



RULES OF OPERATION

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1. Basic provisions

This Directive regulates the operation of Apollo Business Center II and defines the rules for the movement and behaviour of persons in the building and throughout the premises. All persons are obliged to follow the rules regulated by this Directive and other directives and measures that specify its provisions.

The provisions of these Operating Rules do not interfere with the relevant lease agreements. When drafting these Rules, an effort was made to harmonize its provisions with the operating and lease conditions of all tenants. However, if there is a deviation between the lease agreement of the relevant tenant and this document, the provisions of the lease agreement shall apply.

Validity of the document

The document is valid in the Apollo Business Center II complex.

Contact details

NAME	T.Č.	EMAIL	AVAILABILITY
RECEPTION	+421 2 3232 3602	Infopult_A@apollobc.sk	08.00 – 16:00
Block A	+421 2 3232 3603	Infopult_B@apollobc.sk	08.00 – 16:00
Block B	+421 2 3232 3604	Infopult_C@apollobc.sk	08.00 – 16:00
Block C	+421 2 3232 3605	Infopult_D@apollobc.sk	08.00 – 16:00
Block D	+421 2 3232 3607	Infopult_E@apollobc.sk	08.00 – 16:00
Block E			
SBS - FIRE REPORTING	+421 918 963 181 02/32 32 36 00	sbs@apollobc.sk	24H
SBS - COMMANDER	+421 918 963 181		
*Property Manager – Zuzana Fujdiarová	+421 908 283 440	zuzana.fujdiarova@hbreavis.com	8:00-16:00
*Technical Manager – Gabriel Szelle	+421 901 757 533	gabriel.szelle@hbreavis.com	8:00-16:00
Maintenance – Supervisor	+421 907 884 766	rastislav.pero@cbre.com	7:00-16:00
Maintenance – technician	+421 918 963 179	udrzba@apollobc.sk	24H
Cleaning of the building – Supervisor	+421 903 456 913	bagiova@simacek.sk	7:00-16:00

*Property management

The ABCII administrator's office is located in block A, 1st floor – information will be provided by the reception.

The room of the 24-hour service of the SBS and technical administration ABCII is located on the ground floor of building B, the entrance from the outside of the building from the entrance to the underground garage from Prievozská Street.

2. Description of the facility

Apollo Business Center II

The area is located in the Old Town district, in the Mlynské nivy zone. It is mostly a flat area with a slight elevation. In the past, the area was intensively used by industrial areas. The proposed building respects the surrounding buildings, it is a natural continuation of the semi-enclosed structures located in its vicinity. The shape, location and height of the building arose from urban relations respecting the valid zoning documentation and the existing surrounding buildings.

The ABC II multifunctional complex consists of 5 buildings marked as blocks A, B, C, D, E. Buildings "A", "B", "C" have 8 above-ground floors, building "D" has 7 above-ground floors and building "E" has 17 above-ground floors. The entire complex is connected by two underground floors, which serve as garages for tenants and the public. On the ground floor, the complex is connected by an outdoor relaxation zone - a park with greenery, sidewalks and a fountain.

The ground floors of the ABC II buildings are used mainly as commercial premises, cafes and restaurants. Each building has an entrance hall with a reception on the ground floor. The upper floors of the buildings are mainly used as administrative spaces.

The administration premises are designed with regard to the versatility and flexibility of the use of floors, while complying with the requirements of the technical standards of STN, the Building Act and related regulations, hygiene regulations, requirements for occupational safety and technical equipment and other regulations for the design and implementation of buildings.

The underground floors serve as a parking garage with use also for the technical facilities of the building (transformer stations, HV substations, LV substations, HVAC engine rooms, cooling engine room) and storage space for tenants.

The area is designed with regard to barrier-free access in accordance with the Decree of the Ministry of the Environment of the Slovak Republic No. 532 Coll. Entrances to the buildings are barrier-free, each staircase has an elevator. On the 1st floor, toilets for the disabled are built in the buildings. From parking, 2% of parking spaces for the disabled are defined.

The buildings are accessible to the public only on the 1st floor and on the floors designated by the tenants as open to the public (own receptions) and on the 1st floor in the public parking zone. The basement areas of the garage on the 2nd floor, waste management rooms and technical rooms of the buildings are inaccessible to the public.

It is forbidden to use escape exits from buildings outside of crisis and emergency situations. Moving and supplying is allowed only with the knowledge of the technical manager of the building and after contacting a member of the SBS who will make the space available.

Anyone who notices a suspicion of a fire, accident or threat shall immediately contact the commander of the guard service and inform him of the place and nature of the finding. The commander of the guard service will send a member of the guard service and a maintenance worker to the notified location. Depending on the nature of the finding, he will decide whether it is necessary to open the operation and carry out an intervention in it. In the event that the leased operation must be opened, he will notify the tenant's contact person specified in the tenant's identification sheet. After the intervention is performed, the security service will lock the rental space. The necessity of opening the leased operation and intervening in it will be recorded by the Apollo Business Center II security service and the tenant will be informed of this fact without delay. Subsequently, the SBS employee will reseal the keys.

In the event that it is necessary to enter the leased premises of the tenant without the presence of its representative outside of opening hours, due to the announcement of a fire by an electric fire alarm device, a serious suspicion of an accident or any threat, this entry is possible for the maintenance staff of Apollo Business Center II accompanied by a member of the Apollo Business Center II security service.

Tenants in all leased business premises are obliged to mark the opening hours and details of the business unit at the entrance, in a visible place, in an appropriate aesthetic form (by etching on a separate pane of glass, glass foil, a plate made of noble material, etc.).

