

**UNIT.City RULES**

Kyiv

Enacted: January 2018

Wording dated 24 June 2021

**Wording published 29 June 2021****This wording effective date 14 July 2021****1. TERMS AND DEFINITIONS**

- 1.1. **"Rules"** are current compulsory rules of UNIT.City regulating the stay and behavior of the Residents, the Resident's Employees, the Visitors and the Administration in the Territory of UNIT.City.
- 1.2. **"UNIT.City"** is an innovative park, which is a set of immovable and movable facilities located on its territory together with technical facilities and services, located at 3 Dorohozhytska Street, Shevchenkivskiyi district, Kyiv, 04112, Ukraine and 8 Simi Khokhlovykh Street, Shevchenkivskiyi district, Kyiv, 04119, Ukraine.
- 1.3. **"Territory of UNIT.City"** is a physical territory of UNIT.City and a virtual territory (space) created by technical facilities and services located and functioning in UNIT.City.
- 1.4. **"Administration"** is a group of legal entities and individual entrepreneurs that own or manage (serve) immovable or movable facilities, technical facilities and services located in UNIT.City on behalf of the owner as well as the employees of such persons.
- 1.5. **"Visitors"** are persons who visit UNIT.City for personal or other purposes and who are not the Residents' Employees or the Administration.
- 1.6. **"Residents"** are persons (legal entities or individuals) with whom the Administration has concluded a relevant lease (sublease) agreement of premises located on the territory of UNIT.City.
- 1.7. **"Security Service"** ("**Security**") is a company with which the Administration has concluded an agreement for provision of the security services of the Territory of UNIT.City, ensuring order, safety in UNIT.City, access of the Administration, the Residents, the Residents' Employees and the Visitors to UNIT.City and its infrastructure and monitoring compliance with these Rules.
- 1.8. **"Common Areas"** mean all areas and premises not intended for special use by a certain tenant (subtenant) but are intended for use by all Residents, Residents' Employees and the Visitors of UNIT.City which include but not limited to entrance to the building, lobby, halls, technical rooms, common corridors, drive ways, staircases, landings, elevators and other common areas.
- 1.9. **"Temporary Parking Spaces"** ("**Parkings**") are specially designated places throughout the Territory of UNIT.City, designed for stopping and parking vehicles (including, but not limited to, cars, bicycles, motorcycles, motor scooters, drones, scooters, electric scooters and other means of transportation, both ground and air).
- 1.10. **"Confidential Information"** means any information that has real or potential business value due to its non-disclosure to third parties or information which public dissemination may result in losses to the Administration or the Residents of UNIT.City that has become known to the Residents, the Residents' Employees or the Visitors as a result of staying in the Territory of UNIT.City, TINU use relating to business or financial plans and strategies, contractual relations, pricing and marketing of goods (works, services), technical information, trade secrets, know-how, researches, production plans, concepts, intellectual property (including discoveries, inventions, rationalization proposals, utility models, designs, industrial designs that are not patented for any reason, programs, databases, trademark sketches that are not registered for any reason) as well as any other information that by its nature or implications is confidential.
- 1.11. **"TINU"** is a digital assistant that (i) provides:
  - a) access to information on UNIT.City services, infrastructure and ecosystem;
  - b) access to additional services and loyalty programs of UNIT.City;
  - c) interaction of the user and service providers throughout the Territory of UNIT.City with

the help of information and telecommunication systems of the Administration and/or service providers; and (ii) is the official channel of communication between the Administration and the Residents.

- 1.12. "**Verification**" is a procedure of confirmation by the Administration that the Resident-individual entrepreneur, the Resident's Employee (in their presence) matches the identification data received from him.
- 1.13. "**Residents' Employees**" are, in the meaning of these rules, persons who are confirmed by the Administrator of the Resident in TINU as employees of the respective Resident (by sending an invitation to such person by TINU) regardless of the type of legal relationships that actually exist between the Resident and such person. The Administration is not obliged to check the fact of presence/absence of labor, economic or any other relations between such person and the Resident.
- 1.14. "**Administrator of the Resident in TINU or ART**" is a natural person defined in the lease (sublease) agreement authorized by the Resident to initiate, order, support services and perform any other actions in TINU on behalf of the Resident.
- 1.15. "**Verifier**" is a person authorized by the Administration which is responsible for the Verification.
- 1.16. "**Smoking**" is smoking including, but not limited to, cigarettes, cigars, pipes, smoking mixtures, electronic cigarettes, smoking devices with a tobacco heating system as well as the use of snuff tobacco, etc.
- 1.17. "**TINU Moderator**" is the Resident's Employee, to whom the ART delegated part of its powers.
- 1.18. "**Email**" means any e-mails including messages sent via messengers (Telegram, Viber, etc.) and others.

