 Regulations for of use of external entrances*

The building does not serve the general public, it serves and is used only by a defined circle of people.

The regulations governing the opening and closing of main entrances, visitor entrances, staff entrances, ramps and other freight entrances, technical entrances and other openings through which the building may be entered shall be carried out as set out below. There are entrances in the MHT1 building that can be grouped based on their function, or the authority and duty to open and close the entrance gates:

#### 2.3.2.1 Entrances to the building for pedestrian visitors and employees

Pedestrian visitor entrances are for the exclusive use of visitors of employees, guests, and the building staff. They cannot be used to transport goods and when they are, they can only be used in a designated and announced manner. These are the entrances to the 1st above-ground floor - turnstile and one-wing doors.

Pedestrian entrances for visitors and employees, the opening or closing of which is authorized and obligatory by the Joint Representative, who is governed by the working hours according to the Operating Regulations. These entrances shall be opened, closed and controlled by the security service, the Joint Representative or his/her designees.

#### 2.3.2.1 Entrances for employees only

They are intended only for company employees and staff working in the building, or for persons who are accompanied by employees or staff. They are equipped with an electronic card access system. They lead to the common areas of the building. It is a side entrance to the building from Vajnorská Street, double doors on the 1st above-ground floor and 2 entrances from the garage to the building on the 1st below-ground floor. Control of the use of the entrances by authorised persons shall be carried out by the security service or by persons authorised by the Joint Representative.

#### 2.3.2.3 Entrances for transport of goods, waste, moving furniture

Transportation of goods, waste and moving furniture may only take place on the ground floor (1st above-ground floor) through the rear entrance to the building, if the goods are delivered by private vehicles.

A supply ramp serving MHT1 and the Datart store is designated for truck use. Access to the supply ramp is open on weekdays during business hours.

The waste is similarly transported to the supply ramp where the containers are stored. Control of the use of the entrance by authorised persons shall be carried out by the security service or by persons authorised by the Joint Representative.

### 2.3.3 *Regulations of movement outside working hours*

Access to the building outside working hours is only granted to persons who work there, provided that they present their identification card to the security guard. Employees must take the shortest possible route to and from the workplace.

An employee (upon presentation of an identification card) or a person authorised by the employee is authorised to enter. Such authorisation shall be signed before two witnesses by legibly stating the names of the authorizing and authorized persons. Security guards may refuse entry without authorisation.

V In the case of permission to enter, the security guard on duty is obliged to record the details of the persons entering (name, address, ID number), the time of arrival and departure, as well as the purpose of the entry in a systematised logbook - the Visitors' Book.

V In the case of technical or construction work: movement is only possible according to the description of the consent for such work issued by the Joint Representative.

V In the case of moving: exports of goods going beyond the normal scope and moving must be notified in writing to the Joint Representative, who will give his/her written consent. The employee is required to keep this consent on his/her person, as without it the security guard must prevent the removal or export of goods or bulky material.

Officials: after working hours, officials authorised to enter must be accompanied by a person appointed by the Head of Security Service.

### 2.3.4 *The importance of observing the Building Operating Regulations during working and non-working hours*

Compliance with the regulations protects the interests of the rental companies, their employees as well as the operator. Conversely, their violation causes unnecessary misunderstandings, may jeopardize safety and operations, or otherwise harm the interests of the Tenant companies or the Joint Representative.

## **2.4 Territorial validity of the Operating Regulations**

The territorial validity of the Operating Regulations applies to all areas of the MHT1 administration building, but in particular to the common areas used for movement, all rooms serving their purpose, as well as the underground and open-air car park, adjacent roads and pavements.

### *2.4.1 Leased Premises of the building*

The operation of the Leased Premises shall be further regulated by the internal rules of the rental companies, which, however, shall not be in conflict with these Operating Regulations.

### *2.4.2 Internal common areas of the building*

Operation in the internal common areas of the building shall be governed by these Operating Regulations.

### *2.4.3 External common areas*

The external common areas include the areas around the MHT1 administration building, i.e. the Plaza Square and the areas immediately adjacent to them. Operation in the external common areas of the building shall be governed by these Operating Regulations.

### *2.4.4 Rooms for staff, warehouses, technical rooms*

Staff space includes rooms for technical service staff, ancillary rooms, service offices, control room, corridors, storerooms and any areas not accessible or partially accessible to the public (e.g. escape routes). Technical rooms shall mean all rooms inaccessible to ordinary personnel, where access is permitted only to qualified technical personnel.

### *2.4.5 Space of reserved underground and open parking*

The operation in the area of the reserved underground and open parking lot is regulated in Chapter 2.9 of these Operating Regulations.

## **2.5 Personnel binding force of the Operating Regulations**

The Operating Regulations shall be adopted by the Joint Representative and compliance with them shall be binding on all Tenants, users of the MHT1 administration building, as well as on the Joint Representative carrying out the overall operation. Furthermore, on employees of the administration building, businessmen and their authorised agents, other persons in the building acting on their behalf and in their interest, as well as on all guests and visitors to the MHT1 administration building.

In the Operating Regulations, "staff" means employees of the Tenant companies in the building, staff employed by Tenants, users and the Joint Representative, as well as businessmen, agents and other persons acting on their behalf and in their interests.

### *2.5.1 Tenants in the Leased Premises*

Where the Operating Regulations use the term "Tenant", it means the Tenant of the administrative or warehouse space on the basis of the Contract for Lease of Non-Residential Premises concluded with Polus, a.s.

### *2.5.2 Employees*

Pursuant to the Operating Regulations, "employee" means an employee, businessman, agent employed by the Tenant in the building, as well as persons acting on behalf of the Tenant, the user of the Leased Premises in the building.

### *2.5.3 Joint Representative*

According to the Operating Regulations, "Joint Representative" means the building operator. The Joint Representative takes care of the tasks of running the property.

### *2.5.4 Contractual partner*

"Contractual partner" means subcontractors in a contractual relationship with the Joint Representative, providing activities and services related to the use of the building under contractually agreed terms and conditions.

