



OPERATING RULES

Apollo Nivy
Prievozká 2/A
821 09 Bratislava

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A. Basic provisions

The Operating Rules regulate Apollo Nivy operations and define the code of conduct for occupants. All occupants shall comply with the regulations stipulated in the Rules, other directives, and measures.

The rules shall not affect the relevant terms of the tenancy agreements as they are harmonised with the tenancy operating and rental conditions. However, if there is a deviation between the tenancy agreement and the Rules, the provisions of the tenancy agreement shall apply.

The use of open flames, smoking, and e-cigarettes are strictly prohibited in the entire building and its surroundings, except in designated areas, which will be duly signposted.

Document validity:

The document is valid in the Apollo Nivy property.

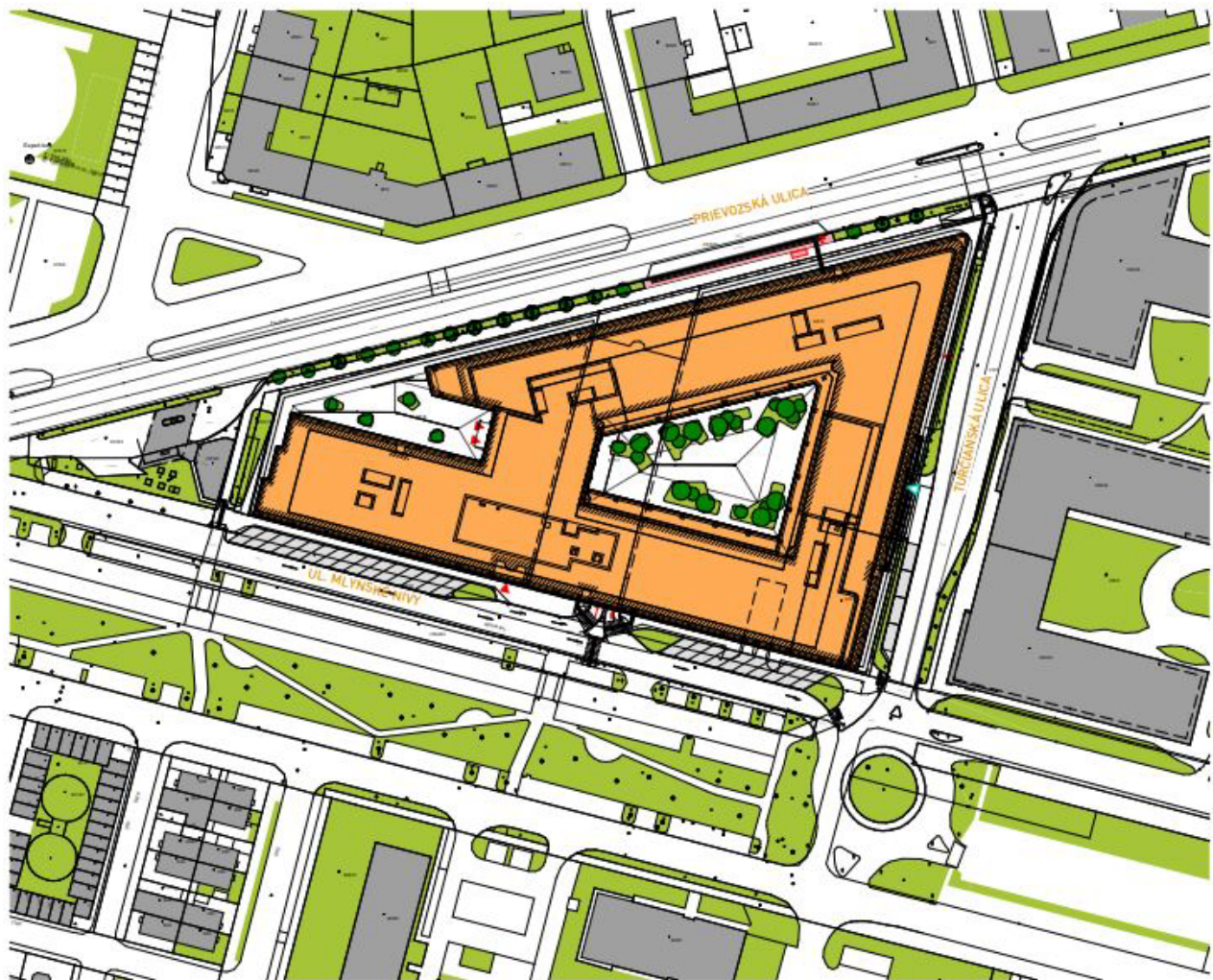


Fig. 01.: The Apollo Nivy site

LEGENDA








	OBJEKT - NOVÉ APOLLO
	OKOLITÉ BUDOVY
	PLOCHY ZELENE
	STROMY
	PARKOVACIE PLOCHY (NOVÉ APOLLO)
	KOMUNIKÁCIE A SPEVNEŇÉ PLOCHY
	ZASTÁVKA MHD
	VSTUPY DO BUDOVY
	VJAZD / VÝJAZD ZO SUTERÉNU
	ZÁSOBOVANIE

Fig. 02.: Legend of the Apollo Nivy site

Contact Details:

Job Role	TEL. NUMBER	EMAIL EMAIL	AVAILABILITY
Reception	+421 917 197 292	info@apollonivy.sk	8:00-16:30 (or as building operation needed)
SBS - Fire Reporting Station	+421 917 941 870	sbs@apollonivy.sk	24H hotline
SBS - Commander	+421 917 941 870		
SBS - Guards	+421 917 941 870		
Property manager - Michal Zábrazný	+421 917 593 526	michal.zabrazny@hbreavis.com	8:00-16:30
Facility Manager - Svätopluk Svoboda	+421 918 041 903	svatopluk.svoboda@hbreavis.com	8:00-16:30
Maintenance - Head	+421 902 615 980	marcel.kovac@apollonivy.sk	7:00-15:30
Maintenance - Facility Technician - hotline	+421 903 111 355	udrzba@apollonivy.sk	24H hotline

B. Property Characteristics

General characteristics

Apollo Nivy is located on parcel register 9351/1, 9351/2, 9351/4, 9351/6 and 9351/7 in the cadastral territory of Nivy, Bratislava - Ružinov, okres: Bratislava II.



Fig. 03.: Bird's eye view of Apollo Nivy site, cadastral area Mlynské Nivy

Apollo Nivy comprises 49,976.85 m² of Grade A office lettable area on seven office floors, 4,552.03 m² of lettable retail space on the ground floor, and 880 parking spaces spanning over three stories of underground parking. The property prides itself of a representative entrance lobby and a green courtyard with a colonnade that directly corresponds with the wide range of services and activities offered to all clients on the ground floor. The common spaces were designed with artistic landscaping and high-quality furnishings in mind to provide a comfortable and architecturally coherent environment to relax whilst contributing to the regeneration of the public realm of the local neighbourhood.

Entry Points

The main entrance to the west could be accessed via two revolving doors from Prievozská Street and leads directly to the main lobby. The reception desk in the main lobby is the primary welcome point for visitors. The alternative entry route is via revolving doors from Mlynské Nivy Street via building cores A and D. The inner atrium is a passageway to the secondary lobbies B and C. Lobby B is accessible by revolving door from Turčianska Street. Lobby C is accessible via Bike Hub from Mlynské Nivy Street. Access to the leased office space is secured by turnstiles.

All central vertical cores are accessible from the entrance hall. The main building core has five escape staircases- 'A' 'B' 'C' 'D' 'E'. There is one evacuation lift by the staircase 'D' capable of serving all the stories, the -3rd to the 9th floor which is dedicated to building technology.

Wayfinding

- **Floors -3, -2, -1 - underground parking**

The underground floors are dedicated to parking, building technological equipment, and storage space. Individual parking lots are marked with a company logo and/or license plate number. Access to the underground parking garage is via the individual vertical cores of the building by lifts or stairs. Parking for employees is on the 1st 2nd and 3rd floor, and parking for guests and visitors is on the 1st floor.

- **1st - Ground floor**

The ground floor serves as an entrance for pedestrians and cyclists. The main gate leads to a spacious lobby with a reception desk. The main entrance to the property is from the western side of the building on the ground floor - the intersection of Prievozská Street and Mlynské Nivy Street.

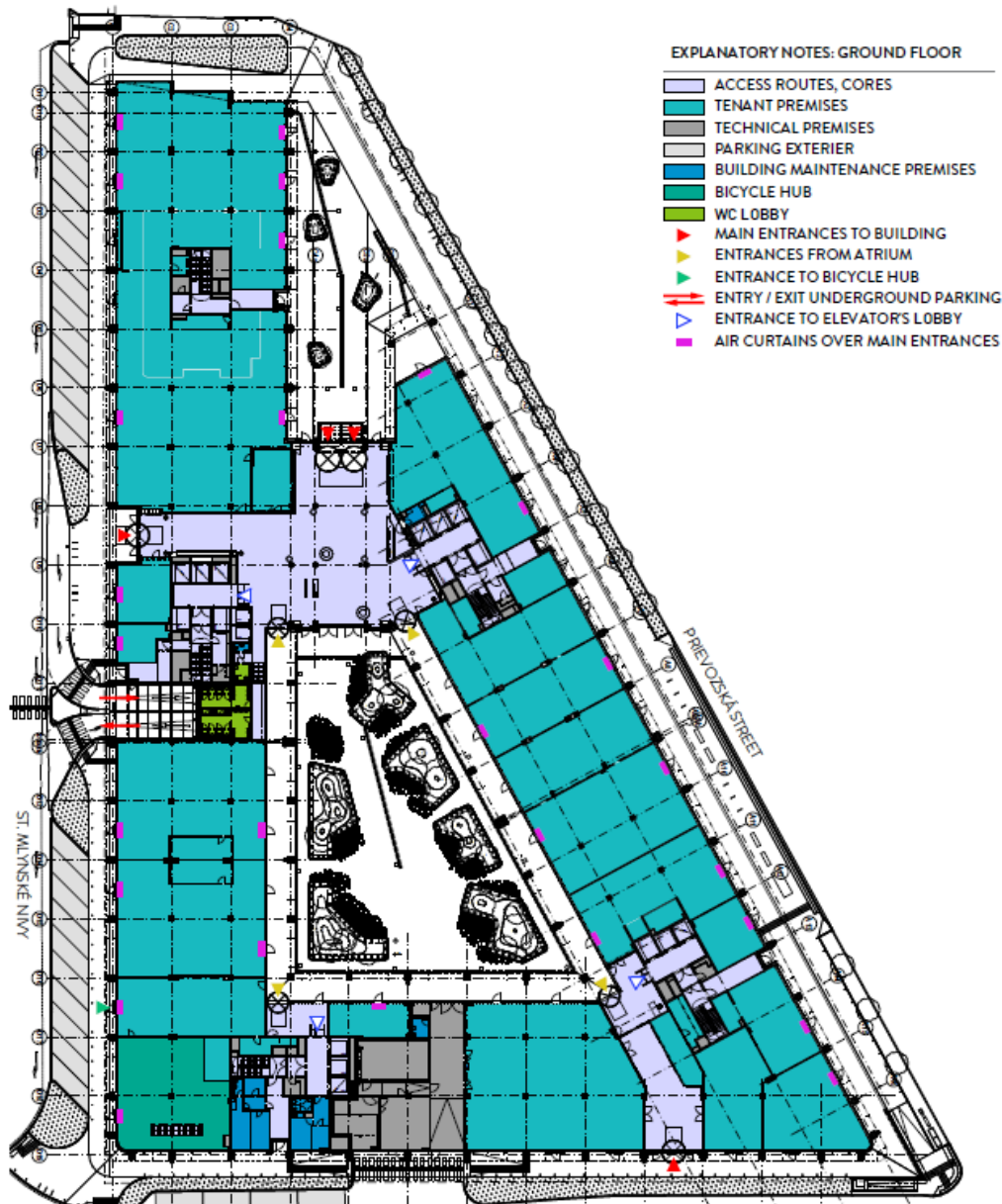
The entrance for cyclists to the Bike Hub is on the ground floor, on the south side of Mlynské Nivy Street. Entry and exit of cars from the underground garage is primarily via a ramp on Mlynské Nivy Street. Moreover, there are lettable retail units on the ground floor, accessible from Mlynské Nivy, Prievozská and Turčianska streets, waste management and emergency power systems. The sanitary facilities on the ground floor are accessible by a wheelchair.

A reception desk in the lobby is operated from 08:00 to 16:30 or based on operation need of building by receptionist and from 16:30 to 07:00 by a security guard. The front desk offers each employee/Tenant of the building standard workspace services, which include bike and scooter rentals from an app-controlled smart bike rack, mail pick-up point, dry cleaning, small purchases, and daily errands conducted by a concierge, car wash, and other services More*. To use this service, the occupants must register to become a AppMore user using their work email. The registration is free of charge.