If some business operations are temporarily closed due to inventory or other technical reasons, tenants are obliged to announce the reason for the closure and the subsequent or expected opening time in a clearly visible and aesthetically visible place.

Accessibility

The building is designed in accordance with the requirements for use by disabled persons (hereinafter referred to as ZPO) according to the applicable legislation. Entry to the building is possible from the level of the pavement, through the entrance lobby, where the reception is located, through both entrances. Within the building, ZPO can be transported by elevators.

3 . Safety

Duties of the guard service:

To be cooperative on the premises of the building complex in compliance with all principles, rules and obligations contained in this document and its annexes, but in particular:

- Be polite and respectful to all visitors and staff;
- In case of finding posters that were not allowed to be removed immediately upon detection and ensuring that the traces of the poster are cleaned up by the cleaning service;
- In the event that unacceptable, immoral and unsociable behaviour of persons is found in public; to expel these persons from the premises in a manner corresponding to the competences of the security service. If necessary, a member of the guard service is obliged to call the police;
- Do not allow any people in the area to spend the night;
- In the event of a person being caught stealing, the person shall be appropriately detained and the police shall be called;
- In case of observing the activities of a member/members of a religious sect, this person/persons shall be expelled from the premises;
- If door-to-door selling is detected, it will expel these persons from the premises.

To be cooperative:

- In the event of an intervention by the police or other emergency services, including an intervention reported by the Lessee;
- When maintenance or service personnel enter the Lessee's operation in the event that the Lessee or his representative is not present;

- When solving any problems with members of the tenants' security service (if they have their own), by contacting the administrator. When asking the tenant to take a problematic visitor out of the rented premises and then out of the premises;
- When providing first aid;
- In emergency situations.

Provide in the area:

- Trouble-free and safe stay of visitors;
- Removal of items that do not have an owner;
- Safety of common areas;
- Protection of property and tenants;
- Fire safety.

Tenants are fully responsible for safety and fire protection within their leased operations.

In the event of an incident within the Lessee's operations or a violation of the Operating Rules within the Lessee's operations, the Lessee or its representative has the right to call the Administrator who will ensure the intervention.

4. Identification chip card

The Apollo Business Center II administration prepares an identification chip card for each employee of rental operations. The card, issued free of charge, is the property of the landlord. Employees are obliged to carry an identification chip card while moving around the building. Only persons with an identification chip card are allowed to enter the building outside the opening of the main entrances. An exception is the entry of a person who has a written authorization for tasks within their competence, or who is authorized to do so by law.

In the event of termination of the lease, employment of the tenant's employee, termination of the contract for the performance of work at the tenant or other legal relationship, the lessee is obliged to take away the identification card from the person concerned and hand it over to the administrator within 24 hours against confirmation, or to request in writing to block this card, or to request that modifications be made for access to the card. Reporting the need to block access also applies in the event of loss or theft of the access identification chip card. In the event of failure to comply with this obligation, the lessee is responsible for all damages resulting from the unauthorized use of the card.

The identification chip card can be configured with accesses: to the building outside of opening hours; to elevators, including access to individual elevator stations; to staircases and side building entrances; to operational and technical premises; to the underground car park; to the tenant's own rental premises (the tenant configures it at his own expense).

Initial registration and issuance of cards for the lessee is free of charge. Any other actions related to the issuance of the card, making a change to the card, such as blocking in the event of loss, is charged as follows:

Operation	Unit price
Issuing a new card	€8.00
Making a change to the card/handling fee	€2.00

All the above amounts are without VAT. The basis for invoicing will be the acceptance protocol.

All requests related to the issuance of new or modifications to already issued identification chip cards are sent by the tenant's representative to the e-mail address SBS: sbs@apollobc.sk and the building manager: zuzana.fujdiarova@hbreavis.com.

5. Cleaning and maintenance

Cleaning

The task and duty of the cleaning service is to keep the jointly used premises in a clean and hygienically safe condition. Common outdoor and indoor areas are cleaned, including furniture, sanitary facilities, glazing, excluding glazing separating rental units from common areas. The building cleaning service also ensures the return of waste from common areas. The building cleaning service is not responsible for the removal of garbage from the tenant's premises,

this is handled by the tenant himself. The building management ensures complete washing of glass and all elements of the façade from the exterior. Washing of the façade is carried out once a year. The ground floor of the building is washed on a quarterly basis, depending on the weather.

Maintenance

Maintenance provides repairs and servicing of technological equipment and distribution systems, with the exception of systems and equipment or their parts that are owned by the lessee or have been brought into the subject of the lease by completion.

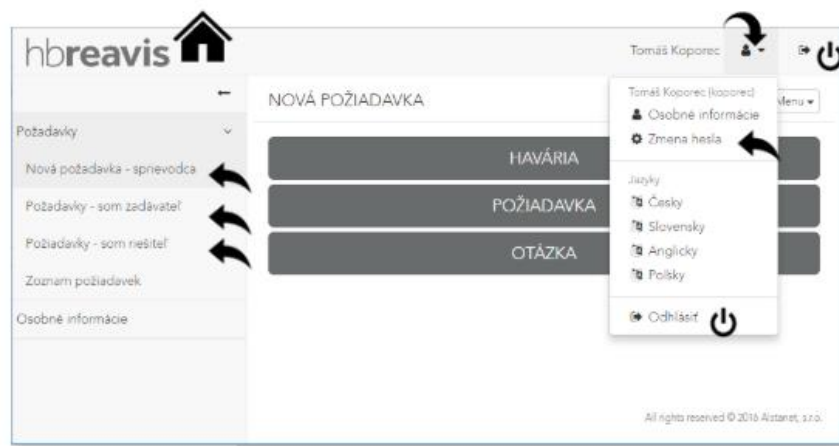
If repairs, service or maintenance are required as a result of:

- fault, omission, negligence, unauthorized interference or modification on the part of the Lessee, its employees, visitors or suppliers;
- failure to fulfil any obligation of the lessee arising from the lease agreement;

The administrator shall ensure or carry out such interventions at the lessee's expense and the lessee shall be obliged to pay the costs for these interventions. If the necessity of the intervention is only partly the fault of the lessee, the lessee shall pay for this intervention only in a proportionate part.