## **2.6 Rules of conduct**

### *2.6.1 Staff behaviour*

Employees are obliged to exhibit behaviour towards visitors that contributes to the establishment and maintenance of the companies' goodwill.

The behaviour and manners of employees must be courteous, which contributes to the full satisfaction of other employees and business partners.

It is forbidden to eat or smoke in the Common Areas of the building.

Employees are prohibited from consuming alcoholic beverages in the Common Areas and compliance with this may be checked at any time by security personnel in accordance with applicable Slovak law.

Employees are required to comply with the relevant safety regulations appropriate to their work assignment.

In emergency situations (e.g. in the event of a fire or bomb report), the Safety Regulations or the Fire Regulations must be followed.

When an employee observes an abandoned foreign object or a particularly suspicious person with unusual behaviour, he/she is obliged to inform the security service present.

### *2.6.2 Behaviour of visitors, guests and business partners*

The consumption of alcoholic beverages in the Common Areas is prohibited.

There is a ban on the possession and use of drugs throughout the building.

It is forbidden to enter with objects that disturb public morals.

It is forbidden to enter with a live animal.

It is forbidden to enter the building with a firearm or similar object.

The following is forbidden in the Common Areas of the building:

- carry out commercial activity, hospitality services and tourism,
  - carry out agency activities without a licence, carry out live advertising ("walking billboards"),
  - distribute leaflets and post posters on the walls of the building or on adjacent pavements and roads without permission,
  - organise, conduct and play public gambling, distribute political and similar leaflets and agitate without a permit,
  - use bicycles, skateboards, roller skates and other similar means of transport,
- begging, noisiness, and the display of behaviour that may cause nuisance or panic in others.

### *2.6.3 Behaviour of contractual partners*

The same regulations shall apply to the conduct of the contractual partners as are laid down in the case of employees.

The rules governing the conduct of the contractual partners are set out in the individual contracts.

### *2.6.4 Requirements for the use of objects according to their purpose*

The common goal of the users is the first-class operation of the MHT1 administration building at an exceptional level and the creation of a good reputation of the companies at home and abroad.

In this spirit and in the interest of the proper functioning of the building, as well as in the interest of its users, it is the duty of each user to comply with the regulations set out in the Operating Regulations.

Ensuring that objects are required to be used for their intended purpose is in the interest of protecting the building. Using the experience of operating the building on an on-going basis, the Joint Representative is empowered to establish rules to be observed by all persons subject to the Operating Regulations.

The Joint Representative is obliged to ensure that Tenants and users comply with the prescribed rules and is obliged to sanction violators of the rules within his/her competence. Tenants and users are obliged to use the premises, common parts of the building for their intended purpose in the manner expected in a first-class administration building, and in order to prevent any part of the building from being used contrary to its intended purpose, users are obliged to take all reasonable precautions.

In order to implement this requirement, Tenants and users are obliged to comply with the regulations set out in the applicable legislation and the Operating Regulations, and to support the work of the Joint Representative and cooperate with the Joint Representative.

The Joint Representative shall be entitled to check the effective use of the objects on a regular basis without unreasonably disturbing the users.

The Tenant or user in the operation of his/her Leased Premises is obliged to refrain from such conduct that would restrict the effective use of other Leased Premises. Each Tenant and user shall respect the neighbourhood rights protecting users of other Leased Premises.

Sanitary facilities may only be used for their intended purpose; the free dumping of waste or other materials is prohibited. Damages caused by unprofessional use of the objects by the user or their theft shall be borne by the user.

In the case of non-effective use, the Joint Representative shall obligatorily call on the Tenant, the user, to make remedy and to avoid such acts in the future. In the absence of remedy, the Joint Representative may apply sanctions in accordance with the Operating Regulations.

If the Tenant or user causes damage to the property of the building by non-effective use, he/she is obliged to pay for the damage. Tenants and users are liable to pay a fine/penalty in favour of the building in the event of a breach of the Operating Regulations.

If, in order to prevent damage to common property, the Joint Representative decides to temporarily close certain areas of the building or he/she does so due to a report of a bomb, a natural disaster, an act of terrorism, or the execution of measures by the police, building or other authority, the Tenant or user shall not be entitled to compensation from the Joint Representative.

#### *2.6.5 Occurrence of damages due to violation of the Operating Regulations*

If direct damage to property or indirect damage to the building is caused by a deliberate violation of the Operating Regulations by any of the employees of the Tenants of the building, the Tenant shall bear the financial consequences of the damage in accordance with the provisions of the Lease Agreement.

##### *2.6.5.1 More serious breaches of obligations:*

The following activities are considered serious breaches of obligations:

- repeated violation of the basic rules of conduct,
- failure to comply with prohibitions on certain activities,
- failure to comply with the rules for the use of objects according to their purpose,
- neglect of the obligation to take out insurance,
- breach of fire protection and occupational health and safety obligations.

Further, all such acts or omissions which are contrary to the provisions of the Operating Regulations and which substantially violate or endanger the dignity of the interests of the Tenants and users of the building, especially if such act permanently or substantially restricts or prevents the use of any of the Leased Premises in accordance with its purpose.

Tenants and users in the aforementioned cases are obliged to pay for damages, if they have caused any by their actions.



### 2.6.5.2 Prohibited activities

It is prohibited in all areas of the MHT1 administration building:

- carry out activities that are contrary to the law or violate public morals,
- carry out activities that cause loud noises, odours or are otherwise harmful to the surroundings,
- possession in the premises of the building of substances prohibited by law, especially explosives and pyrotechnic devices,
- possess weapons without a permit,
- keep live animals,
- gambling,
- provide erotic services, etc.

### 2.6.5.3 Visiting regime in the MHT1 building

As the general public is not allowed to enter the building, access and movement of all persons is strictly controlled. All visits of a professional or private nature must therefore be registered at the central reception desk in the lobby (the 1st above-ground floor). During opening hours, each visitor entering the building is addressed by a receptionist or the private security service employee and asked to identify themselves and be registered at the reception desk. After the registration the visitor receives the Visitor Card and the receptionist will notify the employee by telephone of the visitor. Next, the receptionist will explain which floor the visitor should go to, or the employee's internal telephone extension, which the visitor calls from the lift lobby of the respective floor.