* - more information and registration to the application is possible through the web address “moreapp.hbreavis.com” (enter without www), or by downloading the application in the AppStore and later also in the Play Store (android).

For the purpose of bicycle parking for visitors to Apollo Nivy, there is a dedicated outdoor space, including bike racks by the main entrance for 10 bicycles. The visitors shall bring their own portable lock. The Bike Hub, with racks and facilities for 200 bicycles, is equipped with lockers and sanitary facilities. Outside the building's opening hours, access to the Bike Hub is only possible via vertical core C.

Fig. 04.: Floor plan of the ground floor



- **Oveground floors (UL) 2 to 8**
These floors comprise of Tenants' office space.
- **Oveground floor (UL) 9, Roof**
The 9th overground floor is a dedicated space for technical rooms, elevator machine rooms and a technological roof with equipment. A facade of rainproof louvres encloses the technical roof to protect the equipment.

Staircases Overview:

- Staircase A connects: the -3rd LL to the 8th UL floor
- Staircase B connects: the -3rd LL to the 8th UL floor
- Staircase C connects: the -3rd LL to the 8th UL floor
- Staircase D connects: the -3rd LL to the 9th UL floor
- Staircase E connects: the -3rd LL to the 8th UL floor
(LL - underground, UL - overground)

The lifts are installed in the building in building cores A, B, C, D (Fig. 04) as follows:

- Core A - five lifts, marked A1, A2, A3, A4, A5. **Lifts A1, A2, A3, (cabin size 1700 x 2350 x 2500mm, load capacity 1875 kg)** serve floors 1. UL to 7. UL. **Elevators A4 and A5 can be used to transport loads (cabine size 1550 x 2650 x 2500mm, possibility to transport loads up to 2550 mm, load capacity 2000 kg)** that provide transport between: A4 -3rd LL to 7th UL and lift A5 -3rd LL to 8th UL
- Core B - a trio of lifts marked B1, B2, B3. **Lifts B1 (cabine dimensions 1800 x 2150 x 2500mm, load capacity 1800 kg). Elevator B3 serves floors 1st UL to 7th UL. Lifts B1 and B2 provide transport from the 3rd LL floor to the 7th UL floor, lift B3 can be used to transport loads (cabine size: B2 1800 x 2150 x 2500mm with load capacity 1800 kg, cabine size B3 1600 x 2650 x 2500mm, possibility to transport a cargo of up to 2550 mm, load capacity 2000 kg)**
- Core C - a trio of lifts marked C1, C2, and C3. Lifts C1, C2, C3 (car dimensions 1800 x 2150 x 2500mm, load capacity 1800 kg). Elevator C3 connects the 1st UL to the 7th UL. Elevators C1 and C2 provide transport from the 3rd LL floor to the 8th UL floor.
- Core D - seven lifts, marked D1, D2, D3, D4, D5, S1, S2. **Elevators D1, D2, D3, (car size 1800 x 2350 x 2500mm, load capacity 2050 kg)** serve floors 1.UL to 8. UL. **Elevator D4 is a transport elevator and serves floors -3.LL to 8.UL (cabin dimension 1550 x 2650 x 2500mm, possibility to transport loads up to 2550 mm, load capacity 2000 kg). Elevator D5 is a passenger evacuation elevator, can be used to transport loads and provides transport from - 3.LL to 9.UL (cabin size 1500 x 2700 x 2500mm, load capacity 2000 kg). Lifts S1 and S2 are shuttle lifts serving floors -3.LL to 1. UL and serve to connect the parking garage quickly and the ground floor of the building (cabine size 1500 x 1600 x 2500mm, load capacity 1050 kg)**
- Entrance for cyclists - elevators C1, C2, C3, which provide vertical transport of cyclists from the ground floor of the building to the cyclists' facilities on the 1st floor of the building outside the building's operating hours
- The transport lifts: A4, A5, B3, D4 and D5 are designed for transporting people, goods and loads. **These lifts can only be used for transporting goods and loads during dedicated time windows on working days from 06:00 to 08:00 and from 17:00 to 19:00.** At other times, the movement of the lifts for the transport of loads is authorised by the building management.

Legend:

Floor	3.LL	2.LL	1.LL -	01.UL	02.UL	3.UL	4.UL	5.UL	6.UL	7.UL	8.UL	9.UL
Station	-3	-2	-1	0	1	2	3	4	5	6	7	8

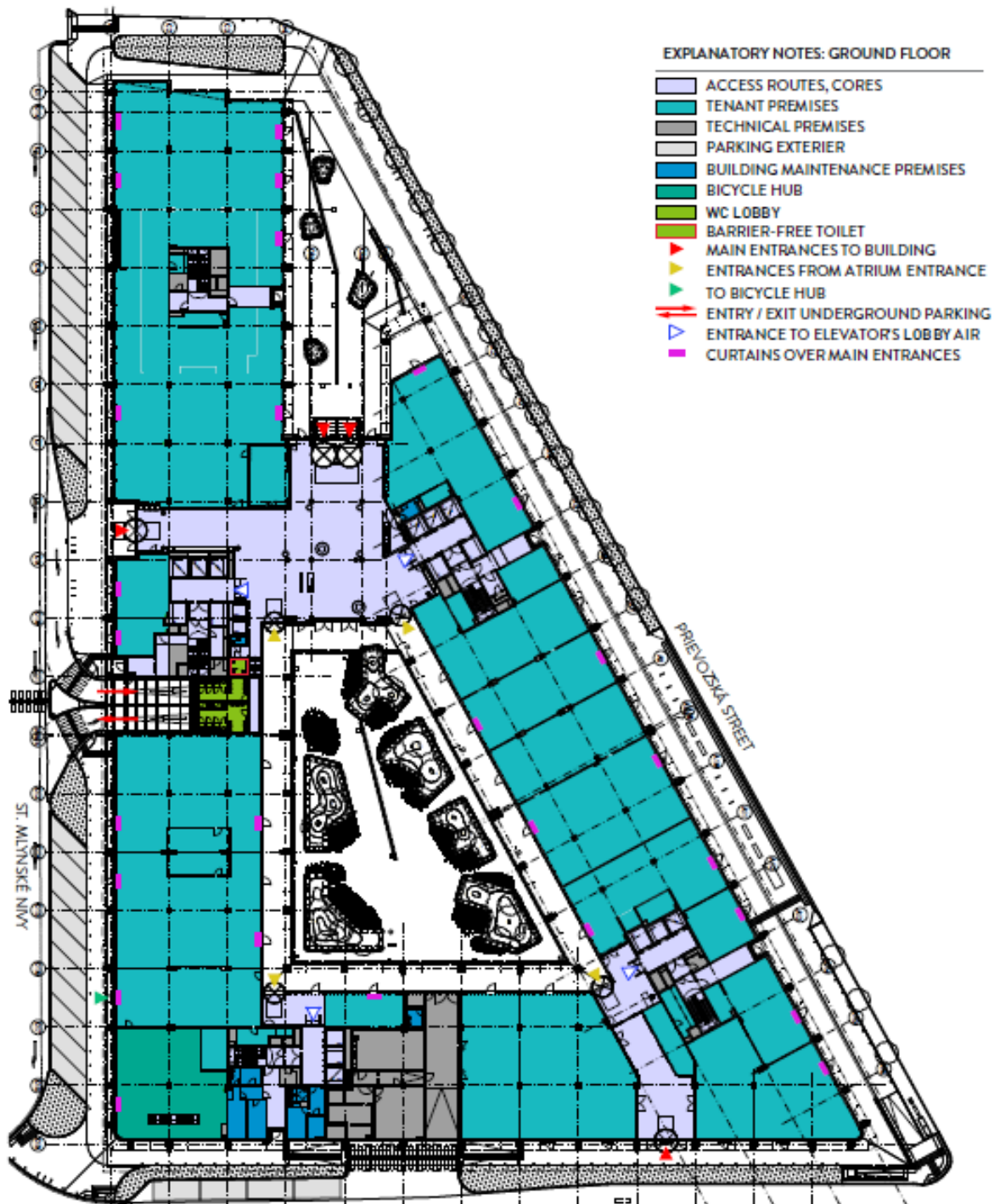
Fig. 05- Ground floor plan – Wayfinding and Signage of lifts



Accessibility

The building is designed per the current legislation's requirements for wheelchair access. Access to the building via the main entrance is at the same level as the pavement's surface, and the lifts may be used to proceed to other stories. On the ground floor, there is an accessible toilet by the reception desk to accommodate occupants with physical disabilities. Access to the toilet is available upon request of the receptionist or a security staff member operating the reception desk at the time – please refer to Fig. 05.

Fig. 06- Floor plan of the 1st floor - location of the accessible toilet (green)



C. Opening hours

The main entrances to the Apollo Nivy building can be used on weekdays, from 7:00 a.m. to 7:00 p.m. During the opening hours, the visitors do not need to use an access card. Outside of the opening hours, it is only possible to enter the building via the main entrance using an authorised access card to enter the building. The access card shall be tapped on the revolving doors to enter the premises.

Occupants without an access card, such as Tenants' visitors, may enter the building during the opening hours and shall use the main entrance to enter the building. Should they use parking in the underground garage of the Apollo Nivy building, they may use a dedicated visitor lift. The movement of visitors around the building is limited to the main lobby area with the reception desk or to the area designated by the Tenant as freely accessible, usually the Tenant's reception. The visitors shall check in at the reception to obtain a visitor card at the reception to be able to pass through the turnstiles. Entrance elevator lobbies (except for the visitor elevator lobby), stairwells, elevators and technical-operating rooms are inaccessible to visitors of the Apollo Nivy building. The use of emergency exits is prohibited except where necessary.

The entry and movement of subcontractors, deliveries, fit out, and construction is only possible with prior written consent of the building management. The security services shall be informed to make the space available.

The employees may request access for authorised visitors via the HELP DESK application. The request shall include the person's name, the access card, and where the restriction is to be applied, and this request must be addressed to the security service of the building.

In the event that it is necessary to enter the subject of the lease out of working hours or in the absence of the Tenant's representative, for the purpose of checking the alarm from the EPS, serious suspicion of an accident, breach or any other threat, this entry is possible after compliance with the relevant rules of the maintenance worker accompanied by the building guard service.

In the event of a fire, accident or other hazards, the Security Services Manager must be contacted immediately and informed of the location and nature of the accident. The Security Services Manager shall dispatch a member of the Security Team and a maintenance worker to the site. Depending on the nature of the accident, they shall decide whether it is necessary to enter the premises and take action. Should the premises need to remain open, he shall notify the person listed on the Tenant's identification list. The leased premises will be made accessible using an access card/key, which the lessee must seal and hand over to the Security Services control room as soon as possible, but at the latest within one week of taking possession of the premises. After the intervention has been carried out, the security services staff member shall properly lock the rental premises and reseal the card/key. A note will be made by the security service of the need to open the premises and of the intervention carried out therein, and the Tenant will be informed of this fact without delay.

Duties of the security guard:

The Tenants shall comply with all policies, rules and obligations contained in this document and its appendices and assure smooth collaboration on creating a remarkable experience, but in particular:

- Be courteous and respectful to all visitors and staff;
- To immediately remove posters that have not been permitted by the building management to be displayed and ensure that the cleaning service cleans up the traces of the poster;
- In case of an occupant's unacceptable, immoral, and anti-social behaviour, the security guard is obliged to remove these occupants from the premises in a manner corresponding to the competencies of the Security Guard Services. The member of the guard service may be obliged to summon the police should the need arise;
- Do not allow any persons to stay overnight on the premises;
- If a person is caught stealing, they will detain the person and call the police;
- If a member(s) of a religious sect is observed to be active, the person(s) will be removed from the premises;
- If door-to-door sales are detected, it will evict these persons from the premises.

To collaborate:

- In the event of an intervention by the police or other emergency services, including an intervention notified by the Tenant;
- When maintenance or service personnel enter the Tenant's premises if the Tenant or his representative is not present;
- When dealing with any problems with members of the Tenants' security service (should they have their own), to contact the manager. When asking the Tenant to remove a problematic visitor from the leased premises and subsequently from the entire property;
- When providing first aid;
- In case of emergencies.

To provide:

- Smooth and safe passage of visitors;
- Removal of items that do not have an owner;
- Security of common areas;
- Protecting property and Tenants;
- Fire safety.

Tenants are responsible for health and fire safety within their leased premises.

In case of an incident within the lessee's leased premises or a violation of the Operating Rules, the lessee or their representative has the right to call the Facility Manager to arrange an intervention.