The Lessee is obliged to provide maintenance, repairs, modifications and servicing of the Subject of the Lease, including all installations, accessories and equipment, with the exception of fire protection systems, without undue delay and exclusively at their own expense, through their professional supplier/through the Facility Management, if agreed in writing. In the event that the delivery of the Subject of Lease was provided by the Lessor, warranty repairs are ordered through a message on the initiative of the Lessee. The Lessee is obliged to notify the Administrator without undue delay of the need for all repairs or other necessary interventions provided by the Administrator in accordance with these Operating Rules and to enable the Administrator to perform these repairs or interventions without undue delay. In the event of a breach of this obligation, the Lessee is liable for the damage caused by it.

The tenant announces/enters their requirements for building management via the **Helpdesk application**. The Helpdesk is designed for communication between the tenant and the building management, where, in addition to records, it is possible to monitor the real status of requests and communicate with the assignee. The helpdesk application works on a responsive web interface, which allows it to be used on all types of devices (PC, laptop, tablet, mobile phone), on all operating systems and is supported by all browsers.



6. Modifications to the subject of the lease

During the lease period, the Lessee is entitled to carry out construction modifications and installation of new technological and other equipment of the Lessee in the subject of the lease, but only on the basis of the Lessor's prior written consent to the scope and time schedule of works.

The landlord does not unreasonably refuse to consent to the modifications, provided that:

- the modifications will not interfere with the distribution systems or the interpretation of the subject of the lease;
- works related to wiring, plumbing and fire safety will be carried out by contractors approved by the landlord;
- they will not result in any restriction of the landlord or other tenants or will not affect the premises outside the subject of the lease;
- do not reduce the utility value;

- will be carried out exclusively at the expense of the lessee;
- will be implemented in accordance with the Lease Agreement, its annexes and applicable technical standards.

In order to grant the consent, the lessee must submit to the landlord in advance the building plans and the exact specification of the modifications. In the event that the modifications require the consent or permission of state or public administration bodies, the documentation will be verified by an authorized architect or civil engineer and will comply with the applicable standards and legal regulations to the full extent necessary for such submission. Obtaining any official permits is the responsibility of the lessee. The lessee undertakes that the modifications will be carried out in such a way that they do not disturb or restrict other persons with noise, dust, vibrations, odours and other adverse influences. **In general, construction works (including removal) are permitted between 17.00h and 8.00h. The** Lessor reserves the right to interrupt or stop works in the event of a violation of any of the above points. The addition or replacement of security and other equipment is preceded by the Lessor's consent requested, which is requested in writing by the Lessee so that it is possible to ensure a reasonable need for secrecy of such equipment, compatibility with the Lessor's equipment and with the equipment of other Lessees, as well as to ensure the necessary information of the Lessor in the event of emergencies and for the possibility of ensuring the proper operation of the Subject of Lease. The Lessor may at any time make improvements, construction changes, additions, extensions, etc. to the Lessor. The Lessee is obliged to allow the Lessor, or persons authorized by the Lessor, access to the Subject of Lease and must not limit or delay the course of work.

7. General rules

It is prohibited to:

- Throw hazardous waste into containers intended for municipal waste, throw garbage, including cigarette butts, matches and chewing gum, away from containers intended for this purpose, pull waste out of garbage containers;
- Enter or consume food and beverages associated with the risk of contamination of the interior of the building, consume alcohol, except for consumption permitted by the landlord, smoke and vape indoors, except in places reserved for this purpose, use narcotics and other narcotic substances throughout the premises;
- It is forbidden to write, spray and create graffiti on this property to damage and interfere with plants and green areas, walk animals throughout the area, devalue, damage or destroy property that is part of the multifunctional complex or is located in it and belongs to the area, visitors or its tenants;
- Running and chasing, sitting on flower pots, railings, stairs or waste containers, lying or sleeping in the premises of the premises, spitting, bothering the surroundings with noise, using words and gestures with strong sexual overtones;
- Begging, organizing charitable activities, performing door-to-door and street sales, or other business activities without the written permission of the landlord;
- Distribute and paste posters, leaflets, stickers, distribute promotional material or agitate without the prior written consent of the landlord;
- Organize demonstrations, cause riots, threaten and threaten the environment, use physical force, indecent expressions, gestures, or other manifestations defaming race, religion or ethnicity;
- Park vehicles outside the areas reserved for this purpose, wash vehicles throughout the area;
- Use toilets, washbasins and other sanitary installations for purposes other than those for which they are intended, waste water and hygiene consumables unnecessarily;
- Handle any safety or fire-fighting equipment throughout the territory, perform any activities that endanger or could endanger the safety of persons and property;
- Carry out any construction modifications without the prior written consent of the Lessor, carry out noisy and dusty works throughout the territory of the Premises, outside the works permitted by the Lessor;
- Enter the building with animals, unless they are on a leash and have a basket, enter designated areas;
- Entering bicycles and other similar means of transport into the building, riding a skateboard, scooter and roller skates in the building;
- Carry firearms and ammunition, including fireworks;
- It is forbidden to take photos and films in the building without the landlord's consent;
- Smoking or the use of any products intended for smoking or vaping, including tobacco products, electronic cigarettes and other similar products, is prohibited in all indoor areas of the building, including rental areas, common areas, technical rooms and other areas of the building. The ban applies to all users of the premises, especially employees, tenants, visitors, suppliers and contractual partners. Smoking and vaping are also

prohibited on the terraces of tenants and in other areas intended for the regular stay of persons. Smoking is allowed only in places designated by the landlord and marked with ashtrays.