## 2. GENERAL PROVISIONS

- 2.1. Since the Territory and the infrastructure of UNIT.City are in private use on a legal basis, the Administration is entitled to establish any rules of stay and behavior for third parties – the Residents, the Residents' Employees and the Visitors at its discretion, except for those that contradict the legislation of Ukraine.
- 2.2. The Rules are posted by the Administration on the website: <http://unit.city/> and are (i) publicly available, (ii) can be changed by the Administration at its own discretion and (iii) are addressed to the unlimited number of persons who can be in the Territory of UNIT.City.
- 2.3. By staying in the Territory of UNIT.City or by beginning the use of the immovable and movable facilities as well as technical facilities and services located in UNIT.City, a person (the Administration, the Resident, the Resident's Employee or the Visitor) confirms that he has read the Rules, accepted them in full and undertakes to comply with them throughout their validity.
- 2.4. In case of failure to comply with the Rules, the Administration has the right at its discretion to restrict or terminate the rights of certain persons to stay in the Territory of UNIT.City or to use the immovable and movable facilities as well as technical facilities and services located in UNIT.City. If it is stipulated by the lease (sublease) agreement with a particular Resident, the Administration of UNIT.City may impose a fine on the Resident who brakes the Rules (inter alia if the violation was committed by the Resident's Employee or Visitor invited by such Resident).
- 2.5. In case of contradiction of the Rules and conditions of the lease (sublease) agreement the terms of the lease (sublease) agreement shall prevail.
- 2.6. The Rules and each new version of them shall enter into force 14 (fourteen) calendar days after the date of their publication on the UNIT.City website.

## 3. BEHAVIOR IN THE TERRITORY OF UNIT.City

- 3.1. It is strictly **prohibited** for the Residents, the Residents' Employees and the Visitors in the Territory of UNIT.City:
  - 3.1.1. to hold political, religious demonstrations, rallies, marches, gatherings, actions, pickets, etc. as well as other events of a political, religious nature, related to the election campaign for a particular candidate, party, etc. or/and to involve the Visitors and/or the Residents and/or the Residents' Employees and/or the Administration to participate in these events

- in any way;
- 3.1.2. to express disrespect (commit direct, indirect discrimination, aiding and abetting discrimination, inciting discrimination, harassing) in any way or by any action towards the views of others, race, sex, age, state of health, physiological characteristics, political, religious, cultural beliefs, ethnic and social origin, marital and property status, place of residence, citizenship, language or other characteristics;
  - 3.1.3. to use physical, psychological (emotional), sexual violence to other persons and/or provoke (incite) other people to these actions;
  - 3.1.4. to create obstacles for exercising rights, obligations and legitimate interests of persons;
  - 3.1.5. to allow arbitrariness, independently eliminate obstacles created by other persons. In case of conflicts the Residents and the Visitors should contact the Security Service or the Administration.
  - 3.1.6. to participate in any kind of actions (verbal or physical) that are persecuting, discriminatory, offensive towards other persons;
  - 3.1.7. to perform actions that can be interpreted as extortion in all possible forms;
  - 3.1.8. to carry in, use or store any weapons, explosives as well as narcotic, toxic or psychotropic substances;
  - 3.1.9. to damage the property of Administration, other the Residents, the Residents' Employees and/or Visitors; commit any infringement of it;
  - 3.1.10. to carry out work with increased noise, dust, odor or other dangerous and harmful factors in leased (subleased) premises on working days from 09.00 to 18.00;
  - 3.1.11. to violate the requirements of these Rules;
  - 3.1.12. to produce and distribute any goods, place advertising information (information of an advertising nature) in printed (paper or other) form, branded elements without the approval with the Administration;
  - 3.1.13. independently and without prior written approval with the Administration to move furniture, equipment or other tangible assets from the Common Areas and other premises in the Territory of UNIT.City to the premises leased (subleased) by the Residents and vice versa;
  - 3.1.14. to violate the norms of the Constitution of Ukraine, the Criminal Code of Ukraine, the Code of Administrative Offenses, regulations on ensuring sanitary and epidemiological well-being of the population, safety rules, standards, instructions, norms of current regulations on the handling of electrical appliances, equipment and devices in the Territory of UNIT.City, requirements on labor protection, health protection, fire safety, environmental protection as well as other legislation of Ukraine;
  - 3.1.15. independently and without prior written approval with the Administration to use, store various kinds of fireworks, firecrackers, etc.;
  - 3.1.16. to throw any objects from windows, roofs, balconies of buildings in Territory of UNIT.City;
  - 3.1.17. to litter in the Territory of UNIT.City and in the Common Areas;
  - 3.1.18. independently and without prior approval with the Administration to apply drawings or any other inscriptions on the walls, doors, facades of buildings, small architectural forms or any other property located in the Territory of UNIT.City, change their appearance;
  - 3.1.19. to be in the Territory of UNIT.City with signs of acute respiratory viral infection, in poor health or in the presence of symptoms of acute respiratory disease COVID-19 caused by coronavirus SARS-CoV-2 or in the presence of a positive PCR test for COVID-19 thereby endangering life and the health of the Administration, other Residents, the Residents' Employees and Visitors;
  - 3.1.20. violate anti-epidemic requirements and quarantine restrictions in case of their establishment by the authorized state bodies.
- 3.2. It is strictly **prohibited** for the Residents, the Residents' Employees and the Visitors of UNIT.City:
- 3.2.1. to organize any schemes/forms of deception and fraud (for example, illegal competitions, pyramids, junk e- mails) in the Territory of UNIT.City or using technical means related to UNIT.City or located on its territory;
  - 3.2.2. to store, publish, download and disseminate any unacceptable, challenged, discrediting,