D. Access card

The Facility Manager will prepare an access card for each employee of the lessee that is expected to work from the premises. The initial access cards shall be issued free of charge and shall be the property of the landlord. Employees are required to carry the access card when moving around the premises. Only persons with an access card may enter the building outside the opening hours. The exception is the entry of a person who has obtained a written authorisation to conduct a specific restricted task or who is legally authorised to do so.

In the event of termination of the tenancy or employment of the Tenant's employee or termination of the contract for the performance of the task at Tenants' premises or any other legal relationship, the Tenant is obliged to remove the access card and hand it over to the Facility Manager within 24 hours, or request in writing to block the access card or request modifications of the access rights. In the event of loss or theft of the access card, the Tenant has to notify the Facility Manager to block access. Should the Tenant fail to comply with this obligation, the Tenant is liable to compensate any damages resulting from the unauthorised use of the card.

It is possible to configure access rights of the card, including to the building outside opening hours; to lifts, including access to individual lift stations; to staircases and secondary building entrances; to operational and technical premises; to the underground car park; to the Tenant's leased premises (the Tenant completes the configuration at his own expense).

The initial card registration and issuance are free of charge for the Tenant. Any further actions related to the issuance of the cards, making changes to the card, such as blocking in case of loss, are charged as follows:

Task:	Unit price:
Issuing a new chip card	8,00 €
Card change/manipulation fee	2,50 €
Bluetooth card	6,00 €/year ²

All the above amounts are exclusive of VAT. The basis for invoicing will be the acceptance protocol.

¹A virtual access card loaded on your mobile phone.

²The price is valid for the next calendar year after the Tenant moves in. The first calendar year, the card is free (the amount includes the license for the use of one card)

All requests regarding the issuance of new or modifications to already issued identification smart cards shall be uploaded by the Tenant's representative exclusively as a request filed in the HELP DESK application.

E. Cleaning and maintenance

Cleaning

The cleaning service's duty is to maintain the common areas clean and hygienic. The indoor and outdoor common areas shall be cleaned, including furniture, sanitary facilities, and glazing, excluding glazing separating the rental units from the common areas. The cleaning service shall not clean the connecting corridor between the entrances to the rental premises if there is only one Tenant on the floor, in which case it shall clean only the part of the corridor in front of the lifts. In addition, the cleaning service staff disposes of the rubbish from the common areas.

The building cleaning service is not responsible for cleaning or removing rubbish from the Tenant's premises; this is the Tenant's responsibility. The building management provides window cleaning, including all facade elements from the exterior side. Facade cleaning is carried out min. once a year.

Maintenance

Maintenance is responsible for repairs and servicing of equipment and distribution systems except for systems and equipment owned by the Tenant or the subject of the lease, or by agreement between tenant and landlord.

Should the need for repairs, servicing or maintenance arise as a result of:

- fault, omission, negligence, unauthorised interference or maintenance alteration by the lessee, its employees, visitors or contractors;
- failure of the Tenant to fulfil any obligation arising from the lease agreement;

The Facility Manager shall arrange or carry out such interventions at the Tenant's expense, and the Tenant shall be obliged to pay the cost of such interventions. If the necessity for the interference is only partly the fault of the Tenant, the Tenant shall pay proportionately.

The lessee is obliged to maintain, repair, modify and service the subject of the lease, including all fixtures and fittings (installations, accessories, and equipment), with the exception of fire safety systems, without undue delay and exclusively at its own expense, through a professional contractor/facility management firm. This provision shall be agreed upon in writing. If the subject of the lease provided by the lessor included maintenance and equipment, relevant warranty repairs shall be ordered through the Facility Manager whilst initiated by the lessee. The Tenant shall notify the Facility Manager without undue delay of the need for any repairs or other necessary interventions to be carried out by the Facility Management pursuant to these Operating Rules and shall allow the Facility Management to carry out such repairs or interventions without undue delay. In the event of a breach of this obligation, the lessee shall be liable for the damage caused thereby.

The Tenant is obliged in accordance with Decree 508/2009 Coll. to carry out regular inspections of the reserved technical equipment owned by the Tenant and deliver the results of these inspections – copies to the building management on a quarterly basis (always the first week of the new quarter) together with a list of the inspections carried out in excel format.

Maintenance - HELPDESK (Annex IX)

For reporting any snags, requirements, or questions, please use the HELP DESK application (Annex IX - instructions for use), which can be accessed by representatives of companies - persons authorised to communicate on behalf of the Tenant in the Apollo Nivy building.



Fig. 07- Homepage, Help desk



Fig. 08- Subpage, Helpdesk Request (category selection)

F. Modifications to the subject of the lease

During the lease term, the lessee is entitled to make modifications to construction design and installation of new technological and other equipment of the lessee in the subject of the lease, but only on the basis of the prior written consent of the lessor, including the scope and timing of the works.

The lessor shall not unreasonably withhold consent to the modifications provided that:

- modifications will not disrupt the distribution systems or the interpretation of the subject of the lease;
- works relating to electrical, plumbing and fire safety will be carried out by contractors approved by the landlord;
- they will not result in any restriction on the landlord or other Tenants or affect the premises outside the subject of the lease;
- will not reduce the utility value;
- will be carried out exclusively at the expense of the Tenant;
- will be implemented in accordance with the lease agreement, its annexes and applicable technical standards.
- Once executed, he will supply the As-built documentation, baseline revisions and all necessary materials.

To grant the consent, the Tenant must provide the landlord with the building plans (implementation project) and the exact specification of the modifications in advance. Should the modifications require approval or permission from a public authority, the documentation shall be verified by an authorised architect or civil engineer and shall comply with the applicable standards and legal regulations in the entirety required for such submission. It is the responsibility of the lessee to obtain any official permits. The lessee guarantees that the alterations shall be carried out in such a way as to avert distribution or restriction of others by noise, dust, vibrations, odours, and other adverse effects. The lessor reserves the right to interrupt or stop the works in the event of a breach of any of the above points. The addition or replacement of security and other equipment shall be preceded by the landlord's consent, which shall be requested in writing by the Tenant to ensure the appropriate need for confidentiality of such equipment, compatibility with the landlord's equipment and the equipment of other Tenants, as well as to provide the necessary information of the landlord in the event of emergencies and for the possibility of ensuring the proper operation of the subject of the lease. The lessor may at any time carry out improvements, construction changes, additions, extensions, etc., on the subject of the lease. The lessee is obliged to allow the lessor, or persons authorised by him, access to the subject of the lease and must not restrict or delay the progress of the works.

G. Underground garage rules

General binding rules for the use of parking spaces located in the Apollo Nivy building.

The procedure for arriving at the property by car and parking:

Car Access is via the entrance ramp from Mlynské Nivy Street. After entering the underground garage, you will reach an automatic parking ramp. After reading the vehicle license plate number (VIN), the car may enter the garage area. If the system is unable to read the license plate, you will be prompted to use an access card or retrieve a parking ticket from the ramp's parking terminal. Please make sure you park in the designed space (visitor parking, company parking, electric car parking, motorcycle parking, disabled parking, etc.) - spaces marked according to Fig. 09.



Fig. 09- Different forms of marking parking spaces

By entering the underground parking, the driver agrees to the general parking rules below:

The guard service is entitled to remove at the owner's expense any motor vehicle located in the underground parking area:

- limiting the safety or smooth operation of the garage and building
- parking outside designated parking spaces
- parked in a place not reserved for the person who parked the car

The Security Services staff is also entitled to place devices on the car that prevent further movement of the vehicle (e.g., wheel clamp) to identify the vehicle's owner and subsequently write up an incident report.

Payment of the parking fee is made directly at the exit ramp terminal during the departure of the vehicle, exclusively by a credit card.

Other restrictions:

- CNG or LPG vehicles are not allowed in the garage area
- Only vehicles with a maximum height of up to 210 cm and a width of up to 200 cm are allowed to enter the underground parking garage;
- It is necessary to observe the rules of the road, traffic signs and the speed limit for movement in the area (10km/h).
- It is necessary to follow any instructions of the Security Services when moving into the underground parking lot
- When driving in a car park, you must have your low beam headlights on
- In case of any issues, it is possible to contact the car park operator via communicators placed on the walls in the garage, marked with a flashing blue light, or communicators on the entrance and exit ramps, or the SBS commander phone number +421 917 941 870.
- Parking is only allowed in designated parking spaces, i.e. marked parking spaces – please refer to Fig. 09.
- There is a strict ban on smoking and the use of open flames in the underground car park; e-cigarettes are also prohibited;
- Entry to the underground garage is prohibited, and the movement of persons on bicycles, scooters, SEGWAY, and roller skates is forbidden.
- Pedestrians are not allowed on the entrance and exit ramps.
- Drivers are required to close the windows, remove all loose and visible objects and lock their vehicle before leaving it;
- Drivers are obliged to secure the vehicle against any unintentional movement when parked;
- Each vehicle may occupy only one parking space in the car park, marked with vehicle parking lines. A vehicle shall not obstruct the regular parking of another vehicle or other vehicles. Accordingly, stopping or waiting in the parking lot outside the parking space is prohibited.
- It is prohibited to stop and stand outside the spaces marked for parking, as well as to park in a parking space that is marked with the name of a particular company (Fig. 09). These spaces may only be used by a person authorised for such parking, usually an employee of the company concerned;
- The guard shall place a notice on the improperly parked vehicle with the time of the notice, and after two hours from the time of the notice, the guard shall have the vehicle towed away at the expense and risk of the owner/operator of the vehicle. If a vehicle parked outside the authorised spaces constitutes an obstruction to traffic, the guard shall have it removed immediately at the expense and risk of the owner/operator of the vehicle;
- It is prohibited to wash vehicles in the parking lot, to service or repair a vehicle unless the vehicle would not be operable otherwise, to drive without the appropriate driving privileges, and to teach driving lessons.
- Motorcycles may only park in spaces marked with the appropriate symbol *for example:



If marked "**RESERVE**", the space is rented out.

Parking of motorcycles outside the marked spaces is prohibited, and the guard service is authorised to remove the motorcycle at the vehicle owner's expense.

- Bicycle parking and the use of changing rooms principles and conditions of use are summarised separately in Annex 7.
- Only one motor vehicle or max. two motorcycles can be parked in one parking lot (Fig. 10)- it is necessary to place a rubber pad under the motorcycle stand to prevent damage to the surface (epoxy)

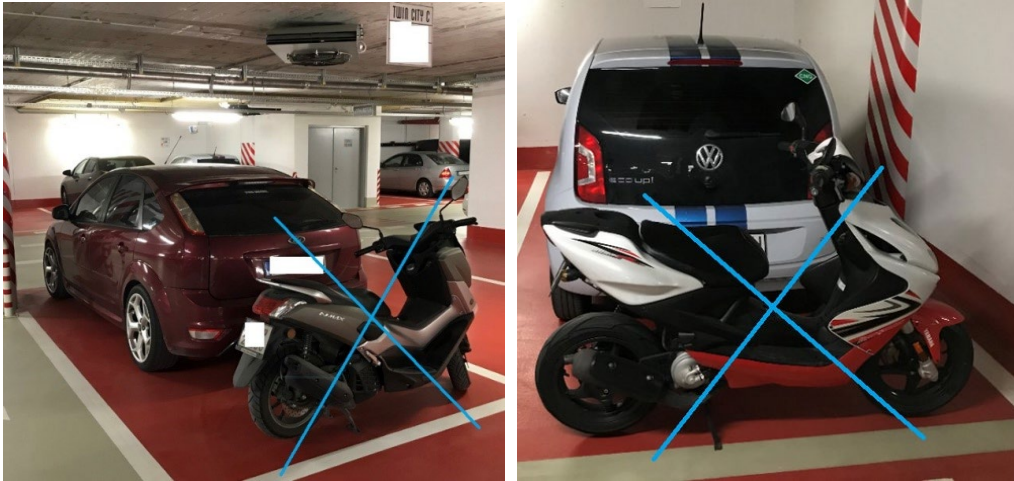


Fig. 10- Parking in the parking box

Conditions of use of parking capacities

All abbreviations used in the Terms and Conditions of Use of Parking Facilities shall have the same meaning and significance as those used in the contract unless specified otherwise.

Parking capacities per Article 1 of the Contract are located in the Apollo Nivy building. They are allocated to the lessee by the contract as dedicated parking spaces. The Parking Capacities are subject to the rules of the underground garage, which are part of the Operating Rules of the Apollo Nivy Building (Chapter G). The terms and conditions of use of the Parking Facilities are part of Chapter G of the Apollo Nivy Building Operating Rules. The information outlined in Annex 6 to the contract represents the set of information valid as of the agreement's signing date. Any changes shall be updated as per Apollo Nivy Operating Rules.