If any person commits any of the above offences, the landlord has the right to expel him and prohibit him from entering the territory of the premises.

Obligations of tenants:

The following rules apply to tenants, their employees and contractual partners in the territory, which **prohibit**:

- Place handwritten references to shop windows and windows of the building;
- Place advertising posters in shop windows and windows of the building, with the exception of posters placed on notice boards, approved in advance by the landlord;
- Place advertising boards or poster stands or stands of any kind in front of the rented premises or anywhere on the premises;
- Place showcases or other objects in front of the building or attach them to the building from the outside, or place them in halls, corridors or vestibules without the prior written consent of the landlord;
- Block or burden sidewalks, entrances, spaces, courtyards, elevators, vestibules, stairs, corridors, or halls;
- Use the logo type without the prior written permission of the landlord;
- No matter how you modify the logo type,
- Inform about the movement of employees and visits outside working hours on weekdays – weekends and night events. It is necessary to inform 24 hours in advance on the.sbs@apollobc.sk.

The landlord reserves the right to:

- Limit the volume level of music played in the premises;
- Prohibit any Lessee from any advertisement which, in the opinion of the Lessor, is intended to damage the name and reputation or its attractiveness as a multifunctional centre, and upon written notice from the Lessor, the Lessee is obliged to cease or cease such advertising;
- Tenants, or their representatives, are always involved in the management of the building in order to create a highly rated and visited multifunctional center;
- The tenant is obliged to allow the building administration or its authorized persons to enter the leased premises for the purpose of deducting the consumption of individual utilities.

Obligations of tenant employees:

- Employees are obliged to demonstrate such behavior towards guests that contributes to the creation and maintenance of a good reputation;
- The behavior and manners of the employees must always be courteous, which contributes to the full satisfaction of visitors;
- It is the duty of employees to carry out their activities in clean clothes, corresponding to the job position;
- It is forbidden to address guests in common areas, invite and agitate them to buy;
- Employees are prohibited from consuming alcoholic beverages throughout the premises during working hours. Compliance with this regulation may be checked by security staff in accordance with the applicable Slovak legislation;
- Employees are obliged to comply with the relevant safety regulations corresponding to their job position;
- In emergency situations, it is necessary to proceed according to the Safety Regulations, respectively. Fire Regulations and the Evacuation Plan;
- When an employee notices a foreign, abandoned object or a particularly suspicious person with unusual behavior, he is obliged to inform the security service personnel;
- Employees are always in cooperation with the management of the building and with the companies providing services, with the aim of creating a highly rated and visited multifunctional center.

8. Parking

The underground car park can be used by the lessee who has contractually agreed to lease the relevant parking spaces. The leased parking space is marked by the lessee with his logo at his own expense. The administrator will be authorised to enter the garage on the basis of a written request from the lessee /by e-mail with a list of car registration numbers and authorised persons, either by modifying the identification card or by issuing a special card.

- Underground parking is available to tenants around the clock;

- There is a strict ban on smoking and the use of open flames throughout the underground parking area;
- Drivers are obliged to follow traffic signs, follow the instructions of the security service and turn on the low beam when moving in the underground car park;
- Drivers are obliged to remove all loose items from the vehicle cabin before leaving the vehicle and lock their vehicle when leaving;
- Drivers are obliged to secure the vehicle against spontaneous movement after parking the vehicle;
- The maximum speed limit is 10 km/h in the Apollo Business Center II underground car park;
In the parking lot, everyone is obliged to drive a motor vehicle with the utmost caution, observing the rules of the road;
- A vehicle may occupy only one space in the parking lot, marked with lines for parking vehicles. The vehicle must not obstruct the parking of another vehicle or other vehicles. Accordingly, it is prohibited to stop or wait in the parking lot in a transverse position.
- It is forbidden to stop and stand outside the places marked for parking. The security service will place a notice on such a vehicle, where it will mark the day and time of placement, and after two hours from the given date, the security service will have the vehicle taken away at the expense and risk of the owner / operator / of the vehicle. If the vehicle parked outside the permitted places constitutes an obstacle to road or pedestrian traffic, the security service will immediately have it removed at the expense and risk of the vehicle operator.
- It is forbidden to wash vehicles in the parking lot, to assemble or repair vehicles that is not related to the immediate restoration of the vehicle to working order, to drive without the appropriate driving license and to teach driving.
- The parking lot is monitored but not guarded.

9. Evacuation Directive, Evacuation Plan

Methodological instruction for the evacuation of the Apollo Business Center II building

Introduction

Upon receipt of an alarm message from a civilian, in person, by telephone or in any other way:

a) submitted to the SBS Operations Centre or the reception of the building, it is important to immediately contact the Police Force of the Slovak Republic (hereinafter referred to as the Police Force of the Slovak Republic) at 112, if necessary, also the Fire and Rescue Corps (hereinafter referred to as HaZZ) at 150,

b) submitted directly to the Police Force of the Slovak Republic, when the Police Force of the Slovak Republic notifies the SBS Operational Centre on the phone number: +421 918 963 181

about the necessity to evacuate the building,

c) evacuation alerts or other unforeseen events such as an accident, power outage, shooting, or robbery, the evacuation of the building is carried out, which must be managed efficiently, responsibly, and must take place in the shortest possible time.