After completing the visit, when leaving the building, the visitor will hand over the Visitor Card at the reception desk.

A similar procedure applies to mail carriers, couriers, etc.

- Visitors are not accepted outside working hours.

## **2.7 Use of lifts**

There are 5 lifts in the building for transporting people to workplaces. High-speed lifts are automatically controlled by a central computer, with electronic door closing. One lift is designed to transport people from the basement to the ground floor.

- ENTRANCE via turnstiles to the default floor
- Upon entering the building, attach the smart card to the turnstile, which will call the lift to the default floor. The turnstile display will show the name of the lift that will take you to your default floor. Should the display not show the lift letter, proceed to the nearest OTIS panel and enter your choice of desired floor.

- ENTRANCE via turnstiles to other than the default floor

Upon entering the building, attach the smart card to the turnstile, which will call the lift to the default floor. Next, select your floor on the OTIS controller; if you see "Please Identify Yourself" on the display, attach your card to the indicated location on the panel. If access to the selected floor is enabled on your card, the panel will display the lift letter for your request.

- MOVEMENT within the building

The ground floor can be reached by default by selecting the floor number on the lift control panel, if you select a floor other than the default floor and are asked to identify yourself, you will need to attach a card to the lift control panel. A lift will be summoned to take you to the floor of your choice, as long as you have access to it.

Lifts must not be overloaded.

It is forbidden to damage the cabin interior and equipment.

It is forbidden to misuse the internal cabin floor options to set floors on which no one is getting on or getting off.

In the event of a lift malfunction, it is necessary to use signalling and telephone equipment and report the malfunction to the central control room.

If the Tenant organises a move of furniture or other bigger items (computer monitor, office equipment, etc.), the Tenant must necessarily notify the Building Management, that will ensure the interior protection of the cabin.

## **2.8 Advertising and various events**

### *2.8.1 General rules*

In the building, in its common areas, or on the external surfaces of the building, on the areas created for this purpose, an advertising medium may be placed on the basis of a separate contract and with the written consent of the Joint Representative. Advertising media placed by Tenants and users without the consent of the Joint Representative (boards, corporate signs, stands, etc.) shall be removed immediately by the Joint Representative at the expense of the person who committed such act (unless the advertising media is not removed by the placer within the time limit given to him/her in writing by the Joint Representative). The Joint Representative shall keep the advertising medium so removed for a maximum of three days, after which it shall be entitled to dispose of it.

In order to create a consistent and positive image of the building, the Joint Representative shall maintain good contact with the media on an ongoing basis.

### *2.8.2 Organisation of events*

If any of the Tenants or users wish to hold an event for a closed company, they may only do so on their Leased Premises and must (at least 10 days before the event is due to commence) notify the Joint Representative:

- the place, subject and time of the start and end of the event,
- number of expected visitors,
- any eventual conditions related to the event.

All costs incurred as a result of the permitted event (as well as any damages and compensation) are the responsibility of the event organiser.

If such a closed event would restrict or interfere with the operation of the building and its other Tenants, the Joint Representative shall have the right to prohibit and prevent such event. Tenants and users may carry out advertising activities in the building only in their Leased Premises.

### *2.8.3 Advertising signs on the building*

The Owner shall have the exclusive right to all signage of an advertising nature on the exterior façade of the MHT1 building.

It is forbidden to publish any advertisements and adverts that do not comply with the law, are offensive to good morals or are misused to misinform the addressees of the advertisement.

## **2.9 Parking rules**

### *2.9.1 General parking rules*

The underground and open parking areas of the MHT1 administration building are private property, the use of which is permitted by the owner. Parking lots may be used by authorized persons who abide by the rules resulting from the nature of private ownership of the parking lot and the requirements for its use as set forth in the mission statement.

A maximum speed limit of 10 km/h is permitted in the reserved parking area of the MHT1 administration building. In car parks, everyone is obliged to drive with the utmost caution while observing the rules of the road traffic.

Gas-powered vehicles can only be parked in an open car park. The entry of gas-powered vehicles into the underground car park is prohibited. If the Joint Representative discovers the presence of a gas-powered vehicle in the underground car park, he/she shall have it removed immediately at the expense and risk of the operator of the vehicle and shall initiate infringement proceedings due to the risk of high-value damage.

In car parks, each vehicle may occupy only one parking space marked with vehicle parking lines. The vehicle must not obstruct the regular parking of another vehicle or other vehicles. Accordingly, it is prohibited to stop or wait in the parking lot in a transverse position.

It is forbidden to wait outside the spaces marked for parking. The Joint Representative shall place a notice on such vehicle indicating the date and time of the posting of the notice, and upon the expiration of two hours from that time, the administrator shall have the vehicle removed at the expense and risk of the operator of the vehicle.

If a vehicle is parked in the parking area in such a way as to interfere with pedestrian or vehicular traffic, the Joint Representative shall have it removed immediately at the risk and expense of the operator of the vehicle.

It is forbidden to wash vehicles in car parks. The only exception is a carwash service provider who is licensed by the Joint Representative and has a contract in place. Any vehicle assembly that is not related to the immediate placing of the vehicle in operable condition is prohibited in the parking lots. The use of the parking area for provisioning is prohibited.

**The operator and the owner of the MHT1 administration building are not responsible for vehicles parked in the car park.**

### *2.9.2 Operation of the car park*

The Joint Representative shall be the exclusive operator of the underground and open parking facilities. All tasks associated with the operation of the underground and open parking shall be handled by the Joint Representative.

As the underground and open-air car park MHT1 form an organic part of the shopping and entertainment centre **VIVO! Bratislava** (and in most cases it provides the first and most important impression when visitors arrive), its orderly condition and cleanliness is an unforgivable condition. This is the duty of the Joint Representative.

### *2.9.3 Reserved parking for building employees*

The scope of reserved parking capacities is regulated by the Lease Agreements.

