

HOUSE RULES

1. The User acknowledges and agrees that maintenance of decorum and decency is critical in the Premises, the Designated Work Space and in the Common Area and the User agrees and undertakes to adhere to the various House Rules as framed and amended by Cove from time to time.
2. **General Rules:** The User agrees and undertakes as follows:
 - a) All employees of the User must be at least 18 years of age;
 - b) The User shall promptly notify Cove of any change in the contact information of the User;
 - c) Common Areas are to be utilised only for temporary use by the User and all Other Users and cannot be used as a place for continuous everyday work;
 - d) All keys, key cards and other such items used to gain physical access to the Premises, Designated Work Space or Common Area will remain the property of Cove and all employees and associates of the User will safeguard the same and the User shall promptly notify Cove of any loss of access keys and will be liable for replacement fees should any access keys be lost, stolen or destroyed;
 - e) The User will be at all times responsible for all damages caused to the Designated Work Space and other Common Areas including to furniture, equipment, canteen items and such like excluding normal wear and tear;
 - f) The User will be responsible and liable for damages for all item(s) provided including the Common Facilities, electronic and electrical devices, equipment, machines, maintenance and housekeeping materials, hardware materials and any other such materials for use should any such property be lost, stolen or destroyed or damaged in any manner excluding normal wear and tear;
 - g) The User will not make any structural or non-structural alterations or installations (including, but not limited to, wall attachments, furniture or IT equipment, and/or glass panelling) in the Premises, Designated Work Space or elsewhere in the Premises including the Common Area. In the event that any alterations or installations are made it will be deemed breach with consequences.
3. **Safety and Security Rules:** the User agrees and undertakes as follows:
 - a) The User will not block or restrict access to any strategic safety & security points such as emergency exits, fire exits, emergency stairwells, ventilation ducts etc. and will not meddle or alter any fire extinguishers, fire alarms, smoke detectors etc.
 - b) The User and its employees, agents, affiliates, associates, representatives or any other such person associated with the User will at all times extend full co-operation with the security team hired by Cove.

- c) The User and its employees, agents, affiliates, associates, representatives or any other such person associated with the User will not trespass into restricted areas or access-controlled areas without the prior consent of Cove.
- d) The User and its employees, agents, affiliates, associates, representatives or any other such person associated with the User will adhere to all enforced and enacted building safety regulations.
- e) The User will be entitled to have visitors, guests, patrons, clients, customers visit the Premises and / or Designated Work Space provided that all such visitors, guests, patrons, clients, customers etc. register their necessary contact details at the security points established by the security team for the same purpose.

4. Cybersecurity Rules: the User agrees and acknowledges that:

- a) The User and its employees must ensure that all of its computers, tablets, mobile devices and other electronic equipment are (a) kept up-to-date with the latest software updates provided by the software vendor and (b) kept clean of any malware, viruses, spyware, worms, trojans, or anything that is designed to perform malicious, hostile and/or intrusive operations. Cove reserves the right to remove any device from the network that poses a threat to Other Users until the threat is remediated.
- b) The User will not misuse the Communication Facilities provided by Cove for carrying out any Malicious Cyber Activities or any other such restricted, illegal and unlawful activities.
- c) The User will not

5. Behaviour & Etiquette Rules: the User agrees and acknowledges that:

- a) User and all employees will maintain decency and decorum in the Premises, the Designated Work Area and all Common Areas used in the Premises;
- b) The User, its employees, agents, affiliates, associates, representatives or any other such person associated with the User will maintain utmost respect and decency with the Cove Staff at all times.
- c) The User will be solely and fully responsible for ensuring that no alcohol is consumed by any of the employees or guests including in the Premises and in the Designated Work Space or the Common Area;
- d) The User its employees, agents, affiliates, associates, representatives or any other such person associated with the User will ensure that smoking of cigarettes, beedis, e-cigarettes, vapes etc. will be done only in areas specifically demarcated for the same.
- e) The User its employees, agents, affiliates, associates, representatives or any other such person associated with the User will not carry out any activity that will violate and / or breach the noise regulations as set by Cove.