Scope

The evacuation is managed by the commander of the facility on duty (hereinafter referred to as the VO). The evacuation affects all areas of the building. A record of the course and result of the evacuation of the building is then made.

Description

Evacuation is managed and carried out as follows:

1. The VO in the event of receipt of the report:

- pursuant to par. **a)** and **b)** immediately inform the building administration of the situation by telephone in the following order:

1. Gabriel Szelle, Technical Manager	+421 901 757 533
SBS Commander	+421 918 963 181
- according to par. **c)** Only on the basis of the obtained consent for the evacuation of the building from a person from the administration of the building, according to the above order, the evacuation of the building is carried out.

2. The VO shall notify the preparatory phase of evacuation to the components of the building:

- employees of the private security service (SBS): +421 918 963 181
- to employees at the information desk: +421 2 3232 3602, +421 2 3232 3603,

- maintenance staff:
- employees of the cleaning company:

+421 2 3232 3604, +421 2 3232 3605,
+421 2 3232 3607
+421 907 884 766
+421 903 456 913

3. The VO informs the SBS employees by phone in the following order:

- Miroslav Baťovič: +421 905 439 097

4. After the arrival of the members of the Police and Fire and Rescue Service, the evacuation commander informs them of the situation and cooperates throughout the evacuation.

5. Evacuation is announced by the internal home evacuation radio in the following ways:

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

"We ask all visitors and tenants to urgently leave the building in the direction of the marked escape routes, move to the assembly point in front of the building and follow the instructions of the staff ensuring the evacuation of the building."

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

"We ask for attention. The building is closed for technical reasons. We ask all visitors and tenants to leave the building urgently in the direction of the marked escape routes and follow the instructions of the staff ensuring the evacuation of the building. Thank you"

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

"Please be careful. An evacuation radio test is underway in the building. Regular testing of the equipment is carried out for your safety. We apologize for the problems caused and ask for your patience. Thank you."

- **Termination of an erroneous message** (Announcement triggered by the evacuation radio – manually – in Slovak and English):

"Please be careful. The evacuation was declared by mistake. We apologize for the trouble caused. Thank you."

- **Completion of the evacuation:**

"We ask for attention. The evacuation has been successfully completed. The building is back in operation. Thank you for your patience and cooperation."

6. The tenant's fire patrols, dressed in reflective vests marked "Fire Patrol", manage the departure of their own employees in the direction of the marked escape routes to the place of gathering of people. The tenants' employees move to the assembly point of people, located in the SW part of the Apollo Business Center II building, on Továrenská Street (see the plan of the meeting point). Fire patrols are obliged to report the status of evacuation of the subject of the lease at the fire reporting office, which is the SBS operations center, or at the meeting point, as well as to report the presence and exact location of immobile persons.
7. After receiving information about the preparation for evacuation, the center's technicians will take their place at their stations and prevent further entry into the building.
8. In the event of personal injury, during the evacuation, the operative (hereinafter referred to as OP) will call for emergency medical assistance (hereinafter referred to as EMS) on the phone number 155.
The center's technicians are obliged to carefully follow the instructions of the evacuation managers in order to be able to react immediately to the situation, and they must also report the completion of the evacuation of the assigned area by mobile phone.
9. The center's technicians can leave their position only in the event of an imminent threat and on the direct instruction of the evacuation commander. The operations center constantly monitors the course of the evacuation using a camera system and responds operatively to the situation by deploying and moving the center's technicians.
10. If all the rental premises are in order, it is possible to end the evacuation and reopen the building after agreement with the Police of the Slovak Republic.
11. The evacuation commander, via the internal home evacuation radio, and the OP, through a megaphone, announces the end of the evacuation with the following wording: *"Please be careful. The evacuation has been successfully completed. The building is back in operation. Thank you for your patience and cooperation."*
12. After the evacuation is completed, the members of the rescue services leave and the building is made accessible, the tenants' managers manage the arrival of their own employees to their rental premises.



10. Fire Safety Directive

The lessee is obliged to use the subject of the lease and common areas and facilities in Apollo Business Center II in accordance with generally binding legal regulations and to perform tasks in the field of fire protection in accordance with the Act of the National Council of the Slovak Republic No. 314/2001 Coll., as amended, and the Decree of the Ministry of the Interior of the Slovak Republic No. 121/2002 Coll., as amended, in particular:

- Ensure the fulfilment of the established obligations in the field of fire protection by the fire protection technician;
- Prepare, maintain and maintain the established fire protection documentation in accordance with the actual state;
- Ensure compliance with fire protection regulations, fulfill the resulting orders and instructions, and regularly check their implementation;
- Do not carry out activities with an increased risk of fire without the consent of the building management;
- To provide, in accordance with fire protection regulations, measures to ensure fire protection during non-working hours;
- Provide portable fire extinguishers in the required number and character and mark their location with valid pictograms;
- Ensure regular inspection of portable fire extinguishers in accordance with applicable regulations;
- Provide training and training for workers 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 opening mechanisms and self-closers;
- Observe the ban on smoking and vaping;
- Act in such a way that fires do not occur, especially when using thermal, electrical, gas and other appliances, during storage, when using flammable or fire-hazardous substances and when handling open flames;
- Do not carry out improper repairs on the electrical installation, do not overload electrical circuits by overconnecting electrical appliances, and do not use damaged electrical appliances;
- Appliances may only be installed at a safe distance from flammable structures and materials according to 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 unattended;
- Do not damage or misuse portable fire extinguishers, fire hydrants, fire doors and do not obstruct access to power plant closures, especially electricity, gas and water shut-offs;
- Do not cause a fire alarm for no reason;
- In connection with fighting a fire, take the necessary measures to rescue endangered persons, extinguish the fire, if possible, or take the necessary measures to prevent its spread;
- Report the fire immediately to the common fire reporting office;
- Provide assistance to the fire brigade at the request of the intervention commander and provide material means to fight the fire;

- Enable management to perform preventive fire inspections to verify compliance with fire safety laws, regulations, and standards.