Dedicated parking spaces

Dedicated parking spaces are assigned to the Tenant by the contract. They will be marked with the Tenant's logo and additional information such as license plate number. These parking lots are located in the Apollo Nivy building on the underground floors (-1st, -2nd and -3rd LL).

Dedicated parking spaces may only be used by the Tenant or persons and vehicles authorised by the Tenant. Unauthorised parked vehicles must be reported to the Duty Security Manager (SBS) or Building Management. Further procedure in case of unauthorised parking is regulated in the Apollo Nivy Operating Rules.

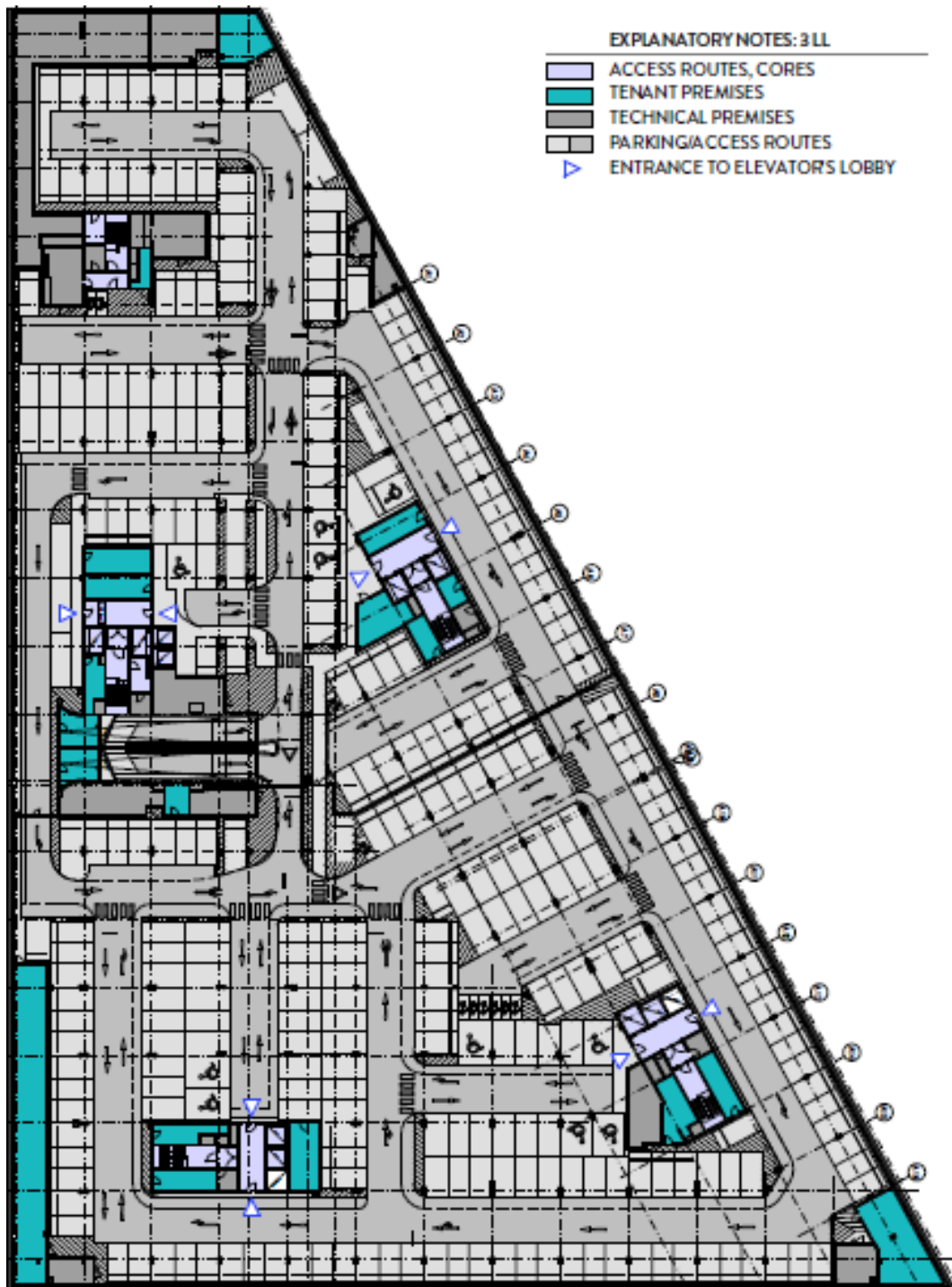
Fig. 11: Graphical representation of parking spaces on the floor - 1.LL



Fig. 12: Graphical representation of parking spaces on the floor - 2.LL



Fig. 13: Graphical representation of parking spaces on the floor - 3.LL



H. General building rules

It is forbidden:

- To dispose any hazardous waste in containers intended for municipal waste (e.g., batteries, oil, light bulbs, etc.),
- To dispose rubbish, including cigarette butts, matches and chewing gum, outside of the bins intended for this purpose,
- To take the waste out of garbage cans;
- To enter or consume on the premises of the Apollo Nivy building food and beverages that pose a risk of contamination of the interior of the building, to drink alcohol, except for the consumption permitted by the landlord, to smoke in the interior, including electric cigarettes, except in places reserved for this purpose, to use narcotics and other intoxicating substances throughout the premises;
- To damage and interfere with plants and green spaces, walking animals on the premises, damage or destroy any property that is part of or located in the mixed-use development or belongs to the development, its visitors, or its Tenants, writing, spray-painting, and spraying graffiti;
- To run and chase (except for training sessions organised by LL), sitting on flower pots, railings, stairs or waste bins, lying or sleeping on the premises, spitting, disturbing the surroundings with noise, using words and gestures with strong sexual connotations;
- To beg, organise charitable activities, conduct door-to-door and street vending, or any other commercial activity without written permission from the landlord;
- To distribute and paste posters, leaflets, stickers, and hand out promotional material or to canvass without the prior written consent of the landlord;
- To organise demonstrations, cause disturbances, threaten and endanger the surroundings, use physical force, indecent expressions, gestures, or other speech denigrating a race, religion, or ethnicity;
- To park vehicles outside the areas reserved for this purpose, wash vehicles on the entire territory of the premises;
- To use toilets, sinks and other sanitary installations for purposes other than those for which they are intended, wasting water and sanitary consumables unnecessarily;
- To manipulate any safety, technical or fire-fighting equipment throughout the territory, carry out any activity that endangers or could endanger the safety of persons and property;
- To carry out any construction work without the prior written consent of the landlord, to carry out noisy and dusty work on the entire territory of the site, outside of the results permitted by the landlord;
- To enter the building with animals, except dogs that are leashed and have a basket (the exception does not apply to fighting dog breeds);
- To enter restricted areas;
- Entry of bicycles and other similar means of transport into the building, skateboarding, scooter and roller skates in the interior of the building; (bicycle parking and the use of bicycle lanes is specified in Annex VII)
- To carry firearms and ammunition, including fireworks;
- To take photographs and films in the building without the landlord's consent;
- To store goods in warehouses without shelving (minimum height of the first tier is 30 cm - all goods must be stored in shelving.
- **If any person commits any of the aforementioned offences, the landlord shall have the right to evict them, and prohibit their entry to the premises.**

Obligations of Tenants:

The following rules apply to Tenants, their employees, and contractors in the territory, which **prohibits**:

- Place handwritten messages on storefronts and windows of the building;
- To apply graphics and other materials to all parts of the exterior cladding, including the building opening/window filler and the interior portion of the window (Fig. 11)
- To place advertising posters in the shop windows and windows of the building, except for signs placed on display boards, approved in advance by the landlord;
- To place advertising boards or poster stands or displays of any kind in front of the leased premises or anywhere on the premises;
- To place display store furniture or other items in front of the building or affix them to the outside of the building, or place them in the halls, corridors or vestibules without the prior written consent of the landlord;
- To block or encumber sidewalks, entrances, spaces, yards, elevators, lobbies, stairs, corridors or lobbies;
- To use the logotype without prior written permission from the landlord;
- Any way to alter the logotype.



Fig. 14- Facade

The lessor reserves the right to:

- Limit the music volume played on the premises;
- Prohibit any Tenant from any advertising which, in landlord's opinion, tends to damage the name and reputation or its attractiveness as a mixed-use property, and upon written notice from Landlord, Tenant shall refrain from or cease such advertising;
- The Tenants or their representatives are always cooperative with the building management to create a highly rated multifunctional property;
- The Tenant is obliged to allow the building management or its authorised personnel to enter the rented premises to conduct media and meter readings.

Duties of employees of Tenants:

- Employees are obliged to practice good manners and maintain a good reputation of the property;
- The members of staff must be courteous at all times;
- Employees are required to carry out their work in clean clothing appropriate to their job classification;
- It is forbidden to approach guests in the common areas, to pitch and sell them a product;
- Employees are prohibited from consuming alcoholic beverages throughout the premises during working hours. Compliance with this regulation may be controlled by security personnel in accordance with applicable Slovak law;
- Employees are required to comply with the relevant safety regulations appropriate to their job classification;
- In emergency situations, the Safety Regulations, Fire Regulations, and the Evacuation Plan must be followed;
- Should a member of staff detect any unfamiliar, abandoned or suspicious object or a person, they are required to notify security personnel immediately;
- The members of staff are expected to collaborate with the building management and service companies to co-create a highly rated multifunctional property.

Personal Data Processing Statement

Pursuant to Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and handling of such data, repealing the previous Directive 95/46/EC ("GDPR")

Should you disclose your personal data, we, the Asset Management of Apollo Nivy s.r.o. , registered at Mlynské Nivy 16, 821 09 Bratislava, Slovak Republic, ID No.: 50 733 851 in the Commercial Register of the District Court Bratislava I, Section: Sro, Insert No.: 117447/B would like to inform you about the processing of your personal data and your rights related to this processing.

Apollo Nivy is part of the international HB Reavis Group, which consists of all entities consolidated within HB Reavis Holding S.A. with a headquarter in Luxembourg (the "HB Reavis Group"). This Privacy Notice refers to the entire HB Reavis Group.

What is the purpose and legitimate interests for processing your personal data?

To ensure the safety of visitors and building users while protecting the building and property.
To receive, process and handle complaints.

Description of our purpose and legitimate interests:

If you are entering the building, the garage or attending an event hosted by one of our Tenants in the building, then:

- a) we verify your identity at the reception in order to ensure the safety and security of both the building and the occupants;
- b) we scan your face together with the vehicle registration number (VIN) if you use the voice communicator located at the ramp or enter the garage using the access card;
- c) we scan the license plate number where number plate recognition technology or UHF code technology is used in connection with the vehicle and operates to open the ramp to authorised vehicles automatically;
- d) we collect access card data on entry and exit via contact points in the building, i.e. from the public area to the non-public area of the building, to ensure that only authorised persons have access;
- e) we make your audio-visual image through the installed CCTV system, which senses the internal areas of the building and part of the external area near the building.

There are voice communicators in every elevator in the building, as well as at the entrance to the garage, which can be used to contact the building's dispatching in real time when a problem occurs. These calls are recorded so that in the event of a complaint from you regarding the resolution of a problem, we will have an audio recording of the incident.

What is our legal basis for processing your personal data?

If data is processed cases for the safety of visitors and users of the building and the protection of the building and property, your personal data is processed on the basis of legitimate interest within the scope of Article 6(1)(f) of the GDPR.

In the case of making an audio recording, we process your personal data processed on the basis of legitimate interest within the scope of Article 6(1)(f) of the GDPR.

What personal data do we process?

- a) First and last name;
- b) Your photo and a photo of the vehicle registration number;
- c) A photograph of the vehicle registration number;
- d) The access card number, time, and place of entry;
- e) Your audio-visual representation.
- f) An audio recording containing your audio track.

How long do we keep your personal data?

- a) We keep your personal data for 15 days;
- b) We keep your personal data for 15 days;
- c) We keep your personal data for 15 days;
- d) We keep your personal data for 30 days;
- e) We keep your personal data for 15 days.
- f) We keep your personal data for 15 days.

Once we no longer need your personal data for the purposes for which we processed it, we will delete your personal data unless we have a legal obligation to retain it. Some details and correspondence may be retained until the end of the claims period in connection with pre-contractual or contractual relationships or to comply with legal requirements in relation to the retention of personal data.

With whom do we share your personal data?

We may also share your personal data with companies within the HB Reavis Group or with our business partners with whom we have entered into a contract due to their status as a sub-contractor, manager or joint manager. We may also be obliged to disclose your personal data to public authorities, in particular to courts and law enforcement authorities (police and prosecutor) and only to the extent necessary as required by the applicable and effective law.

