

RULES AND REGULATIONS

FOR OFFICE BUILDING AT TRG REPUBLIKE 3 IN LJUBLJANA

Article 1

With the present Rules and Regulations, CEEREF d.o.o. as the owner of the business building at Trg republike 3 in Ljubljana sets out the house rules and rules of conduct for the users of premises in the business building at Trg republike 3, 1000 Ljubljana, aiming to ensure trouble-free use of premises let on lease or being used and common premises, in order to protect and preserve the property as well as to ensure security, cleanliness, peace and good working conditions in business premises of the building.

Article 2

Definitions used in these Rules and Regulations:

- **"Business building"** shall mean the business building or office tower located at the address of Trg republike 3, 1000 Ljubljana.
- **"Building premises"** shall mean offices, corridors, sanitary facilities, communication paths and other business premises located in the TR3 building (business premises in the basement, TR2/TR3 common premises, ground floor, premises in upper floors, extension) and outdoor areas.
- **"Users"** shall mean tenants or tenants' employees, visitors and/or clients, maintainers, fitters and other service providers.
- **"Security"** shall mean an authorized security company performing protection and supervision of entries and exits of users as well as directing and informing users,
- **"Building owner"** is CEEREF d.o.o., Dunajska cesta 9, 1000 Ljubljana.
- **"Manager"** shall mean the legal entity performing the activities of managing and maintaining the TR3 office building.
- **"Protected area"** shall mean the TR3 building premises, which may be accessed only by means of access granting cards.

Article 3

The business building with pertaining functional land is equipped with a system of permanent technical and physical protection. On the ground floor of the building, there is a reception desk at which, in addition to supervising all entries and exits, security may provide information to visitors and other users, as well as give them directions.

Control of entry and exit is performed also by access control and video surveillance. Under the control of video surveillance are all the entries and exits (main entrance on the ground floor, entrance from the bike parking space in the first basement, entrance from the garage and entrance from the delivery ramp in the second basement), part of the delivery ramp and garbage room, outdoor bicycle parking space in the first basement, poles with flags outside, whole lobby on the ground floor, space in front of the elevators on the ground floor and the 13th floor.

Security recordings are stored for 14 calendar days.

Article 4

The entry to the building is unrestricted between 6 a.m. and 10 p.m., whilst outside these hours it is permissible to tenants only.

Card users have to right to enter the building without performing entry formalities.

Visitors shall generally identify themselves by a personal document. Reception desk and/or security shall perform identification, establishment of eligibility and purpose of entry of visitors, as well as inspection of persons and baggage, if any.

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Should an uninvited person report at the reception desk, the receptionist will check whether the person to be visited is available and wishes to receive such person.

The reception desk shall keep records of all visitors including: visitor's name and surname, time of arrival, office/person intended to be visited and time of departure.

Article 5

The following rules shall apply to entry of tenants and/or their employees:

The manager shall provide the tenant with the necessary number of access cards for the tenant's employees, with access rights to be determined by the tenant for each particular employee. The tenant shall appoint and communicate to the manager the (contact) person responsible for card management, and this person shall keep the list of card users with pertaining access rights. This tenant's person responsible shall report any change of a card user to the manager, and twice a year or upon request submit this card users list to the manager. Upon the cessation of business relationship, the tenant shall be obliged to return to the manager all access cards received since they are the property of the office building owner.

The tenant, together with the card user, shall be responsible for correct use of the cards of the tenant's employees and shall inform the employees about the rules of using the card and/or access to the office building, which are as follows:

- each card user shall be responsible for correct use of the card, and may use it solely for their own needs (card lending is not permitted);
- the user shall not allow access to the protected area to unknown persons without a card. If a card user finds that an unknown person without a card has entered the protected area, he/she shall warn such person of unauthorized entry and direct him/her to reception desk and/or report such unauthorized entry to the tenant's responsible person or directly to security or reception desk at phone No 059 079 372 or 064 287 777,
- in case of card theft or loss the user shall immediately inform the tenant's responsible person and security and/or reception desk directly to cancel the card,
- it shall not be permitted to write or draw etc. on the card.

In the event of a breach of rules set out in the preceding paragraph the manager or security shall inform the tenant of such breach and shall have the right to demand the card to be returned or cancel the card.

In the event that a card is damaged or destroyed, the cost of making a new card shall be charged to the tenant on the basis of the pricelist of the office building's owner.

Article 6

The following rules shall apply to the entry of tenants' visitors:

The tenant shall appoint and communicate to the manager the (contact) person responsible for regulating visits and a contact phone number (Secretarial Service, as a rule).

In case of the tenant's visitors (business partners, clients, deliveries etc.) who report at reception desk security, shall call the tenant or the person responsible for regulating visits. If the visit is approved, the visitor shall be assigned a temporary visitor card and directed to the tenant's premises in accordance with instructions of the tenant's responsible person. If the tenant expects a visitor, the tenant's responsible person shall inform reception desk in advance and hence approve the visit.