11. Fire and Alarm Directive

Duties of an employee who observes a fire:

- To take the necessary measures to rescue endangered or injured persons;
- Try to extinguish the fire with available extinguishing agents, or at least prevent its spread, by using a fire extinguisher, blanket, etc.;
- Report the detected fire to the fire reporting office without undue delay by phone, with the EPS wall button detector, or in person at the SBS control room.

Method of declaring a fire alarm:

- A fire alarm is declared by radio announcement and light signaling of the EPS, or by calling: **"BURNING"**.

Obligations of employees when declaring a fire alarm:

- At the request of the intervention commander, they help with the evacuation of people and material, or with the actual extinguishing of the fire;
- All those who are not directly involved in extinguishing the fire are moved to the assembly point as quickly as possible, along the marked escape routes and according to the evacuation plan. If the transfer is dangerous, employees remain at the workplace and wait for instructions from the rescue services;
- To provide personal and material assistance to the fire department.

Contacts for rescue services:

Fire reporting office:	+421 918 963 181
Fire Department:	150
Police:	158
Emergency medical service:	155
Integrated rescue system:	112

Emergency service contacts:

Power plant:	0800 111 567
Gas plant:	0850 111 727
Waterworks:	0800 121 333

12. Final provisions

- The operator of the leased unit is obliged to ensure unlimited availability of the Apollo Business Center II Operating Rules, which will be located in the subject of the lease, including all its annexes, and will be accessible to all employees;
- The operator of the leased unit is obliged to protect the Apollo Business Center II Operating Rules 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 leased unit is obliged to request the management of Apollo Business Center II to issue a new copy of the relevant document;
- It is forbidden to reproduce and disseminate the Operating Rules, including their annexes, without the prior written consent of the management;
- Apollo Business Center II reserves the right to make amendments to the Operating Rules, including all its annexes, and the operator of the leased rental unit undertakes to comply with them;
- Tenants will receive up-to-date operating instructions by e-mail to the addresses listed in the Tenant's Identification Sheet (ANNEX No. 1.);
- The Operating Rules will be updated in the event of major changes.

Updated: 11/2025

ANNEX NO. 1. – IDENTIFICATION SHEET OF THE RENTAL UNIT
PROTOCOL ON THE HANDOVER. AND TAKEOVER. KEYS TO THE RENTAL UNIT

Tenant Name:	Name of establishment:
Area:	Localization:

Statutory representative:

Name:		Name:	
tel.:	E-mail:	tel.:	E-mail:

Contact person in negotiations with the building administration:

Name:		Name:	
tel.:	E-mail:	tel.:	E-mail:

Contact person who is notified of the need to enter the rental unit:

Name:		Name:	
tel.:		tel.:	

Contents of the sealed envelope (keys, entry cards): 1 pc key for the entrance door from the main lobby

Note:

Name and surname of the submitter:	Name and surname of the recipient: Zuzana Fujdiarová
Caption:	Caption:

Date:

We kindly ask you to inform us immediately about changes to the above data. In the event of a change in the keys, ensure that they are also replaced in an envelope.

ANNEX NO. 2. – STANDARD IN THE EVENT OF DAMAGE

The objective of this standard is to document the damage incurred in the event of its compensation, as well as for the adoption of preventive measures, if expedient and possible, to prevent the occurrence of the damage.

1. In the event of any damage in the territory, it is always necessary to immediately call **the security service** through the nearest member of the security service.
2. A record of the damage is made **immediately** after the inspection by a patrol of the security service.
3. The record is made in the form "RECORD OF DAMAGE".
4. It is necessary **to list all items in the form**. Crossing out an item is also considered a completed item. For example, when there are no witnesses to an event, the item witnesses must be crossed out or written "no witnesses".
5. In the item "Name of the establishment / place of the event", it is necessary **to define the place** where the damage occurred as specifically as possible.
6. In the item "Record of the event and findings", it is necessary to record as specifically as possible: **what** was damaged, **to whom the** damage was caused, including the address and contact, **who** caused the damage, **why** the damage occurred, **the source** of the damage.
7. If the police, medical service or firefighters were called due to the event, it is necessary **to attach copies of** their record and photo documentation to the record of the damage if possible.
8. In the item "Measure", it is necessary to define what measure was taken immediately or subsequently after the damage occurred in order to prevent further damage and to document the damage caused.
9. If possible, **witnesses to the event must be** registered. A guest can also be a witness.
10. If possible, it is necessary to voluntarily obtain and enter the name and signature of the person who caused the damage or the representative of the company that caused the damage or in the premises to which the damage occurred in the items "Name of the representative of the operation /company/ of the person to whom the event relates" and "Signature of the representative of the operation /company/person". If this person refuses to give his/her name and sign the record or it is not possible to do so for any reason, it is necessary to enter it in the item "Record of the event and findings".
11. If there is a **recording** of the event through security cameras, it must be attached to the record of the damage caused.
12. A copy of the record of the occurrence of the damage is handed over to the person who caused the damage, or to the person responsible for the premises in which the damage occurred, as well as to the person to whom the damage was caused or who represents the injured party.
13. The original record of the occurrence of the damage is obliged to be handed over to the administrator without delay.