We provide your personal data to the following companies under contracts with third parties who act as our agents, joint managers, or sole managers:

- **Apollo Nivy, s.r.o.** , a company registered address at Mlynské Nivy 16, 821 09 Bratislava, Slovak Republic, ID No.: 50 733 851, registered in the Commercial Register of the District Court Bratislava I, Section: Sro, INo.: 117447/B; the company is the Asset Manager of the property;
- **WALL & Partners a. s.** , a company registered address at Prievozská 4, 821 09 Bratislava, Slovak Republic, ID No.: 36 869 813, registered in the Commercial Register of the District Court Bratislava I, Section: Sro, No.: 5121/B; the company ensures the operation of the CCTV system.

From whom do we collect your personal data?

We obtain your personal data from you or from our Tenant.

Do we use automatic individual decision-making?

No, we do not use automatic individual decision-making.

Do we transfer your data to third countries?

Your personal data is processed on the territory of the Slovak Republic and other member states of the European Union. Your personal data may be processed by a country outside the European Union only if that country has been certified by the European Commission as having an adequate level of data protection or if there are other sufficient safeguards for the protection of personal data (for example, binding corporate rules or standard European contractual clauses on data protection).

Other information:

Personal data may, in justified cases, be subject to processing for the purpose of dealing with legal matters, including the performance of public authorities' duties and monitoring for legal protection. Personal data may also be archived in the public interest and for scientific, historical, or statistical research.

What are your rights?

Your rights are set out below. You should note that the exact conditions for exercising each right are summarised in Chapter III of the GDPR, and not all requests may be applicable in a particular situation. You have the following rights:

- Right of access to your personal data we store and process
- The right to rectification of incorrect and inaccurate personal data and the right to completion of incomplete data
- Right to restriction, i.e., restriction of the processing of your personal data
- The right to the erasure of personal data where there is a lack of purpose or where they have been unlawfully processed
- The right to object to processing if you believe that we have not processed your personal data lawfully
- Right to be excluded from automatic individual decision-making
- The right to obtain personal data in a commonly used and machine-readable format and the right to transmit that data to another entity
- Right to withdraw consent to the processing of personal data
- Right to file a complaint with the supervisory authority

How can you exercise your rights?

Electronic: dataprivacy@hbreavis.com
in writing to Mlynské Nivy 16, 821 09 Bratislava, Slovak Republic
Phone: +421 918 723 243

We strive to protect your privacy as much as possible and therefore process your personal data in accordance with the GDPR and all other relevant legislation. However, if you disagree with the way we process your personal data, you can exercise your rights with our Compliance and Data Privacy Manager:

Contact person responsible: Erika Wild, contact address: Twin City C, Mlynské Nivy 16, 821 09 Bratislava, Slovak Republic, tel. +421 918 723 243 , email: dataprivacy@hbreavis.com

Or you can file a complaint with a supervisory authority in relation to the processing of your personal data. Your local supervisory authority can be found at: https://ec.europa.eu/justice/article-29/structure/data-protection-authorities/index_en.htm

J. Evacuation plan

Methodological instruction for evacuation of the Apollo Nivy building

Overview

Upon receipt of an alarm report from a civilian, in person, by telephone, or otherwise:

- a) submitted to the SBS Operations Centre or the reception desk of the building, it is essential to immediately contact the Police Force of the Slovak Republic (hereinafter PZ SR) at the telephone number 158, if necessary also to contact the Fire and Rescue Corps (hereinafter HaZZ) at the telephone number 150,
- b) submitted directly to the Slovak Police Force, when the Police of the Slovak Republic notifies the SBS Operations Centre at the following telephone number: +421 945 504 715 of the necessity to evacuate the building,
- c) practice evacuation alarms or other unforeseen events such as an accident, power failure, shooting or robbery,
- d) the evacuation of the building shall be carried out promptly and appropriately.

Scope

The evacuation shall be managed by the acting building SBS commander (hereinafter referred to as the acting VO). The evacuation shall affect all areas of the building. A record shall be made of the course of action and outcome of the evacuation of the premises.

Description

The evacuation shall be managed and carried out as follows:

VO in case of receipt of the report:

- pursuant to paragraphs **(a)** and **(b)** shall immediately inform the Facility Management by telephone of the situation, in the order listed below:
 1. Svätopluk Svoboda, Facility manager +421 918 041 903
 2. Budai Roman, Security Manager +421 905 470 992
- according to paragraph **(c)**, the evacuation of the building shall be carried out only after obtaining consent to evacuate the building from the person in charge of the property.

The VO will notify the facility constituents of the evacuation preparation phase:

- Security Service (SBS): +421 917 941 870
- Reception desk: +421 xxx xxx xxx
- Maintenance: +421 902 615 980
- Cleaning company: +421 xxx xxx xxx

The VO informs the SBS staff in turn:

Miroslav Batovic: +421 905 439 097

After the arrival of the members of the PZ and HaZZ, the SBS evacuation commander shall inform them about the situation and shall be cooperative for the entire duration of the evacuation.

The evacuation is announced by an internal evacuation radio in the following ways:

- **Fire message** (Message triggered directly by EPS - in Slovak and English):

"Please be advised, there is a fire in the building. We ask all visitors and Tenants of the building to leave the building promptly in the direction of the marked escape routes and follow the instructions of the staff providing evacuation of the building. Thank you

- **Technical announcement** (Announcement triggered by the evacuation radio - manually - in Slovak and English):

"Please pay attention. The building is closing due to technical reasons. We ask all visitors and Tenants to leave the building promptly in the direction of the marked escape routes and follow the staff's instructions to ensure the building's evacuation. Thank you"

- **Test message** (Message triggered by the evacuation radio - manually - in Slovak and English):

"Please pay attention. The building is undergoing an evacuation radio test, and a test of the equipment is being conducted for your safety. We apologise for any inconvenience caused and ask for your patience. Thank you."

- **Termination of the wrong message** (Message triggered by the evacuation radio - manually - in Slovak and English language):

"Please pay attention. The evacuation was announced by mistake, and we apologise for the inconvenience. Thank you."

- **Completion of evacuation:**

"Please pay attention. The evacuation has been completed, and the building is back in operation. Thank you for your patience and cooperation."

The Tenant's Fire Wardens, wearing high-visibility vests marked "Fire Warden", direct the departure of their employees in the direction of the designated escape routes to the assembly point. The Tenants' employees shall move to the assembly point located to the south of the building, behind Mlynské Nivy Street (see Assembly Point Plan - Figure 15). Fire Wardens are required to report the status of the evacuation of the subject Tenant at the fire reporting station, in other words, the SBS Operations Centre, or at the assembly point, as well as report the presence and exact location of any immobile persons.

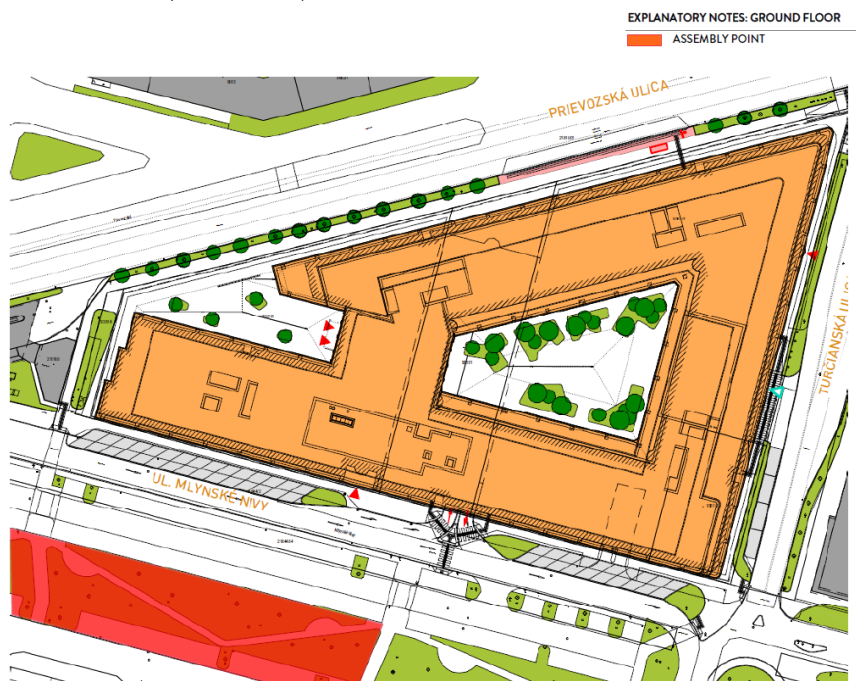


Fig. 12- Plan of the assembly point

1. Building technicians, upon receiving information that an evacuation is about to take place will prevent further entry into the building.
2. In the event of injury to persons, during the evacuation, the Operations Officer (OP) will call the Rapid Medical Assistance (RMA - ambulance) on the telephone number 155.
3. The main technicians are required to closely follow the instructions of the staff managing the evacuation in order to be able to respond immediately. They must report the completion of the evacuation of the assigned area by mobile phone.
4. The main technicians may only leave their position in the event of an immediate threat and on the direct instruction of the evacuation c. The Operations Centre continuously monitors the evacuation process by means of a camera system and responds to the situation by deploying and redeploying the main technicians.
5. If all the Tenant premises are in order, the evacuation can be terminated and the building can be reopened after agreement with the Police of the Slovak Republic.
6. The SBS evacuation commander, via the indoor home evacuation radio, and the OP, via megaphone, will announce the end of the evacuation with the following wording, *Attention please. The evacuation has been successfully completed. The building is back in operation. Thank you for your patience and cooperation.*"
7. Once the evacuation is complete, emergency personnel have departed and the building is made available, the Tenants' managers direct the arrival of their own employees to their Tenant spaces.

K. Fire Safety Directive

The Tenant is obliged to use the subject of the lease and the common areas and facilities in Apollo Nivy in accordance with generally binding legislation and to ensure the conduct related to fire safety is aligned with the most recent amendment of the Act of the National Council of the Slovak Republic No. 314/2001 Coll. and Decree of the Ministry of the Interior of the Slovak Republic No. 121/2002 Coll., in particular:

- To ensure that the fire safety technician fulfils the prescribed duties;
- To keep recording, updating, and monitoring the prescribed documentation on fire safety in accordance with the current legislation ;
- Ensure compliance with fire safety regulations, carry out the resulting orders and instructions and carry out regular monitoring of their implementation;
- Do not carry out activities with an increased risk of fire without the consent of the building management;
- Ensure, in accordance with fire protection regulations, that measures are taken to ensure protection against fires during non-working hours;
- Provide portable fire extinguishers in the required quantity and character and mark their location with the relevant pictograms;
- Ensure that portable fire extinguishers are regularly checked in accordance with current regulations;
- Provide training and education for staff on fire protection;
- Ensure that escape routes are passable so that they can fulfil their function, do not narrow their profile and ensure the operability of door opening mechanisms and door closers;
- Observe the smoking ban;
- Avoid fires, especially when using heat, electrical, gas and other appliances, when storing, when using flammable or fire-hazardous substances and when handling open flames;
- Do not carry out unprofessional repairs on the electrical installation, do not overload electrical circuits by over-connecting electrical appliances and do not use damaged electrical appliances;
- Appliances may only be installed at a safe distance from combustible structures and materials in accordance with the manufacturer's instructions and applicable legal standards;

- Appliances may only be used if they are in good working order and under the conditions specified in the manufacturer's instructions. When using the appliance, its operation must be supervised. Only an appliance whose design permits it may be operated without supervision;
- Do not damage or misuse portable fire extinguishers, fire hydrants, fire doors and do not obstruct access to utility shut-offs valves, especially electricity, gas and water shut-offs valves;
- Do not cause a fire alarm without a valid reason;
- When fighting a fire, take the necessary measures to rescue persons at risk, extinguish the fire if possible, or take the necessary measures to prevent it from spreading;
- Report the fire immediately to the common fire reporting station, the SBS Operating Centre.
- Provide assistance to the fire-fighting unit at the call of the SBS commander and provide material means to fight the fire.
- Enable management to conduct preventive fire inspections to verify compliance with fire protection laws, regulations, and standards.

L. Fire and Alarm Directive

Duties of an employee who detected a fire:

- Take the necessary measures to rescue injured or vulnerable persons;
- Attempt to extinguish the fire with available fire-extinguishing media, or at least prevent its spread, by using a fire extinguisher, blanket, etc;
- Report a detected fire to the fire alarm room without undue delay by telephone, wall-mounted push-button EPS call point, or in person at the SBS control room.

Method of declaring a fire alarm:

- The fire alarm shall be announced by radio announcement and EPS light signalling, or by calling "**FIRE**".