### *2.9.4 Reserved parking zones*

### **Requirements for the operation of parking zone B9 on the first below-ground floor:**

Zone B9 is accessible 24 hours 365 days a year.

- Entrance to B9 between 7:00 a.m. and 11:00 p.m. on weekdays is provided by an entrance ramp with a reader and a barrier through the B3 zone at the MHT1 administration building
- from the public road. At the entrance ramp, the parker from MHT1 puts his/her parking card to the reader, the barrier at the entrance opens, the parker goes through zone B3 to the barrier of zone B9, where he/she reads the parking card a second time and gets into zone B9.
- Exit from zone B9 is possible through zone B3 from 7:00 a.m. to 11:00 p.m. on weekdays and weekends through the garage exits of the shopping centre, namely 3x Kuchajda exit and 1x Junácka exit, where there are readers with barriers.
- Entry and exit to/from zone B9 between 11:00 p.m. and 7:00 a.m. 7 days a week is possible via the shopping centre garage, which can **only** be accessed **via the entrance/exit** ....., which is secured by readers on the outside and inside and an automatic retractable grille.
- If all stalls are filled with MHT1 Tenants parking during the use of Zone B9, the access system will not allow further entries into that zone, even if they have parking privileges. This is indicated by a traffic light, which is located in front of the entrance to B9 from B3, indicating that B9 is fully occupied.
- Outside in front of the entrance ramp to zone B3 there is a signboard with a green and red light indicating the current occupancy of parking zone B9.  
An "anti-pass-back" system is activated in zone B9 to ensure that 1 card cannot be read twice at the entrance before it is read at the exit.

### **Requirements for the operation of parking zone B3 on the first below-ground floor:**

- The zone is reserved for PTII Tenants from 7:00 a.m. to 6:00 p.m. on weekdays. Access to zone B3 is possible from 7:00 a.m. to 11:00 p.m. on weekdays via the entrance ramp at the PTII building from the public road. There is a reader on the entrance ramp to which when a PTII parker attaches their parking card, the ramp at the entrance opens.
- An "anti-pass-back" system is activated in zone B3 to ensure that 1 card cannot be read twice at the entrance before it is read at the exit.

- Zone B3 is open to the PCC parking public between 6:00 p.m. and 11:00 p.m. on weekdays and weekends.
- If during the use of zone B3 between 7:00 a.m. and 6:00 p.m. on weekdays, the entire limited number of stalls is filled with PTII parkers, the access control system will not allow additional entries into this zone, even if they have a parking permit.
- Outside in front of the entrance ramp to zone B3 there is a signboard with green and red lights indicating the current occupancy of parking zone B3 by parkers.
- Exit from zone B3 from 7:00 a.m. to 11:00 p.m. on weekdays and weekends is only possible through the garage exits of the shopping centre, namely 3x exit Kuchajda and 1x Junácka exit, where the readers are located.
- Entry and exit to/from zone B3 between 11:00 p.m. and 7:00 a.m. 7 days a week is possible through the garage of the shopping centre, to and from which the parker can get **only through the Junácka entrance/exit**, which is secured by readers on the outside and inside and an automatic retractable grille.

#### **Requirements for the operation of parking zone C1:**

- The zone is reserved on weekdays only. Entrance to zone C1 is possible on weekdays by entrance with a reader and barrier from the public road at the supply Carrefour yard.
- Exit from C1 zone is possible on weekdays by exit with a reader and barrier to the public road in front of the PTII building.
- At weekends and public holidays, the C1 zone is open to the parking public, the barriers are raised up (from Friday 00:00 to Sunday 00:00).
- The access system is set to a limited number of stalls and will not allow entry beyond that number. Within zone C I there are 10 stands reserved for visitors.
- In zone C1, an "anti-pass-back" system is activated to ensure that 1 card cannot be read twice at the entrance before it is read at the exit.

- At all entrances and exits there is an Intercom device that can be used to communicate with the controller in case of any problem.

## **2.10 Air-conditioning system (HVAC)**

The entire building has 100% air exchange with the possibility of local temperature and fan speed control. The central air preparation system is supplemented by local air conditioning in the Leased Premises on individual floors.

The building uses cooling beams technology. The beams work on the induction principle, the cooling and heating water maintains the correct temperature in the room and the supply of treated primary air ensures the supply of fresh air into the space.

## **2.11 Insurance**

### *2.11.1. Owner's property, liability and building insurance*

The owners of PTII have taken out general property, public liability and building insurance policies for the period of the continuation of the construction work.

### *2.11.2. Property and liability insurance*

The owner of the administration building shall take out, at the expense of the administration building's operating budget, an insurance policy for the PTII administration building, its technological equipment, common areas and, in relation to these, damages caused to third parties, and shall maintain it.

### *2.11.3 Property and liability insurance for Tenants and users*

Based on the above reasons, each Tenant and user is obliged to take out an insurance policy at his/her own expense to insure the property and liability relating to the Leased Premises which he/she uses, the investments located in the Leased Premises, the machinery and other equipment built there, as well as to cover damages caused to third parties as a result of the Tenant's and user's activities in the MHT1 administration building.

When taking out insurance for their property, Tenants and users are obliged to take into account the fact that the security service of the administration building does not provide individual supervision and protection of their Leased Premises.

During business hours, Tenants and users of the Leased Premises in the administration building shall be liable for property located on the Leased Premises.

The security service shall only be liable for property damage resulting from acts committed during non-working hours in the administration building if such damage is proven to have been caused during non-working hours and it can be established from the traces of the act committed that the intrusion was made by breaking into the enclosed Leased Premises from the outside, and the investigating authority has issued a valid resolution to that effect.

## **2.12 Penalties for breach of payment obligations**

### *2.12.1 Purpose of sanctions*

The smooth operation of the building through comprehensively occupied Leased Premises is a common interest of all Tenants and users of the building. One of the prerequisites for meeting this objective is that Tenants and users fulfil their obligations to the owner and operator systematically and accurately. Failure to do so will result in the following penalties being imposed on violators.

### *2.12.2 Sanction and its applicability:*

Sanctions and their applicability to non-performance are governed by the Lease Agreements.