Attachment: Form "RECORD OF DAMAGE INCURRED".

In Bratislava



ANNEX No. 3. – STANDARD IN CASE OF VIOLATION OF THE OPERATING RULES

The aim of this standard is to document violations of the Operating Rules and subsequently take such steps that will lead to an increase in the quality of the internal environment by complying with the Operating Rules or, if necessary, by modifying the rules of the Operating Rules.

1. The record is made in **the form** called "RECORD OF VIOLATION OF THE OPERATING RULES".
2. A record of a violation of the operating rules is immediately made by every employee or employee of the company whose services he purchases. Such companies include cleaning, security service, maintenance, etc.
3. It is necessary to list all items **in the form**. Crossing out an item is also considered a completed item. For example, if there are no witnesses to the event, the item witnesses must be crossed out or written "without witnesses".
4. In the "Record of the finding" item, it is necessary to write down the established **facts** about the event.
5. The item "**Measure**" is written by **the superior** of the employee who discovered the violation or/and a competent representative as the superior of the organization. In **necessary situations**, when the safety of persons or property is threatened, the person who has detected a violation of the Operating Rules is obliged to immediately take such measures that prevent the threat to persons or property or its further endangerment.
6. If possible, **witnesses to the event must be** registered. A guest can also be a witness.
7. If possible, it is necessary to voluntarily obtain the **signature** of a representative of the company, operation or person to whom the violation of the Operating Rules relates. If this person refuses to sign the record, or it is not possible for any reason, it is necessary to write it in the "Record of findings" item.
8. The person who discovered the violation is obliged to immediately deliver **the original** record of the violation of the Operating Rules through his superior **to the administrator**
9. **The Administrator** shall inform the person concerned, the competent representative of the operation or the company to which the violation relates in writing, of the violation of the Operating Rules in writing on the basis of a record of the violation of the Operating Rules. **The letter shall also be accompanied by** a copy of the record of the violation of the Operating Rules.
10. **The original record** of the violation of the Operating Rules is stored in the file of the relevant tenant, company or person.

Attachment: Form "RECORD OF VIOLATION OF OPERATING RULES".

In Bratislava

ANNEX NO. 4. – DIRECTIVE ON WASTE MANAGEMENT

This Directive forms an annex to the Operating Rules and sets out the principles for the management of waste from common and rental areas.

The waste management room is located in block E (Fig. below). In the waste management room there are waste containers intended for municipal, unsorted waste, as well as containers for separate collection. The storage, removal and disposal of hazardous waste is provided by the administration of the building in accordance with Decree No. 223/2001 Coll. as amended.

Only an authorized person of the tenant who has access assigned on an identification chip card has access to the waste management premises. Access is usually available to an employee of the tenant's cleaning company. The tenant requests access by sending an email to the facility administration: zuzana.fujdiarova@hbreavis.com and to the building sbs: sbs@apollobc.sk.

The building management ensures the removal and disposal of municipal, mixed waste, paper and cardboard packaging, plastics and glass packaging. The facility management does not ensure the removal and disposal of hazardous waste, biowaste, waste produced by construction activities, bulky or excessive amounts of waste, which are generated, for example, during the tenant's moving or furnishing. The disposal of waste of this type and origin is provided by the tenant at his own expense.

1. Municipal waste :

It represents mixed waste produced by the tenant's employees and visitors to the Apollo BC building during a normal day. Municipal waste must be transported, along the routes marked below, to the waste management room, where it will be thrown into the appropriate waste container. Waste will be thrown into waste containers in solid, intact plastic bags. It is inadmissible to store bags with waste in front of the waste management room, or to store them freely in the waste management room outside the relevant waste containers.

Separate collection:

In the waste management room, waste containers for separate collection are provided for tenants, specifically containers for: paper and cardboard packaging, plastics and glass packaging. The tenant ensures waste sorting already in the rental unit and enters the waste management room with already sorted waste, where the waste is thrown into the corresponding waste container.

2. Paper and cardboard packaging

Containers include: newspapers, magazines, notebooks, books, letters, office paper, paper bags, cardboard and hard paper boxes.

Containers do not include: plastic packaging, waxed paper, paper together with aluminum foil, copy paper, dirty or greasy paper, unfolded/undisassembled boxes and cardboard packaging.

3. Plastics

The containers include: PET bottles – packaging made of beverages and mineral waters. Before throwing them into the container, the bottles must be squeezed and removed from air.

Containers do not include: bottles and packaging originally containing oil, chemicals, detergents, etc.

4. Glass packaging

Containers include: glass bottles, containers, glass packaging and objects, glasses, cosmetics bottles, shards, window glass, glasses, etc.

Containers do not include: lids, corks, rubbers, porcelain, ceramics, mirrors, wire glass, plastic bottles, parts of bottle caps, light bulbs, fluorescent lamps, car glasses, monitors, etc.