Duties of employees when a fire alarm is declared:

- At the call of the intervention commander, they assist in the evacuation of persons and material, or in the actual liquidation of fire;
- All those not directly involved in the fire suppression shall move as quickly as possible to the assembly point (Fig. 16), following the designated escape routes and the evacuation plan. If movement is hazardous, personnel shall remain at the workplace and await instructions from the emergency services;
- Provide personal and material assistance to the fire department.

Emergency Services:

Service	Telephone Number
Fire station Reporting Helpdesk:	+421 917 941 870
Fire department:	150
Police	158
Ambulance:	155
Integrated Rescue System:	112
Power Plant:	0800 111 567
Gasworks:	0850 111 727
Waterworks:	0800 121 333

M. Final provisions

The operator of the leased rental unit, the Tenant, is obliged to ensure unrestricted compliance with the Operating Rules of Apollo Nivy, as specified in the subject of the lease, including all its annexes, and make the Rules accessible to all employees. The operator of the rented rental unit is obliged to promote and protect the Operating Rules of Apollo Nivy and all its annexes from damage, loss, or theft.

In the event of damage, loss or theft of the Operating Rules or any of its annexes, the operator of the rented rental unit is obliged to request the management of Apollo Nivy to issue a new copy of the relevant document; It is forbidden to reproduce or distribute the Operating Rules, including their annexes, without the prior written consent of the Property Management.

Apollo Nivy reserves the right to make amendments to the Operating Rules, including all its annexes, and the operator of the rented rental unit undertakes to comply with them. Tenants will receive current Operating Rules by email to the email addresses listed in the Rental Unit Identification Profile (ANNEX I.);

The Operating Rules may be updated in the event of substantial operational changes at the discretion of the Property Manager.

Updated: 01/2023

APOLLO

— N I V Y —

ANNEX I. RENTAL UNIT IDENTIFICATION PROFILE

PROPERTY HANDOVER AND TRANSFER PROTOCOL OF THE KEYS TO THE RENTAL UNIT

Registered Company Name:	Commercial Name:
GLA:	Registered Address:

Tenant Executive:

Name:		Name:	
Telephone number:	E-mail:	Telephone number:	E-mail:

Point of contact for Property and Facility Management:

Name:		Name:	
Telephone number:	E-mail:	Telephone number:	E-mail:

Point of contact for unit handover:

Name:		Name:	
Telephone number:		E-mail:	

Contents of the sealed envelope:

Note:

Lessor:	Lessee:
Signature:	Signature:
Date:	

Please, make sure you notify Asset Management promptly about any changes in the aforementioned contact details. Should the keys be replaced at any point, please, make sure to provide a replacement envelope to seal.



ANNEX II. DAMAGE OPERATIONAL GUIDELINES

The objective of these guidelines is to monitor the damage incurred for the purpose of recovering damages and taking precautionary measures.

1. In the event of any damage at the property site, the Security Services must always be summoned immediately by notifying the nearest security guard.
2. A damage report shall be made immediately after the inspection of the security services patrol.
3. The damage report shall be made in the form "ANNEX VI - INCIDENT REPORT".
4. All items must be listed on the form, and no field should be left blank. Crossing out a blank field shall be considered completed, e.g., where there are no witnesses, the entry for witnesses should be crossed out, or 'no witnesses' should be written.
5. The "Name of establishment/location of the incident" item should define the location where the damage occurred as precisely as possible.
6. Under "Incident Record and Findings", the following should be recorded as precisely as possible: what was damaged, to whom the damage was caused, including address and contact, which caused the damage, why the damage occurred, and the source of the damage.
7. If the police, health services, or fire brigade were called to the incident, copies of their records and photographic documentation should be attached to the damage report where possible.
8. Under "Action", it is necessary to define what action was taken immediately or after the incident occurred to prevent further damage and document the damage.
9. The witnesses of the incident should be recorded. A guest may also be a witness.
10. The name and signature of the person who caused the damage, or a representative of the business that caused the damage, or on the premises where the damage occurred, should be obtained voluntarily and entered in the "Name of the representative of the establishment/business/person involved" and "Signature of the representative of the establishment/business/person involved" fields where possible. If this person refuses to give their name and sign the record or cannot do so for any reason, this should be entered in the "Description of the incident".
11. If there is a security camera recording of the incident, this should be attached to the record of the damage.
12. A copy of the damage record is given to the person who caused the damage, or the person responsible for the premises in which the damage occurred, and to the person to whom the damage was caused or who represents the victim.
13. The original copy of the damage report shall be handed over to the Facility Manager without further delay by the security officer.

Attachment: The form "Annex VI. - Incident Report".

In Bratislava xx/xxxx



ANNEX IV. WASTE MANAGEMENT DIRECTIVE

This Directive is an annex to the Operating Rules and sets out the principles for waste management of common and tenancy areas.

The waste management room is located in the eastern part of the building, close to the entrance from Turčianska Street. In the waste management room, there are trash cans for municipal, non-recycling waste, as well as separate dedicated bins for recycling. The storage, removal and disposal of waste is provided by the Facility Management in accordance with Decree 223/2001 Coll. as amended.

The waste management premises can only be accessed by an authorised person of the tenant, who has been assigned access via their access card. Access is usually granted to an employee of the tenant's cleaning company. The tenant may request access by filing a request in the HELP DESK application.

The Facility Management is responsible for the collection and disposal of municipal waste, mixed waste, paper and cardboard packaging, plastics and glass packaging. Facility management does not provide for the removal and disposal of hazardous waste, waste produced by construction activities, bulky, or excessive waste. Disposal of such waste is the responsibility of the tenant.

1. Non-recycling :

Municipal waste is the non-recycling waste produced by the tenant's employees and visitors to the Apollo Nivy building during the course of a typical day. Municipal waste must be transported, along the routes indicated below, to the waste management room, where it shall be disposed to an appropriate trash can. Waste will be placed in the waste bins in intact plastic bin bags. It is not permitted to place rubbish bags outside the waste management room or scatter them around in the waste management room outside the appropriate trash can.

2. Recycling :

There are dedicated recycling trash cans in the waste management room for tenants, namely containers for paper and cardboard packaging, plastic and glass packaging and kitchen biowaste. The waste is sorted in the rental unit. The tenant or their employees enters the waste management room with the already sorted waste, where the rubbish is disposed into the appropriate trash can.

3. Paper, Cardboard, and Tetra Pak Carton

In a dedicated paper recycling bin, you may dispose: newspapers, magazines, notebooks, books, letters, office paper, paper bags, cardboard and hard paper boxes.

You shall not dispose in the paper recycling bin: plastic wrappers, waxed paper, paper with tin foil, copy paper, dirty or greasy paper, unfolded/unassembled boxes and cardboard packaging.

4. Plastics

In a dedicated plastics recycling bin, you may dispose: PET bottles - beverage and mineral water packaging. The bottles must be squeezed and depressurised before being put into the container.

You shall not dispose in the plastics recycling bin: Bottles and containers currently or previously containing oil, chemicals, cleaning products, etc. are not allowed in the containers.

5. Glass

In a dedicated glass recycling bin, you may dispose: bottles made of glass, jars, containers, packaging and objects made of glass, flasks, cosmetic bottles, shards, window glass, glass from glasses, etc.

You shall not dispose in the glass recycling bin: lids, corks, rubbers, porcelain, ceramics, mirrors, wire glass, plastic bottles, parts of bottle caps, light bulbs, fluorescent tubes, automotive glass, monitors, electronics, etc.

6. Kitchen bio-waste

In a dedicated bio-waste bin, you may dispose: solid food scraps of both plant and animal origin, expired food, pasta, rice, coffee and tea, used paper tissues, wrappers and biodegradable waste bags

You shall not dispose in the bio-waste recycling bin: oil and fat, food packaging, non-biodegradable bags, coffee capsules, cigarette butts, large animal bones, liquid components of kitchen waste, nappies, garden waste and other municipal waste.

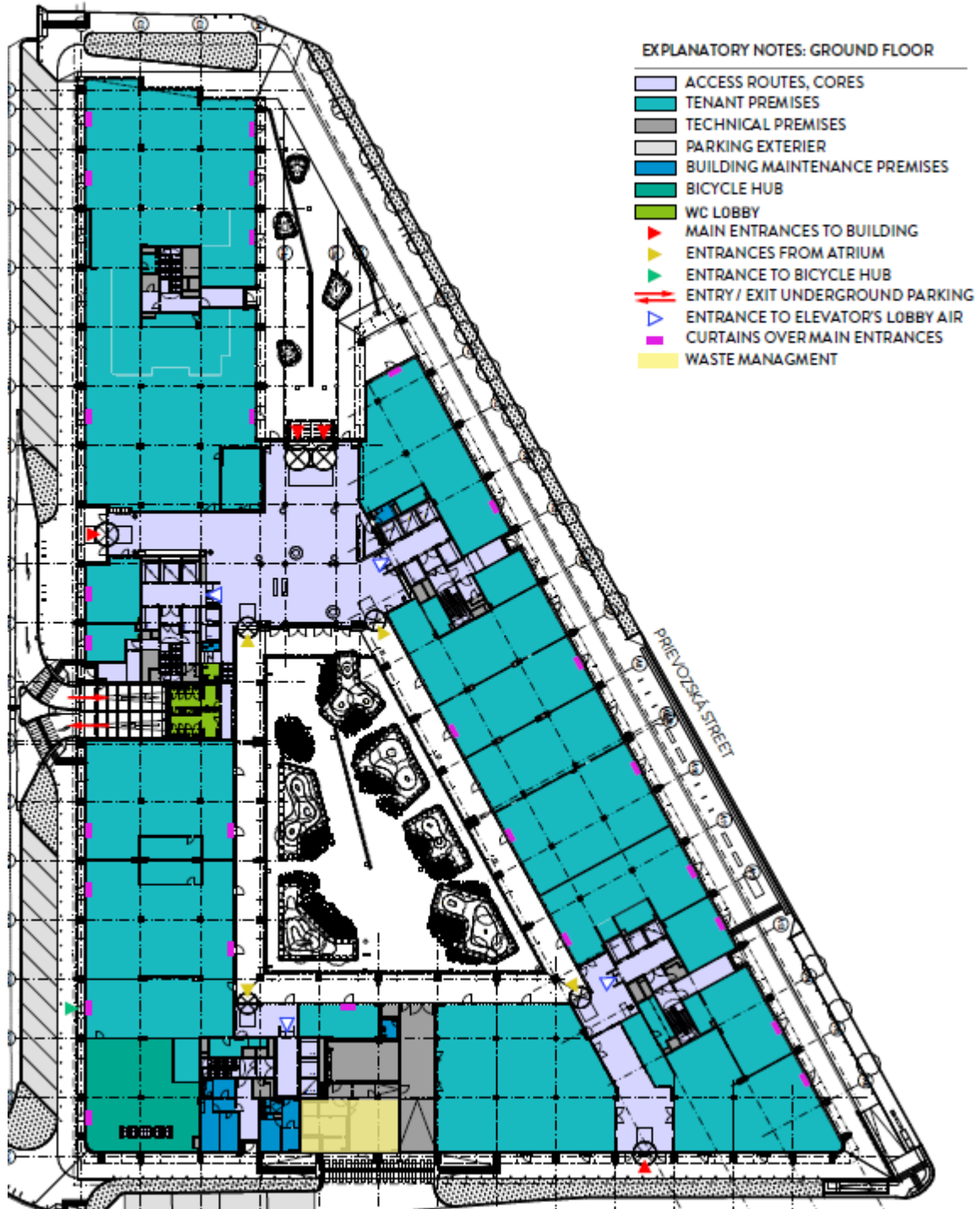
7. Hazardous waste:

The hazardous waste category includes monocells, dead batteries, alkaline cells, nickel-cadmium batteries, items containing mercury, light bulbs, and fluorescent lamps, paint residue, unknown substances, chemicals, and others. The tenant shall dispose waste at its own expense.

The following trash cans are located in the waste management room:

No.	Trash can	Volume (m3) each:	Number of cans:
1	Non-recycling	4,5	x
2	Paper, Carton, and Cardboard	4,5	x
3	Plastics	0,24	x
4	Glass	0,24	x
5	Kitchen bio-waste	0,24	x

Floorplan of the 1st floor– the designated route to the waste management room





**ANNEX V.
AGREEMENT ON THE ESTABLISHMENT OF
A JOINT FIRE-REPORTING PATROL**

The companies :

1. Apollo Nivy s.r.o., Mlynské nivy 16, 821 09 Bratislava

and

2.

have agreed upon:

Establishment of a joint fire reporting patrol, which is located in the SBS Operating Centre in the APOLLO NIVY building, at the following address **Prievozská 2/A in Bratislava.**

For the establishment of a fire-reporting patrol and the fulfilment of all the formalities according to § 15 paragraph 3 to 5 of the Decree of the Ministry of the Interior of the Slovak Republic 121/2002 Coll. the company is responsible for fire-reporting patrol is

The responsibilities are as follows:

- ensuring a continuous fire-reporting service at least during the opening hours
- visible signposting of the FIRE DEPARTMENT
- the provision of means of communication for reporting the occurrence of a fire
- the provision of facilities for delivering the fire alarm as per the fire alarm directives
- storing the necessary documentation - in particular, the fire alarm directives, fire evacuation plans, telephone numbers of the statutory representative and other designated responsible senior staff trained in fire protection
- a list of tenants on the premises, legal persons and natural persons, including their telephone numbers, for whom the fire detection room has been set up.