Upon a prior announcement of a visit to reception desk a visitor may also be received by the tenant or his/her employee (escort) who uses his/her access card to allow the visitor to enter the protected area as well as leave it.

Security shall also perform intensified surveillance of visitors and objects (baggage, deliveries etc.) by means of security X-ray device.

Article 7

The entry of visitors of restaurants and bars, halls, exhibitions and similar shall be subject to the following rules:

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The visitors of the restaurant on the ground floor, the conference hall and the exhibition in the lobby have access to sanitary facilities on the ground floor and access to the bar on the 13th floor.

Article 8

The entry of personnel of the owner and the manager of the building as well as outsourcing service providers shall be subject to the following rules:

In order to enable their employees to pursue their business activities, the owner and the manager shall provide them with cards whose scope of access is determined with respect to the work area of each individual.

The rest of the permanent personnel attending to operation and maintenance of the office building (security guards, cleaners, maintenance technicians and similar) shall be assigned name cards with access rights according to the work area of each individual.

The rest of the personnel hired periodically or as required (e.g. outsourcing service providers) may receive temporary cards only upon approval by the owner or the manager of the building. Data on workers of the outsourcing service providers, who perform maintenance works, major repairs and other works in the office building, as well as the relevant time frames shall be submitted to the reception desk and/or the security by the owner or the manager.

Article 9

The users and all those occasionally staying in the business building shall be obliged to maintain tidiness, peace and order and to make use of the building's premises without disturbing other users.

Tidiness shall mean that:

- no private objects may be kept on common surfaces;
- should it be unavoidable that a small quantity of construction materials are kept on common surfaces on a temporary basis (during construction or maintenance works in the building). The site shall be determined by the manager, while the user shall see to protection of surfaces and, after removal, to reinstatement.

Order shall mean that the users respect the relevant rules and regulations and observe the same.

Peace shall mean that:

- the users make use of the premises so as not to disturb other users,
- relocations, maintenance works and any noisy works (save for urgent works stipulated by law) are only allowed between 5 p.m. and 7 a.m. on workdays and for 24 hrs on weekends and holidays. Works causing particular rumble, vibrations and noise may be carried out on the basis of prior notice to the users, specifying their time frame which should be as short as possible and of limited duration.

In order to ensure order, peace and cleanliness, it is not permitted to:

- engage, on any business and common premises, in activities causing excessive noise,
- set up and deposit objects on any common premises and surfaces (corridors, staircases, lifts, sanitary facilities and similar),
- change the visual appearance of the building or interfere in any other manner with common premises, parts of the facility and equipment without a prior consent of the owner or the manager,
- arbitrarily close any common surfaces or interfere with them in any other manner,
- write on the walls or damage them in any other manner,
- dump any waste at places not intended for waste collection. Waste shall be collected separately in bins and containers provided for that purpose. Any user who contaminates common premises

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or exterior surfaces, shall be obliged to clean the contaminated premises and/or surroundings; failing that, the contaminated areas shall be cleaned at its expense.

Article 10

Business activities in the business building shall proceed so as not to present any inconvenience to the tenants. No noisy activities are permitted to take place between 8 a.m. and 5 p.m. Transport of equipment and furniture is only possible after a prior agreement with the manager of the building.

After working hours, the business premises shall be locked.

Uninvited sales visits are not permitted.

No animals shall be allowed in the office building.

No bicycles shall be brought into the business building. There is a bike parking space behind the building at the level of 1st basement. The space is covered by the access control and video surveillance.

Article 11

The tenants must be made acquainted with the provisions of the fire safety order (position of fire extinguishers, evacuation routes). The use of open flames or appliances which present a fire hazard is not allowed. Anyone noticing a fire risk shall inform others present and either remove the risk, set off the manual fire alarm, or inform security on the telephone number 0590 78 371 or 051 374 884.

Article 12

In order to ensure smooth functioning of air-conditioning, ventilation and heating units, opening of windows is not allowed, also furniture must be placed at least 40 cm from the covers of convectors under the windows. Changes and reorganizations of business premises may only be introduced by prior agreement with the owner or the manager of the building.

Article 13

Photographing and video and/or audio recording within the building is not permitted unless a prior written approval of the owner of the building is obtained. Notwithstanding the aforesaid, each tenant may authorise photographing and video and/or audio recording within the premises that are used exclusively by such tenant.

Article 14

The present rules shall come into force and effect on 1 August 2020.

At least 15 days before coming into force and effect, the present rules shall be delivered to the tenants who shall be obliged to make them known to their employees and, if necessary, their clients and/or visitors.

As at the date of coming into force of the present rules, the Rules and Regulations for the TR/3 building dated June 2016 shall cease to be valid.

Ljubljana, 08.07.2020

CEEREF d.o.o.

Managing Director: Matjaž Martinčič



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