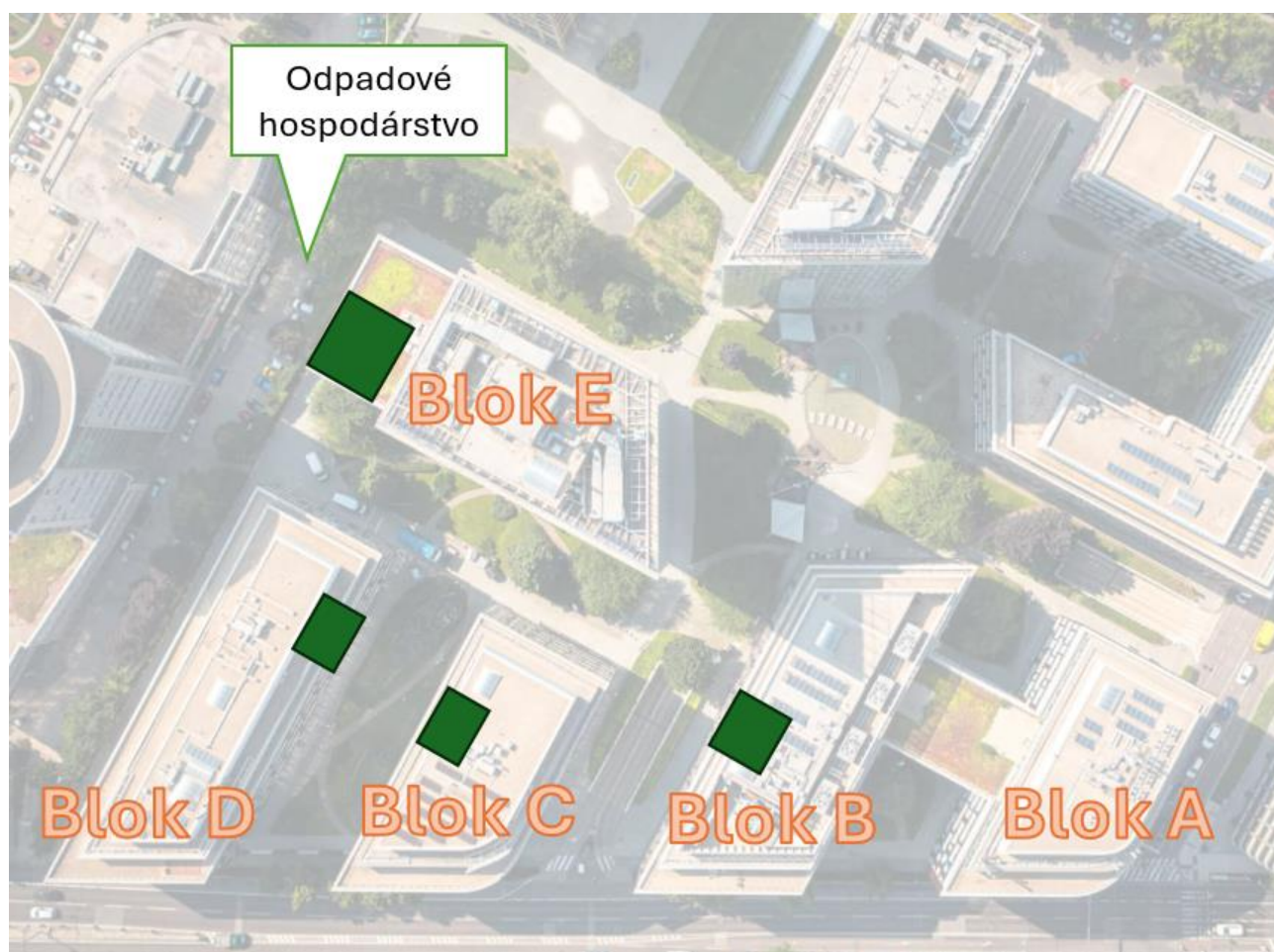
Hazardous waste:

The category of hazardous waste includes monocells, discharged batteries, alkaline cells, nickel-cadmium batteries, items containing mercury, light bulbs and fluorescent lamps, paint residues, unknown substances, chemicals and others. The tenant ensures the disposal of such waste at his own expense.

The following collection containers are located in the waste management room:

p.no.	Collection container for:	Container volume (m3):	Number of containers (pcs):
1	mixed waste	4,5	2
2	Paper and cardboard packaging	4,5	1
3	Plastics	0,24	2
4	glass packaging	0,24	1

Floor plan 1.NP – waste management rooms



**ANNEX NO. 5. – AGREEMENT ON THE ESTABLISHMENT OF A JOINT FIRE REPORTING
OFFICE**

Establishment of a joint fire reporting office, which is located in the control room of the SBS in the Apollo Business Center II building, block B in Bratislava.

The company is responsible for the establishment of the fire reporting office and the fulfilment of all requirements according to Section 15 paragraphs 3 to 5 of the Decree of the Ministry of the Interior of the Slovak Republic 121/2002 Coll. i.e. for

- ensuring continuous service at least during operation
- visible marking with the inscription FIRE REPORTING
- provision of fasteners to report the occurrence of a fire
- provision of a fire alarm device in the manner specified in the fire alarm directives
- Storage of the necessary documentation – especially fire alarm directives, fire evacuation plans, telephone numbers of the statutory representative and other designated responsible managers important from the point of view of fire protection
- a list of legal entities and natural persons-entrepreneurs, including their telephone numbers, which have their registered office in the building for which the fire reporting office has been established.

On

.....

Name and surname, signature

.....

Name and surname, signature

ANNEX No. 6. – RECORD OF THE EVENT

Serial number	
---------------	--

Extraordinary event	Damage caused	Incident	Violation of order
			x
Name of the establishment/location of the event		Date	Time
Name of who detected the event/damage			Signature

Description of the event :

Damage estimation:

to be quantified subsequently

Measure:		
The measure was ordered by	Date	Signature

Witnesses to the event			
Name	Address	Tel. contact	Signature

Name of the representative of the establishment/company to which the event relates:	Name of the representative of the operation/company/person: Date:

