

## **"INTERNAL REGULATIONS FOR USE OF THE CAMPUS"**

### **I. General rules**

1. These Internal Regulations for Use of the Campus ("**Rules**") have been drawn up by the Landlord to supplement the Agreement and to specify in more details the main internal requirements of the Office Buildings and the area related to them and owned and / or controlled by the Landlord (i.e., the Campus). The Rules do not change the provisions of the Agreement. In case of discrepancies between the Rules and the Agreement, the provisions of the Agreement shall prevail.
2. The Rules are binding upon all tenants, incl. the Tenant, renting premises in the Campus, employees of the Tenant, as well as other third parties whom the Landlord or the Tenant invite to perform certain activities in the Campus. The management of the Tenant become liable for the observance of the Rules by signing them together with the Agreement.
3. The Tenant shall not use the Premises for any other purpose other than indicated in the Agreement.
4. The Tenant shall be liable for any damage and cost of elimination if said damage is caused to the Landlord or a third party by the breach of the Rules.
5. The Tenant shall also be liable for intentional or unintentional damage of the Campus caused by the Tenant's clients, guests or subcontractors breaching the Rules.
6. The Tenant shall be responsible for introducing the Rules to its employees and shall control that its employees, corporate officers, agents, suppliers, craftsmen, contractors, subcontractors, clients, guests, invitees and any other persons acting on behalf of the Tenant or being allowed by the Tenant into the Premises, the Parking Places or the Campus, follow the Rules.
7. The Landlord is entitled to unilaterally amend and supplement these Rules by other requirements in compliance with reasonable market practice in the Baltics, if such is necessary to improve safety and security in the Campus, or to additionally regulate actions of persons inside the Campus in the event of emergency, provided that the Landlord has given a 30 (thirty) days prior notice to the Tenant on the intended amendments / supplements of these Rules.

### **II. Plant and equipment in the Office Buildings**

1. The Office Buildings are equipped with the following systems and equipment:
  - a. Central ventilation system;
  - b. Central cooling system;
  - c. Electricity networks;
  - d. Security systems (access control and video surveillance);
  - e. Life safety systems (fire detection, fire alarm, PA, fire hydrants, and life safety generator);
  - f. Management system (BMS) of the Office Buildings;
  - g. Central heating system;
  - h. Natural gas supply and distribution networks;
  - i. Water and sewage system;

- j. Public toilets and shower rooms in the Common Areas;
  - k. Passenger elevators;
  - l. Internet and communications networks;
  - m. Furniture in the Common Areas.
2. It is prohibited without the Landlord's written permission to change, cover, move, remove or detach elements of systems or other equipment installed in the Office Buildings, or to place heavy weight onto, or attach objects to these. The Tenant shall not perform any works and / or drills on the structural elements and / or facade profiles of the Office Buildings and / or the Premises and / or elsewhere in the Campus. Security personnel or the Landlord shall be notified immediately of any malfunction or unusual system behaviour.
  3. The Tenant without prior Landlord's consent shall not store and operate in the Premises any mechanical devices causing extensive noise, vibrations, interfering with radio or television reception or other such signals or that may be interruptive or disturbing to the owners or persons occupying other parts of the Campus, adjacent or neighbouring areas.

### **III. Using elevators**

1. When using elevators, the Tenant shall observe the carrying capacity norms (maximum 13 people or 1000 kg per elevator).
2. It is not allowed to use the elevators for any delivery of cargo or other heavy objects (furniture, appliances, etc.), except cases previously agreed with Landlord, e.g., by moving-in into the Premises and due to arrival of additional new equipment / furniture. For these purposes the Tenant shall use one of the two evacuation staircases at either end of the Office Buildings while also informing security personnel thereof.
3. It is not allowed to use open fire, to smoke (incl. to use e-cigarettes, cigalikes, pod systems, vape pens, vape mods, etc.) or to carry easily inflammable or combustive liquids in the elevator cabins.
4. If the elevator stops due to malfunction, a person shall follow instructions in the cabin – that is, to use the intercom installed in each elevator and to ask security personnel for assistance. It is very important to stay inside the cabin and wait for professional assistance without trying to open the elevator doors or to escape the cabin.

### **IV. Access control and security**

1. All entrances to the Office Buildings are open during the Working Hours (as defined below) and locked outside of the Working Hours. All third parties and guests (incl. employees of the Tenant without electronic key cards) reach the Tenant's reception via the videophone at the entrance of the respective office building to enter it outside of the Working Hours. Alternatively, third parties and guests may be allowed into the respective office building and / or guided up to the Premises by the Tenant's employees. Persons without electronic key cards will not be admitted to the respective office building by the security personnel.
2. The Tenant will be supplied with electronic key cards to enter the Premises and the respective office building where the Premises are located. The Tenant shall present to the Landlord the list of its employees (name, surname and in case several persons with the same name and surname are employed by the Tenant – in addition the date of birth, but only with regards the persons with the same name and surname) before receiving the

electronic key cards. This data will be added to the access control system by the Landlord to associate one key card with one person. The Tenant shall immediately notify the Landlord or the security personnel about any changes in the list of its employees who are permitted to the respective office building and the Premises.

3. A person to whom an electronic key card has been issued may not hand it over or transfer to any third person. Security personnel shall be informed immediately about the loss of a key card. The Landlord will cancel the lost key card and issue a replacement key card for a fee of EUR 15 (VAT included).
4. Security personnel shall be notified immediately about suspicious people in or at the Office Buildings or the Campus. It is also extremely helpful (if spotted) to notify the security personnel about tail-picking behaviour (i.e., suspicious persons following other persons into the Office Buildings, the elevators, etc.) or guide a person lost to the reception of the Campus.
5. Before leaving the Premises, the Tenants should switch off all lighting and electronic devices (except those necessary to maintain the functioning of the office); make sure all windows and all doors to evacuation staircases are closed; make sure there are no other people left inside the Premises; check if water taps in the kitchens are closed and the water is not leaking (if applicable). The Premises must be locked.

#### **V. Using electric appliances**

1. All electric appliances used in the Premises should meet safety requirements against fire or explosion. The Tenant is fully liable for the consequences of fire or explosion caused by electric appliances. Upon the Landlord's request, the Tenant shall present a full list of electric appliances used inside the Premises, incl. their capacities.
2. When using electric appliances, the following is prohibited:
  - a. to use damaged sockets, plugs, distribution boards, switches or other electric fittings;
  - b. to cover electric cables, lamps, lighting diffusers or heaters by flammable materials;
  - c. to use electric irons, microwave ovens, kitchen stoves and kettles outside the designated kitchen areas (if applicable);
  - d. to use any electric heating devices other than those being part of the heating system installed by the Landlord;
  - e. to leave switched on and without supervision such electric appliances, which are not required by their nature and purpose to be switched on permanently.
3. In case damages to electrical networks (incl. sockets) are spotted inside the Premises or the Office Buildings, it is strictly forbidden to perform repairs without prior consent of the Landlord.

#### **VI. Using the Office Buildings**

1. The working hours of the Office Buildings are currently defined as workdays (Monday to Friday), 08:00 – 20:00 ("**Working Hours**").
2. Central ventilation (entire year) and cooling (hot seasons) is currently programmed to switch on and off respectively before and after the Working Hours to save energy costs. This should not cause a decrease in comfort level if the Tenant's office is not operating at full capacity outside the Working Hours. On the Tenant's request, the Working Hours

can be extended; however, the Tenants must understand that the Common Utility Charges will increase due to higher electricity and heating bills.

3. Smoking (incl. using e-cigarettes, cigalikes, pod systems, vape pens, vape mods, etc.) is allowed only in the designated areas outside of the Office Buildings. The cigarette-ends should be left only in ashtrays and always put out. It is prohibited to smoke (incl. to use e-cigarettes, cigalikes, pod systems, vape pens, vape mods, etc.) inside the Office Buildings (incl. the Premises). It is also prohibited to throw cigarette-ends on the floor, into the sinks, WC units, in the area around the buildings. It should be remembered that smoke detectors installed in the Premises and in the Common Areas will trigger the fire alarm.
4. It is forbidden to leave office trash, boxes and packages in the Common Areas. It is strictly forbidden to block or obstruct the evacuation paths (incl. inside the Premises).
5. The Tenant shall not take any action causing damage to any driveway, platform, path, road and / or other area within the Campus and / or take any other action in any way hindering the normal use of the same by other persons.
6. It is prohibited to bring animals, with exception of guide dogs, poisonous chemical substances, easily inflammable items and liquids into the Office Buildings.
7. Preschool children brought to the Campus (i.e., the Office Buildings and the related territory) should not be left without supervision.
8. The Tenant shall be responsible for the noise that disturbs activities of other tenants.
9. The Tenant is not allowed to expose any commercials, logos and / or any other advertisement materials and goods in the Premises' windows or elsewhere in the Campus.
10. It is not allowed to consume alcohol and drugs in the Common Areas, or to stay under the apparent influence of alcohol or drugs. The security personnel have a right to escort the Tenant's employees, guests and other persons to the outside of the Office Buildings and the Campus if such is spotted.
11. The Tenant shall collect household waste from the Premises and move it to the designated area (i.e., the garbage containers). If the waste is removed within the Working Hours, it shall be done in a strictly hygienic manner, incl. by using indoor waste collection carts / trolleys, otherwise the waste shall be removed only outside of the Working Hours. The Tenant is responsible for sorting its garbage into those categories the containers are provided for (e.g., plastic, glass, carton, etc.).
12. The Tenant shall not drain in the ducts any oils, lubricants or any harmful substances, foulants or substances that may cause occlusion or become the source of danger, damage the duct or the sewage system of the Premises or any part of the Campus.
13. Any deliveries of goods such as furniture, office equipment or other voluminous items should take place outside the Working Hours of the Campus. The Landlord may further provide specific routes and passage regulations for such deliveries.
14. Prior to scheduled loading or unloading, the Tenant is obliged to notify (by e-mail) the Landlord's Property Manager of the scheduled delivery (date and time) and the type of items or equipment to be loaded or unloaded at least 24 (twenty-four) hours in advance.
15. The Tenant shall be responsible for using such cleaning methods and substances that cannot damage the Premises and equipment, fit-out, and fixtures installed therein.

## **VII. Using public WCs**

1. Used paper towels should be put into trash bins.
2. Security personnel or the Landlord shall be notified in case of malfunction of WC or sanitary units.
3. In the WC it is prohibited:
  - a. to smoke (incl. to use e-cigarettes, cigalikes, pod systems, vape pens, vape mods, etc.) and put cigarette-ends into the sinks, WC units and on the floor;
  - b. to put hygiene items into WC units;
  - c. to put trash into WC units;
  - d. to put food leftovers into WC units or trash bins;
  - e. to dispose household waste from the Tenant's Premises.

### **VIII. Fire safety**

1. If the fire alarm is triggered, the Tenant shall immediately evacuate following the green escape lights (navigation signs) to the nearest evacuation way (staircases and exits). It is strictly prohibited to use elevators for evacuation.
2. In case the Tenant detects smoke or open fire before the fire alarm is triggered, the Tenant should manually trigger the fire alarm by breaking the glass cover and pressing a button on signal boxes installed on each floor near evacuation exits. This will start the automatic fire alarm system. Nota bene, the Tenant will be liable for triggering false alarms.
3. These Rules do not require in any way from the Tenant to make attempts at localizing and confronting open fire; instead, it is advised to evacuate immediately after the fire alarm has been triggered.
4. Participation in fire safety trainings, if these are organised by the Landlord or state or municipal authorities, is obligatory for the Tenant.
5. The Tenant is responsible for the fire safety and work safety education of its employees and for the fulfilment of the fire safety and work safety statutory requirements (i.e., Latvian legislation) by the Tenant.

### **IX. Bicycle storage and regulations**

1. All bicycles shall be stored within the territory of the Campus only in specially designated bicycle storage areas (indoors or outdoors).
2. Although the bicycle storage areas are open 24 hours a day 7 days a week, they are intended to be used by the Tenant (its employees, clients, guests and subcontractors) and other users of the Campus only while they are present at the Campus and shall not be used as a permanent or long-term storage for bicycles.
3. All persons using bicycle storage area shall do so at their own risk. Bicycle locks should be used at all times when bicycles are stored in the bicycle storage area. Personal locks must be used (i.e., locks are not provided).

### **X. Parking, traffic regulations and signs**

1. The Tenant as well as all other users of the Campus (incl. vehicle, bicycles, motor-bicycles users and pedestrians) must comply with the traffic and other signs within the Campus (incl. the regulations for the use of parking and obligation to perform related payments thereof issued by the Landlord or its designated person, e.g., a parking operator), as well as with the general road traffic and other generally accepted rules.

2. Vehicles shall be parked in areas explicitly designated for such purpose by the Landlord.
3. The Tenant shall not use parking places for storing vehicles that are not roadworthy.
4. Honking is forbidden within the Campus.
5. If the Agreement provides the Tenant with the right to use the Additional Parking Places, the Tenant is entitled to reserve in advance (and respectively also pay only for) the respective amount of the monthly Additional Parking Places reserved by the Tenant at the respective month, provided that the total amount of the reserved Additional Parking Places at any time does not exceed the maximum amount indicated in the Agreement. The respective reservation and monitoring of the used (occupied) Additional Parking Places is carried out by the Landlord or its designated person (e.g., a parking operator) in accordance with these Rules and regulations for the use of the parking in force at the respective time (e.g., by using a number recognition or other system). If the Tenant has notified to the Landlord or the person designated by the Landlord a larger number of vehicles attributable to the Tenant as the ones entitled to the Additional Parking Places, only the respective maximum amount of vehicles specified in the Agreement will be allowed to be parked at the same time for the Rent for the Additional Parking Places; the rest of the vehicles parked at the same time (if any) will be charged at the standard rates for the use of the parking (to be set and changed from time to time by the Landlord or its designated person).

#### **XI. Final provisions**

1. The Tenant shall submit to the Landlord the name, surname and mobile telephone number of its employee (or a list of employees) whom the Landlord shall notify in case of fire, burglary, or other emergency situations in or at the Campus and / or the Premises.
2. Tenants can report any other requests / issues concerning the Premises and / or the Campus to the Landlord's Property Manager.
3. In case of breach of these Rules by the Tenant, the Landlord may apply the following sanctions in the following sequence (unless the respective circumstances require a more severe sanction to be applied immediately):
  - a. A verbal warning;
  - b. A written warning indicating the nature of the incident and the necessary steps and deadline to eliminate the breach and / or its consequences;
  - c. To apply Clause 8.2 of the General Terms of the Agreement (penalty) (if a verbal or written warning is not sufficiently effective and reasonable in the respective circumstances);
  - d. To exercise termination rights.