Date

.....
Representative of Apollo Nivy s.r.o.
Name, Signature

.....
Representative of
Name, Signature

APOLLO — N I V Y —

Annex VI. INCIDENT REPORT

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Extraordinary circumstances	Damage	Incident	Breach of Operating Rules
Commercial name of the premises/location		Date	Time
Who is reporting the incident?			Podpis

Description of the incident:

Estimate of the extent and value of the damage: to be valued later

Preventative measures:

Who ordered the measures:	Date:	Signature:

Witnesses:

Name:	Address:	Telephone number:	Signature:

Name of the representative of the commercial premises:	Name of the representative of the commercial premises:
Date:	

APOLLO — N I V Y —

ANNEX VII.

OPERATING RULES FOR CYCLISTS

The Operating Rules for Cyclists supplement the Operating Rules of Apollo Nivy and set out the code of conduct for persons coming to the Apollo Nivy building on a bicycle. Cyclists shall enter the building from Turčianská Street. In the Bike Hub area, cyclists shall observe the route marked by the horizontal and vertical lines that lead to the bicycle rack. The bicycle stand is located on the 1st floor of the Bike Hub, in the eastern part of the building, close to the elevator entry area marked as Core ("Jadro") C Fig. 01- Legend of cyclists Bike Hub'.

The racks are accessible exclusively to employees of the companies located in the Apollo Nivy building and visitors to the commercial property for short-term bicycle parking, usually for the duration of the person's presence in the building. To enter the Bike Hub area with bike racks, it is necessary to tap the access card onto the card reader device located on the turnstile and wait for the indication that access was granted- the green light. The bicycle shall be parked in an empty bike rack designated for this purpose and adequately secured with its own anti-theft lock. Moreover, there are outdoor bike racks for ten bicycles located in front of the main entrance to the building from Mlynské Nivy Street, which can be locked with a portable lock.

The changing rooms and sanitary facilities for cyclists are located on the 1st underground floor via the visitor lift entry area in Core C (Fig. 02 - Legend of cyclists' movement through the garages). After tapping the access card on the card reader, the cyclist may enter the changing rooms. There is a male and female changing room available on site. The changing rooms are fitted with showers, toilets, washbasins and lockers that may be used exclusively for the short-term storage of clothing and equipment. Each user is obliged to lock the locker using their padlock. The locker user is not entitled to use two or more lockers at the same time. The lockers are not intended as long-term storage space; long-term is defined as the continuous locking of the locker for a period exceeding one working day. The landlord is entitled to remove the padlock and empty any stored items at their discretion on Saturdays or Sundays. The lockers and the rest of the locker rooms shall not be used for the storage of valuables, wallets, watches, computers (including laptops), smartphones and other similar equipment. Should the tenant, employee, or visitor wish to store such items, they may do so on the leased premises of the specific tenant. Apollo Nivy s.r.o. is not responsible for any theft.

The tenants' employees do not need to bring their own bicycles and may use complimentary bike (4) and scooter (2) rentals from an app-controlled smart bike rack. To use this service, the occupants must register to become a MoreApp user using their work email. The registration and basic bike rentals are free of charge. These bicycles shall be returned to a smart rack to one of HB Reavis properties as per the information in the More application.

For more information about the registration to the app, please, visit moreapp.hbreavis.com, or via reception, or download the app using the AppStore or Play store.

Obligations of persons arriving at the APOLLO NIVY by bicycle:

- Bicycles may only enter the premises dedicated to cyclists;
- When entering the underground garage and transferring within the premises, please, make sure to follow the traffic signs;
- Take care of your health and safety and the safety of other persons on the premises;
- Please, drive only in the traffic lane and in the direction of traffic flow;
- Whilst parking a bicycle, please make sure that it does not obstruct or restrict the operation of the facility;
- Park the bicycle only in the bicycle rack area and the designated bicycle racks;
- To properly secure the bike against theft using your own padlock;
- When leaving the bicycle rack, make sure that the entrance to the bicycle cage area is closed;
- When placing clothing, shoes and other cycling equipment in a locker and then secure the locker with a padlock;
- When leaving the premises, empty the locker and leave it unlocked;
- When leaving the premises, please observe the traffic lane in the direction of traffic flow.



It is strictly prohibited to:

- Carry and transport a bicycle within the Apollo Nivy building, outside of the underground levels or by a route other than that defined by the traffic lane and the designated direction of traffic flow;
- Leave the bicycle parked in a location other than the bicycle rack;
- Lean and lock bicycles against fittings and fixtures that are not bicycle racks;
- Use the rack space for any purpose other than parking or basic servicing of the bicycle;
- Park a bicycle for a period of time exceeding 48 hours. The Lessor shall be entitled to remove bicycles demonstrably parked for more than 48 hours;
- Prolonged storage of belongings in lockers;
- Permanently locking lockers, especially when the locker is empty;
- Use lockers to store food, flammable materials, chemicals, valuables or cash.



Fig. 01 - Floor plan of the 1st floor - the dedicated space for cyclists, indicating the movement in the underground garage area.

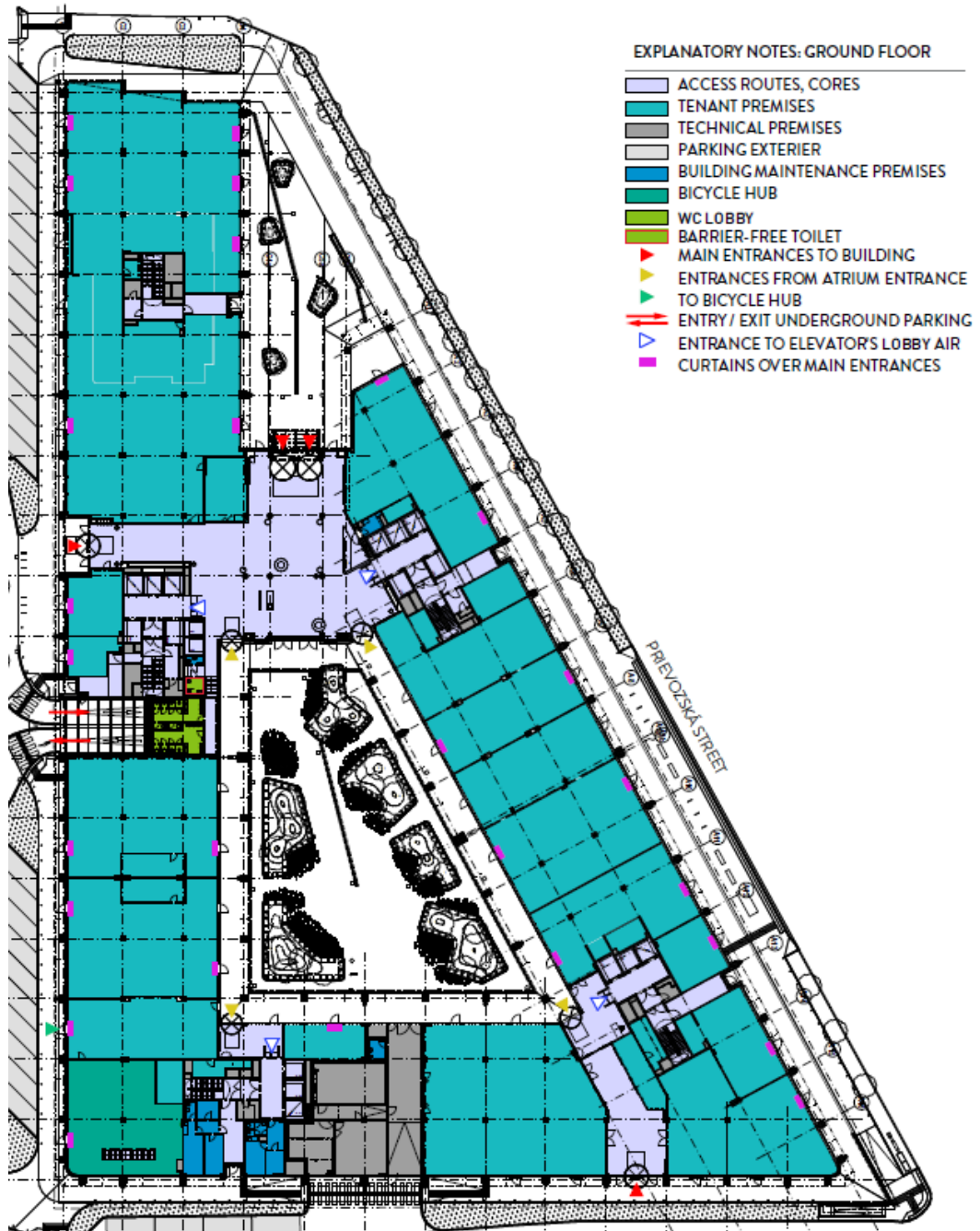
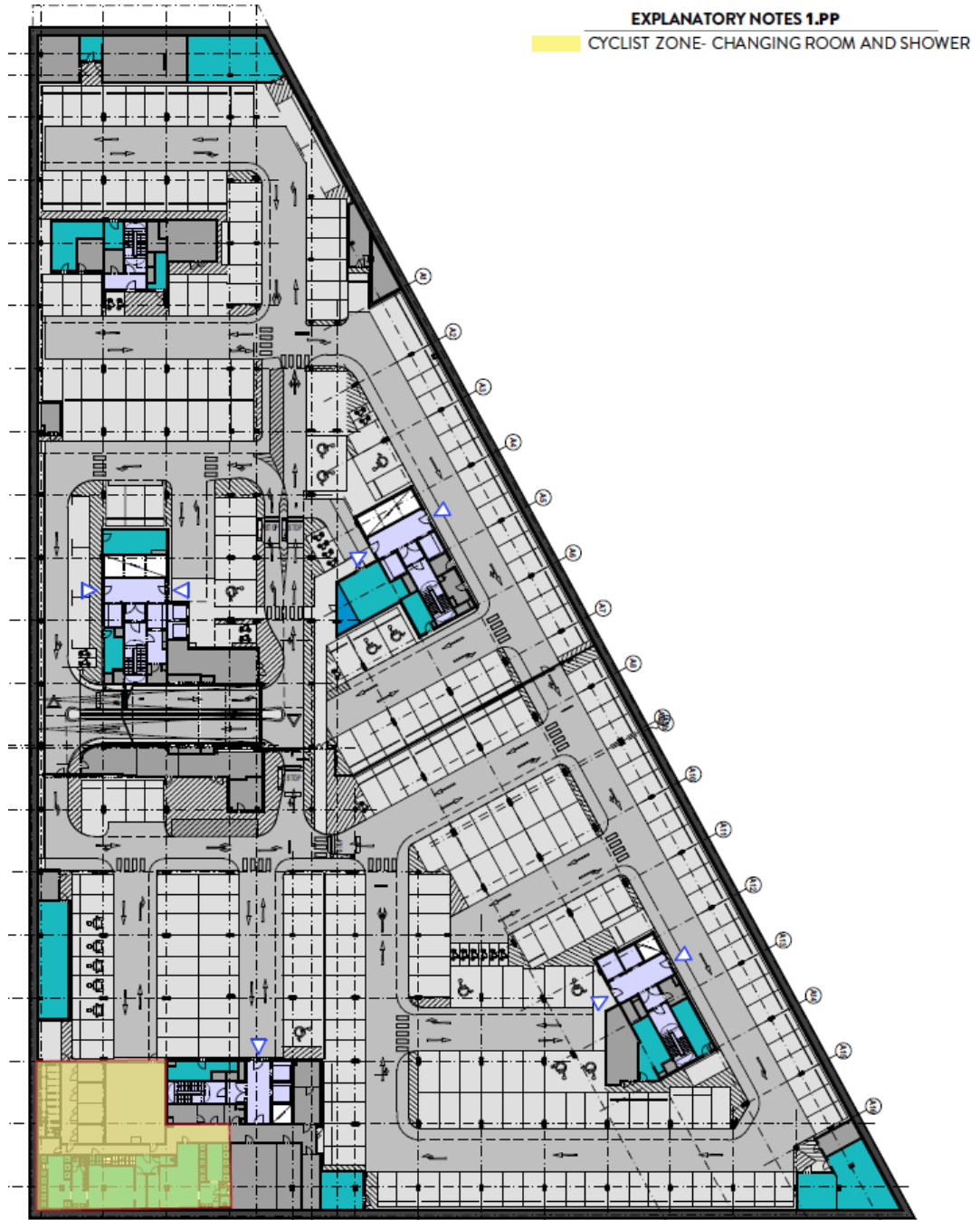