Tenants and users acknowledge that failure to pay operating costs or other payment obligations, or regular delays in payment, jeopardizes the existence of the administration building and thus the safe operation of their own business.

## **2.13 Supplies**

All deliveries of bulky consumer goods are made via the shared supply ramp of PTII and the Datart business unit via the rear entrance to the building from Lake Kuchajda. In order to avoid collisions, the route which, in the opinion of the Joint Representative, best meets the conditions of the shortest and quickest access to the Leased Premises has been determined.

Tenants and users are obliged to unload and take over the goods assigned to them as soon as possible. Unloading and loading must not take more than half an hour. Parking on the supply ramp is prohibited. The prescribed time for the supply of bulky consumer goods is until 7:00 a.m. in the morning or after 7:00 p.m. in the evening. Security is obliged to control the taking over of goods in the unloading area.



### **3 BUILDING SECURITY**

#### **3.1 Guarding, protection and security**

Guarding and protection of the MHT1 administration building is provided by a company with professional training (hereinafter referred to as the "security service") on the basis of a separately concluded contract with the operator. The security service performs its tasks on the basis of the concluded contract and the Operating Regulations.

During working hours in the administration building, security guards contribute with their presence and activities to ensuring the necessary conditions for the peaceful functioning of the building, facilitating the undisturbed working process of employees and visitors. If any persons require assistance from the security service during working hours for security reasons, the service is obliged to cooperate with the employee or visitor to the building and provide assistance.

If a crime is found to have been committed in any of the Leased Premises, or if a threat situation arises, the user or an employee residing therein is obliged to report this fact to the nearest security officer and the Joint Representative. Each user and employee of the Leased Premises is obliged to immediately report to the nearest security officer if they discover an abandoned item (e.g. a package) in the Leased Premises or anywhere in the common areas.

In justified cases, the security service may examine visitors' parcels, briefcases or bags when they enter or leave the building. Such an examination may be carried out only for the protection of persons and property, with due consideration and cannot be associated with unnecessary disturbance of visitors and violation of their human rights.

Tenants and users of all Leased Premises are obliged to notify the Joint Representative in writing, which authorized person of the Tenant or user the Joint Representative (or his/her representative) is obliged to notify in the event of an emergency (fire, burglary, burst water pipe, etc.). In order to do this, we ask that you always keep the Tenant Information Sheet up to date.

Tenants and users are obliged to take into account the fact that the security service does not provide individual guarding and protection of individual Leased Premises when concluding a property insurance contract. If any Tenant or user wishes to implement guarding and protection of its Leased Premises, the construction and operation of such security service shall be consistent with the operations of the security service.

It is the responsibility of the building security service to enforce compliance with the aforementioned regulations, to require violators of the rules to immediately cease the prohibited activity and conduct, and to remove such persons from the building grounds in the event of a failure to warn.

After an unsuccessful appeal, the security service is also obliged to remove from the premises of the building persons who are conspicuously unkempt, dressed in clothing unacceptable from a hygienic point of view, whose presence in the premises of the building may arouse offence and panic in others, as well as persons in a drunken, drugged state and persons endangering themselves or the public.

In the event of inappropriate behaviour, violation of any rules, attempt or commission of a crime, the security service in the building is obliged to follow the content of the special rules (preventing the perpetrator from leaving until the arrival of the police, removal of the perpetrator to the controller's room or to another place reserved for this purpose and immediate notification of the official authorities and the Joint Representative).

Tenants and employees are responsible for property located on the Leased Premises.

The security service shall only be liable for property damage resulting from acts committed outside working hours if such damage is proven to have been caused during non-working hours and it can be established from the traces that the intrusion into the Leased Premises took place from the outside, and there is a valid resolution of an official authority to that effect.

#### *3.1.1 Identification card*

Each employee working for the Tenant in the Leased Premises must have an identification chip card usable also in the electronic access system of the Common Areas. The identification chip card is non-transferable.

Identification chip cards shall be provided by the employers - Tenants at their own expense through the Joint Representative for their employees including their support staff.

The identification chip card is used to access the Leased Premises in security access devices provided by the Tenant.

Employees or users are obliged to report the loss of the identification card to the Joint Representative.

The Tenant shall immediately notify the updated database to the Building Management upon the dismissal of an employee or the hiring of a new employee, who shall also update this status in the Common Areas' electronic access system.

Alternatively, identification cards may be supplied by Building Operations and subsequently re-billed to the Tenant at a 1:1 ratio of actual cost.

### *3.1.2 Procedure for reporting an explosive device in the building and in the event of a terrorist attack*

When an explosive device is reported in the building during working or non-working hours, whether anonymous or not, to any person in the building, that **person shall immediately report the fact without causing panic and spreading an alarm message, alternatively:**

- to the nearest member of the security staff, or
- to the central control room at tel. No. 02/4444 2013, or
- to the main reception at tel. No. 02/4954 2802, or

to the Director of Operations at tel. No. 0910 950 011, or to the Management of **VIVO! Bratislava**, at tel. No. 02/4910 2030.

Further action will be determined by the authorised persons in cooperation with the Police. In the event of an evacuation

of the building, the rules in Section 3.3.3 - Fire Evacuation Plan apply.

The same applies in the event of an unexpected terrorist attack or natural disaster.

## **3.2 Key and access system**

The key systems in the building were supplied based on the individual requirements of each Tenant separately.

As standard, the building operation will provide a 1pc of pad and 3pcs of keys from the main entrance to

the Tenant's premises. Other inserts and keys based on the Tenant's request will be supplied by Building Operations and subsequently re-invoiced at a 1:1 ratio of actual cost.

Additional Tenants' requests for system keys shall be arranged and handled by the Joint Representative.

The general key, which is superior to the Tenants' key systems, is held by the Joint Representative in a sealed envelope in the central control room in case of an emergency (fire, accident or natural disaster). The envelope contains the names of the Tenants' contact persons to be notified of any special use of the keys.

The access security system to the rental premises is provided and operated by the Tenants.

## **3.3. Protection against fires**

The performance of measures in the field of fire protection is governed by legislation and other regulations to ensure fire protection. The basic legal regulations are the Act of the National Assembly of the Slovak Republic No. 314/2001 Coll. on fire protection as amended, Decree of the Ministry of the Interior of the Slovak Republic No. 121/2002 Coll. on fire prevention as amended, and decree issued by the Ministry of the the Interior of the Slovak Republic. The other regulations are, in particular, the regulations issued by the owner and administrator of the real estate - the PTII administration building (hereinafter referred to as the "object") in this section.

### *3.3.1 Fire reporting room*

The administrator of the building determines according to Section 15 (2) of the Decree of the Ministry of the Interior of the Slovak Republic No. 121/2002 Coll. on fire prevention as amended, one common fire reporting room for all legal entities and natural persons - entrepreneurs who carry out business activities in the building. This fire reporting room with telephone number 4446 0339 is established at the operational control room of the building where a round-the-clock service is provided. The administrator of the building is responsible for ensuring the continuous operation of the fire alarm room, as well as for its equipment according to Section 15 (4) and for storing the necessary documentation according to Section 15 (5) of the Decree of the Ministry of the Interior of the Slovak Republic No. 121/2002 Coll. on fire prevention as amended.

### *3.3.2 Fire alarm guidelines*

Pursuant to Section 27 (4) of Decree of the Ministry of the Interior of the Slovak Republic No. 121/2002 Coll. on fire prevention as amended, the owner (administrator) of the object shall ensure the preparation of fire alarm guidelines. The fire alarm guidelines are binding on all legal entities and natural persons - entrepreneurs who carry out business activities in the object, but also on persons who, with the knowledge of legal entities or natural persons - entrepreneurs, stay in the premises leased by them for the purpose of carrying out activities for them. The fire alarm guidelines are also binding on individuals staying in the building (shopping, meetings, gatherings, etc.). Legal entities, natural persons - entrepreneurs and natural persons are obliged, when observing a fire, according to the approved fire alarm guidelines in particular:

- everyone is obliged to take the necessary measures to rescue endangered persons,
- everyone is obliged to try to extinguish the fire with available extinguishing means, and if it is possible to prevent it from spreading, to declare a fire alarm and report the fire to the fire control room - the operational control room of the building,
- to report a fire by calling the fire reporting room at tel. No.: 4446 0339 or by notifying private security service personnel,
- immediately report the occurrence of a fire to his/her supervisor or his/her deputy.

### 3.3.3 *Fire evacuation plan*

Pursuant to Section 28 (4) of Decree of the Ministry of the Interior of the Slovak Republic No. 121/2002 Coll. on fire prevention as amended, the owner (administrator) of the building shall ensure the preparation of fire evacuation plan. The fire evacuation plan is binding on all legal entities and natural persons - entrepreneurs who carry out business activities in the building, but also on persons who, with the knowledge of legal entities or natural persons - entrepreneurs, stay in the premises leased by them for the purpose of carrying out activities for them. The fire alarm guidelines are also binding on individuals staying in the building (shopping, meetings, gatherings, etc.).

The fire evacuation plan regulates in particular:

1. Determination of evacuation methods and routes - evacuation will be carried out by staff and by means to be determined by the site manager in the light of the situation, as well as by the legal entity's fire patrol along the designated escape routes, which are indicated graphically on the site plan of the object.
2. Determination of the place where the evacuees will be concentrated and determination of the responsible employee who will check the number of evacuees - evacuees will be concentrated in front of the building in the free areas of parking zone C1 and public roads at a safe distance from the building so that they do not interfere with the evacuation of other persons and material, as well as in the provision of first aid.
3. Checking the number of evacuated persons of the Tenant - legal entity shall be carried out by the statutory body of the legal entity or a person authorized by it, for each evacuation zone. A check of the number of evacuees of the Tenant - natural person - entrepreneur shall be carried out by this person or his/her responsible representative, for each evacuation zone. The statutory body of the owner (administrator) of the building or a person authorised by him/her shall check the number of evacuees for the common areas in the building.
4. Provision of first aid to affected persons - first aid to affected persons will be provided at the evacuation site by persons/employees of the Tenants who have completed a first aid course and by the ambulance called. Injuries and other medical conditions should be reported as soon as possible to the site manager or evacuation officer.
5. Graphic marking of evacuation routes in floor plans - graphic marking of evacuation points is placed on each floor in a visible and accessible place and is an integral part of the fire evacuation plan.

### **3.4 Occupational health and safety**

The rules of occupational health and safety of legal entities - Tenants are regulated in particular by the following laws, ordinances and regulations:

- Act of the National Assembly of the Slovak Republic No. 124/2006 Coll. on occupational health and safety
- Act of the National Assembly of the Slovak Republic No. 219/1996 Coll. on protection against the abuse of alcoholic beverages
- Decree of the Occupational Safety Authority of the Slovak Republic No. 508/2009 Coll. on ensuring occupational safety and health, safety of pressure, lifting, electrical and gas equipment and on professional competence.

## **4 CLEANING IN THE BUILDING**

### **4.1 Cleaning Regulations of the building**

#### *4.1.1 General provisions*

Among the high demands placed on PTII administration building is the requirement that all areas, as well as the roads and car parks used, are kept clean and tidy at all times.

The role of the Joint Representative is to keep the building, common areas, car parks and road network clean to a high standard in accordance with the weather conditions.

It shall be the responsibility of the Joint Representative to determine and supervise the work of subcontractors during the performance of each separate cleaning task in the Common Areas as set forth in the supply contracts.

Cleaning of the Leased Premises in the building is provided and checked by the Tenants themselves at their own expense.

#### *4.1.1.1 Purpose of the Cleaning Regulations*

The Joint Representative shall administer the cleaning and waste handling regulations by specifying the cleaning and waste handling tasks, ensuring their coordination, flawless execution and compliance with hygiene requirements. The above regulations clearly set out the scope of cleaning work in the building.

#### *4.1.1.2 Territorial validity*

The territorial validity covers the entire area of the VIVO! Bratislava and myhive Vajnorská | Tower 1, separately leased premises, corridors, all premises other than underground and open parking, and roads.