Fig. 02- Legend of cyclists' movement around the underground parking garages



Bike Rack Manual:

Fig. 02- Bike Rack Manual Type 1

AKO POUŽÍVAŤ STOJAN NA BICYKLE HOW TO USE THE BICYCLE RACK

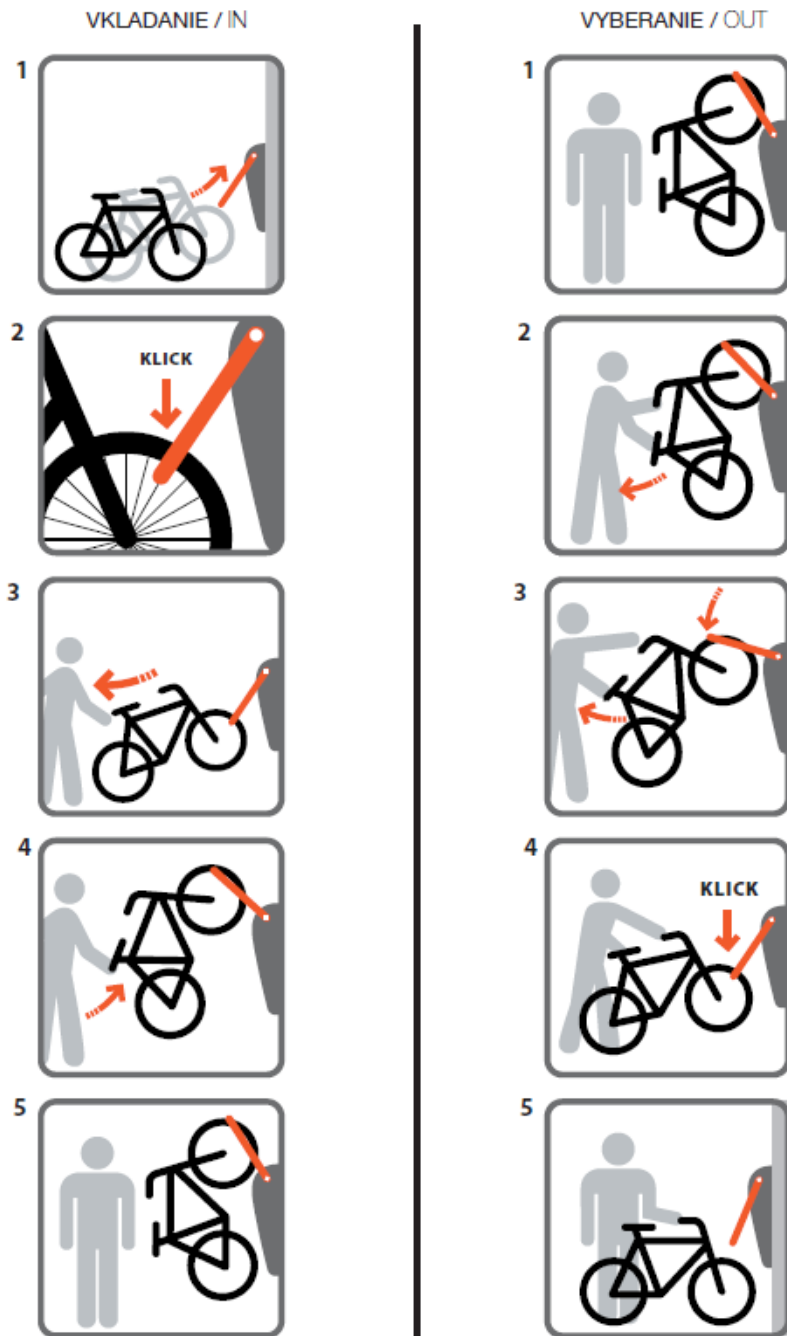
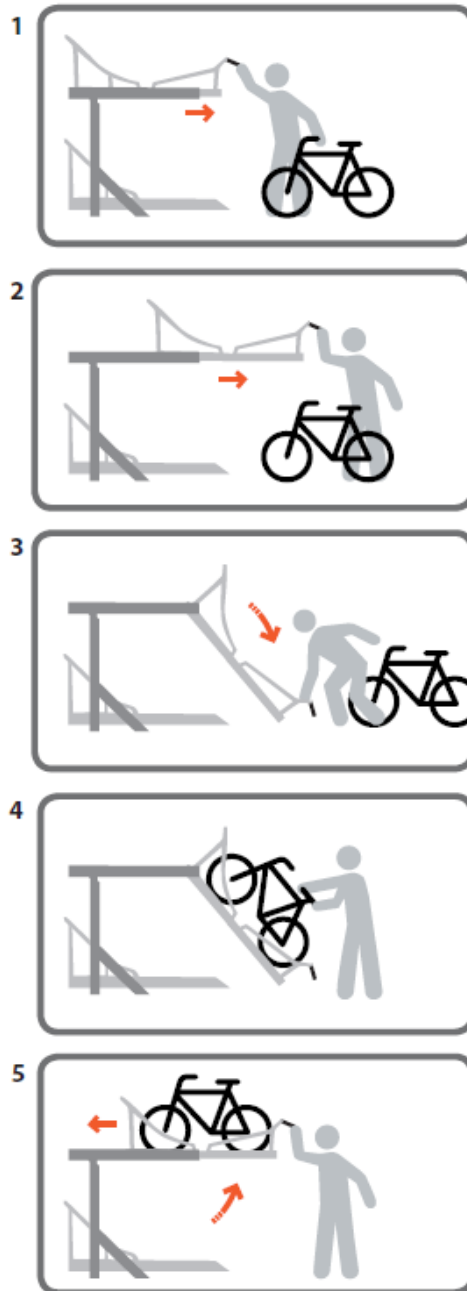


Fig. 03- Bike Rack Manual Type 2

AKO POUŽÍVAŤ STOJAN NA BICYKLE HOW TO USE THE BICYCLE RACK



MANUAL TO RETAIL SHOPWINDOWS

MATERIAL AND FORMAT OF OPENING HOURS

The opening hours should be printed on one of the four types of transparencies below.

The basic format of the opening hours is A4 (210 x 297 mm). The dimensions can be increased to the maximum A2 format (420 x 594 mm).

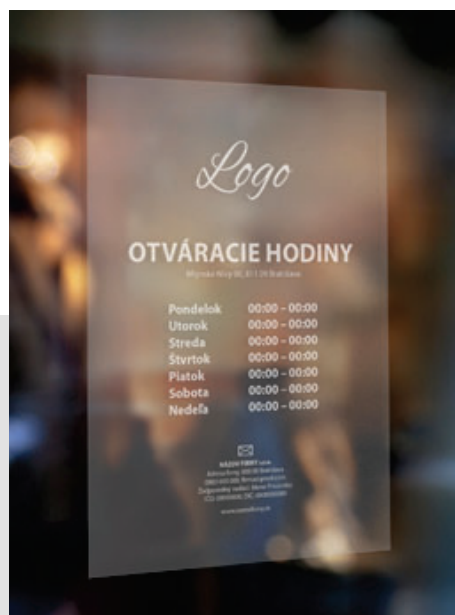
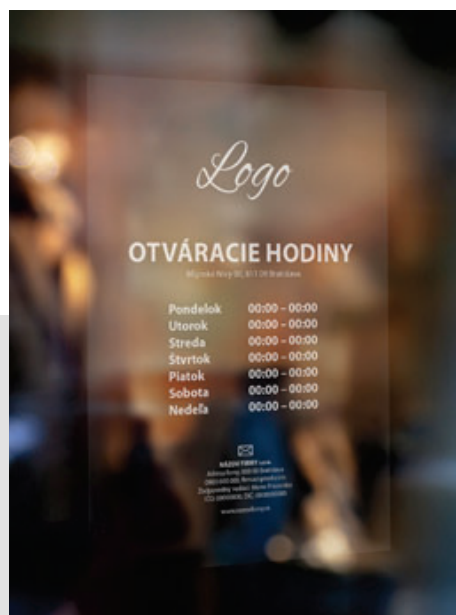
Materials:

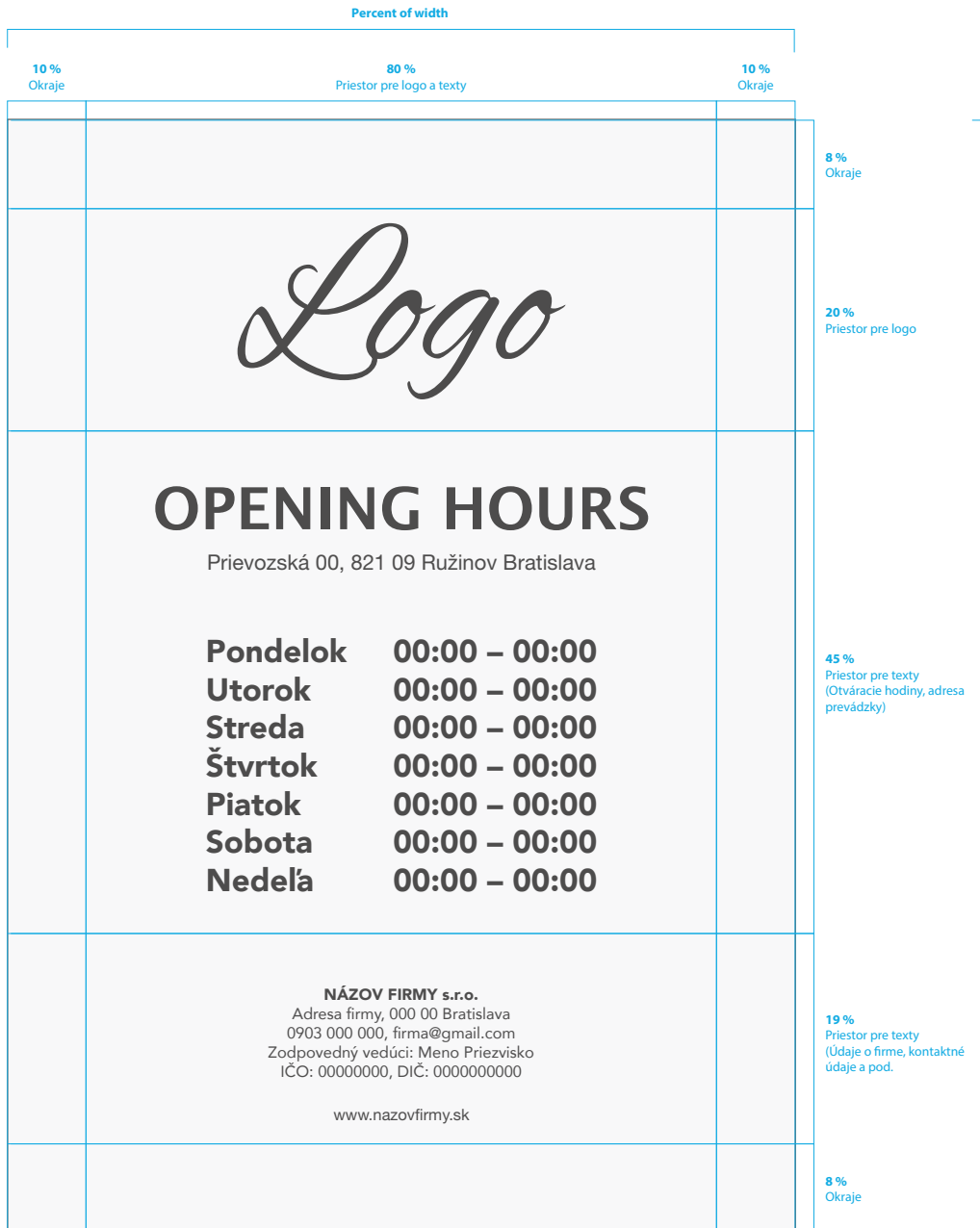
transparent film

sandblasted film (Oracal Satin Crystal HD 5803)

cast black foil

cast white foil





Manual to create opening hours

The overall graphic design should be clean and simple. A graphic without a background is recommended, i.e. the background of the opening hours is formed by the material of the selected film. If the tenant does not have a defined font in their brand manual, the Avenir font should be used in a thicker cut, the color of which will contrast well with the background.

The dimensions of individual sections are given as percentages of width and height.

The graphics on this page are for illustration purposes only..