It also applies to staff areas such as staff changing rooms, sanitary facilities, offices, corridors, warehouses and all areas closed or partially closed to the public (e.g. escape corridors, etc.), in addition to technical rooms where access is restricted to authorised technical staff.

#### *4.1.1.3 Temporal validity*

The Cleaning and Waste Handling Regulations shall apply from the time of publication until revoked.

#### *4.1.1.4 Personal validity*

All owners, Tenants, users and users of MHT1, as well as the Joint Representative, are required to comply with the Waste Handling Regulations. They are also binding on employees, contractors, persons authorised by them, persons acting on their behalf and in their interests, as well as on all employees and visitors to MHT1.

The term "employee" means employees, Tenants, users and the Joint Representative, as well as persons authorised by them and other persons acting on their behalf and in their interests. By "contractual partner" we mean subcontractors who carry out their work on the basis of a contract with the Joint Representative.

The Joint Representative shall ensure the technically created hygienic conditions necessary for the Tenants and users to carry out the work related to cleaning and waste handling prescribed in the applicable hygiene standards.

#### *4.1.2 Cleaning Regulations for the Common Areas of the Building*

In addition to the common areas of the building, the Joint Representative's cleaning obligation extends to the car parks and road network around the building. In addition to the regular cleaning of roads and green spaces, the role of the Joint Representative is also to maintain or replace them.

In order to carry out the cleaning work, the Joint Representative shall use the services of a specialised cleaning company which employs qualified cleaning staff. The form of cooperation will be specified in their supply contract. The contract also includes cleaning tasks.

The main cleaning work is carried out at night between 10:00 p.m. and 6:00 a.m., the daytime cleaning service is between 8:00 a.m. and 6:00 p.m.

##### *4.1.2.1 Scope of cleaning work*

Common areas on the 1st below-ground floor, from the 1st above-ground floor to the 20th above-ground floor, and also all technological areas in the building are cleaned.

##### *4.1.2.2 Cleaning of the supply ramp*

Cleaning of corridors, rooms and the ramp used for delivery of goods and removal of rubbish is taken care of by special staff. Cleaning and disinfecting these areas and corridors is the responsibility of the Joint Representative, while washing the doors to the businesses leading to these corridors is the responsibility of the Tenants.

Since the supply of goods and the removal of rubbish are carried out through the same corridor, they should at least be strictly separated in time. Supply and rubbish removal cannot overlap even by chance. On this basis, it is forbidden to store goods or rubbish in the corridor.

Disinfection and servicing of the press containers shall be provided by the Joint Representative's contractual partner.

##### *4.1.2.3 Cleaning of the external area of the building*

In addition to the common areas in the building, the Joint Representative's cleaning obligation extends to the car parks and road network around the building. In addition to the regular cleaning of roads and green spaces, the role of the Joint Representative is also to maintain or replace them. This includes cleaning the exterior of the building of dirt, drawings (graffiti), notices posted without permission, cleaning pavements and parking lots, picking up litter. The Joint Representative shall conclude a contract for cleaning of external roads and pavements.



#### *4.1.2.4 Equipment and materials used*

Basic cleaning with the use of machines is carried out on the night shift, except in emergency situations. Other materials and equipment are used depending on the type of cleaning required. Materials and equipment are provided by the Joint Representative's contractual partner.

#### *4.1.3 Cleaning of the Leased Premises*

The Tenant and user shall ensure the cleanliness and tidiness of their premises. Cleaning works must be carried out daily, before or after working hours.

#### *4.1.4 Inspection of cleaning work*

The contractual partner in charge of cleaning work shall provide, at his/her own expense, responsible shift supervisors to ensure the cleanliness of the building. The Joint Representative shall control the work of the contractual partner. Each morning, the contractual partner's Shift Lead with one of the Joint Representative's Managers will walk through the entire building to check for basic cleaning. During the inspection, they will also determine and schedule other cleaning work. They check regularly during the day:

- the territory assigned to individual employees,
- the use of funds in accordance with the regulations,
- cleaning of premises intended for permanent cleaning,
- use of protective clothing, protective equipment (e.g. gloves).

## **4.2 Waste**

#### *4.2.1 Rules for handling waste*

The Joint Representative shall ensure the selective collection and handling of waste in accordance with the legislation. The detailed roles of the Joint Representative, Tenants and users in relation to the handling and removal of waste are set out in the following rules:

Each Tenant and user is obliged to take the waste generated in their Leased Premises to a common collection point created for this purpose. It is forbidden to place waste in the bins reserved for visitors in the Common Areas.

Tenants and users can use the waste collection point on the ramp at Lake Kuchajda (Datart) for waste collection at the following times: 8:00 a.m. – 12:00 noon, 4:00 p.m. - 10:00 p.m.

All Tenants and users are obliged to comply with the legislation relating to the handling and removal of waste. Tenants and users are obliged to handle waste on the basis of the rules of selective waste collection. The Joint Representative is obliged to ensure the conditions for the selective collection of waste.

The Joint Representative is responsible for waste removal from the common areas to the waste depot and for the removal of all waste from the building.

#### *4.2.2 Types of waste*

In the Leased Premises of the building, the waste generated during the operation must be collected selectively, employees or cleaning services must take it between 8:00 a.m. and 12:00 noon, 4:00 p.m. and 10:00 p.m. to the designated waste points located on the supply ramp at Lake Kuchajda (Datart) and in the hazardous waste and plastics room.

Compactors and other waste receptacles may only be operated by an employee authorised by the contractual partner of the Joint Representative who arranges for the disposal of the waste. Paper cannot get into organic waste, nor can any other material get into paper.

As part of the selective waste collection, the following waste must be collected and taken to designated places separately:

- municipal waste
- paper and cardboards
- plastic waste
- hazardous waste

Cleanliness must be maintained when removing waste through the Common Areas of the building. Companies providing temporary or irregular maintenance work, renovation work of a construction or other nature in the building cannot deposit their waste in containers designated for the building, but must order their own container for construction waste.

#### *4.2.3 Handling of different types of waste*

##### *4.2.3.1 Municipal waste*

Most municipal waste is generated in offices on individual floors. This waste should be collected in plastic bags and taken to a central compactor collection container. Removal of municipal waste from the compactor container on the ramp at Lake Kuchajda (Datart) is provided by the contractual partner of the Joint Representative.

#### *4.2.3.2 Selective waste (paper and cardboards)*

Tenants and users are obliged to strictly observe the sorting of paper and cardboard as part of the waste selection process, and to hand them over to the Joint Representative at the ramp at Lake Kuchajda (Datart). Removal of waste from the compactor container on the ramp at Lake Kuchajda (Datart) is provided by the contractual partner of the Joint Representative.

#### *4.2.3.3 Hazardous waste and selective collection of plastics*

The Tenants and users are obliged to hand over the generated hazardous waste (fluorescent lamps, bulbs, toners, etc.) and plastic waste to the Joint Representative, who will arrange their disposal through the contractual partner.

#### *4.2.4 Waste transport route*

Tenants and users, or their cleaning companies, may use the lifts (A-E) for the purpose of transporting sacks of waste at specified times (outside of the morning and lunchtime rush hours). The route is determined via: ground floor (1st above-ground floor), supply corridor through the back entrance to the ramp at Lake Kuchajda (Datart) and to the waste room for hazardous waste and plastic waste (see drawing).

### **4.3 Extermination and disinsection regulations of the building**

Rodent and insect extermination in the Common Areas of the building is provided by the Joint Representative's contractual partner.

The Joint Representative and Tenants may only conduct destruction using chemicals that are completely safe for activities, employees, personnel, and visitors in the premises of the building in accordance with applicable law.

#### *4.3.1 In the Common Areas*

The Joint Representative is obliged to ensure the extermination and disinsection of all common areas of the building twice a year. In addition, it is the duty of the Joint Representative to examine the need for further extermination and disinsection and, where justified, to arrange for extermination and disinsection and to check their effectiveness.

Where only one Tenant is demonstrably responsible for the proliferation of rodents or insects in any premises, the destruction in that case shall be carried out by the Joint Representative at the expense of the Tenant of those premises.

#### 4.3.2 *In the Leased Premises*

Tenants shall provide their own extermination and disinsection in the Leased Premises at their own expense at least twice a year at a time to be coordinated with the Joint Representative.

When additional insect and rodent extermination is required on the Leased Premises other than twice a year, the Tenant shall perform such extermination at the Tenant's own expense, and shall promptly notify the Joint Representative.

When the Joint Representative discovers that an activity carried out in certain Leased Premises may lead to the proliferation of insects or other pests, the Joint Representative shall call upon the user of the Leased Premises to comply without delay with his/her aforementioned obligations.

Where this notice fails to comply within five days, the Joint Representative shall, at the expense of the user of the Leased Premises concerned, arrange for the extermination of insects and vermin at a pre-agreed date. The Joint Representative and the Tenant and user may only carry out destruction using chemicals that are completely safe for the activities, staff, employees and visitors to the premises in accordance with applicable law.

When any Tenant or user fails to permit extermination and disinsection in the Leased Premises, the Joint Representative is authorized to enter the Premises and perform the same. The costs so incurred shall be borne by the user who wished to prevent the destruction.

## **5 TECHNICAL TROUBLESHOOTING**

Troubleshooting of technical defects in the technical equipment of the building and defects of a construction, interior character in the Leased Premises, as well as in the Common Areas is provided exclusively by the Joint Representative. Reporting technical faults to the central control room at tel. No.: **0903 711 433**.

Technical equipment mainly includes:

- stable fire extinguishing equipment (SFEE) - sprinklers and their distribution systems, hand-held fire extinguishers,
  - EPS (electronic fire signalization) - smoke detectors and their wiring,
  - indoor radio and its wiring,
  - all HVAC, heating and cooling equipment and ductwork,
- all electrical power and light-current equipment and their distribution systems,

- all water and sanitary facilities and their distribution systems,
- telecommunication wiring.

Tenant shall promptly and without delay report any malfunctions or defects in any technical equipment in the Leased Premises to the control room and the Joint Representative.

The defects of an interior and constructional nature relate in particular to:

- load-bearing structures of the building,
- non-load-bearing partition walls and their surfaces,
- doors with fittings and accessories,
- ceiling soffits,
- parapet and glazed façade parts,
- floor surfaces,
- kitchens.

Tenant shall promptly and without delay report any defects, malfunctions, deficiencies or suspicious changes of an interior or constructional nature in the Leased Premises to the control room and the Joint Representative.

All deficiencies and defects in the kitchen equipment and in the built-in interior of an operational nature caused by normal use, wear and tear and operation shall be remedied by the Joint Representative at the joint expense.

All deficiencies and defects in the equipment and in the built-in interior that are apparently caused by theft or deliberate damage shall be remedied by the Joint Representative at the expense of the Tenant.

## **6 OPERATION OF SPECIAL TECHNICAL EQUIPMENT**

At the request of the Tenants, special technical equipment has been installed in the Leased Premises, which represents a superior standard and serves to provide a special environment necessary for the performance of certain work and technological activities of the Tenants. These are mainly additional cooling of server rooms, fire extinguishing equipment, technology, spare power supply, etc.

The operation of these facilities is governed by the Lease Agreements or additional contractual relationships with the Tenants.

## **7 IMPLEMENTATION OF CONSTRUCTION AND TECHNICAL CHANGES IN THE LEASED PREMISES**

Any changes or alterations of a structural or technical nature to the Leased Premises must be discussed and agreed to by the Joint Representative and the Owner before they are implemented.

The Joint Representative and the Owner shall grant permission to make any changes based on the submitted design documents, which they shall have professionally reviewed. Tenant shall not make any alteration or modification, even of a minor, structural or technical nature, without the permission of the Joint Representative and the Owner.

This obligation is governed by the Rental Agreement. Any alteration or modification of a constructional or technical nature in the Leased Premises requested by the Tenant shall be ensured at the Tenant's own expense.