- obscene or illegal material or any other information that is contrary to the principles of public morality and violates the rights and legitimate interests of others in ways or using technical means related to UNIT.City or located on its territory;
- 3.2.3. without the permission of copyright holders to download or provide access to files that contain images, photos, software or other materials protected by intellectual property legislation;
  - 3.2.4. to violate in any way the intellectual property legislation including the laws on copyright and related rights, industrial property rights, etc.;
  - 3.2.5. to upload files containing any type of virus or any other similar malicious software or programs that may damage the operation of any computer, operating system or property of the Administration, the Resident, the Resident's Employee or the Visitor. It is also prohibited to use the status of the Resident as well as services and technical facilities located in the Territory of UNIT.City in any activity that may damage or unlawfully disable any device that is in any way related to UNIT.City;
  - 3.2.6. to restrict or prohibit any other Resident, Resident's Employee or Visitor from proper use of the Common Areas, services and technical facilities intended for common use in the Territory of UNIT.City;
  - 3.2.7. to collect information about the Administration, other Residents, Residents' Employees including e-mail addresses or other personal data, data about a legal entity, individual entrepreneur, confidential information, information containing a trade secret, etc. without the permission or consent of the owners of such information;
  - 3.2.8. to use the status of the Resident, services and technical facilities located in the Territory of UNIT.City for any purposes being illegal or prohibited by these Rules;
  - 3.2.9. to receive in any way (by hacking, password mining or any other means) unauthorized access to any services and technical facilities located in the Territory of UNIT.City or to the accounts, computer systems or networks connected to any device in the Territory of UNIT.City. It is prohibited to receive or try to receive any materials or information by any means not legally provided by anyone and it is also prohibited to post or download files received or that may be received illegally in respect of which the Residents, the Residents' Employees and the Visitors have no legal rights.

#### **4. CONFIDENTIALITY**

- 4.1. The Residents, the Resident's Employees and the Visitors of UNIT.City agree that during their stay in the Territory of UNIT.City and while using TINU they may access the Confidential Information of the Administration, the Residents.
- 4.2. The Residents, the Resident's Employees and the Visitors must not disclose to third parties such Confidential Information within 5 (five) years from obtaining access to such information and in case of disclosure - fully reimburse the direct and indirect losses of the Administration or the Residents caused by such disclosure.
- 4.3. It is strictly prohibited for the Residents, the Resident's Employees and the Visitors to use the Confidential Information received in the Territory of UNIT.City as well as while using TINU for their own purposes including, but not limited to, for the purpose of obtaining any benefit, advantage or income as well as for use in court, in other state bodies or for causing any losses, harm or damage to other persons.
- 4.4. The Residents and the Visitors agree that information about their resident status or that they use services and other facilities in the Territory of UNIT.City is not confidential within the meaning of these Rules or legislation of Ukraine and may be freely distributed by the Administration at its discretion unless otherwise provided by the premises lease (sublease) agreement concluded with such Resident.
- 4.5. The Residents and the Visitors also agree that the Administration shall not be liable for violations of their confidentiality that may arise due to non-compliance by other Residents and users with the requirements of these Rules.

## **5. THE COMMON AREAS USE RULES**

- 5.1.** The Residents, the Resident's Employees and the Visitors are allowed to use the Common Areas as well as furniture, technical facilities, equipment and services located in such areas but only according to their designated purpose.
- 5.2.** It is prohibited to use the Common Areas inside the buildings as a place for daily work.
- 5.3.** Paid services as well as access to paid technical facilities provided both in Common Areas in the Territory of UNIT.City and in premises leased (subleased) by the Residents are provided in accordance with UNIT.City tariffs.
- 5.4.** The Residents may order UNIT.City paid services by TINU.

## **6. THE VERIFICATION AND TINU**

- 6.1.** The Verification is carried out in order to ensure the appropriate level of security and order in the Territory of UNIT.City, to facilitate access of the Residents and the Residents' Employees to the infrastructure and services of UNIT.City as well as to improve their quality.
- 6.2.** The Verification is a mandatory prerequisite for access of the Residents and/or the Residents' Employees to their leased (subleased) premises, full scope of services, UNIT.City loyalty program and infrastructure unless otherwise provided by the lease (sublease) agreement with such Resident as well as except for the cases specified in paragraphs 2 and 3 of the provision 12.3 of these Rules. The obligation of the Verification arises for the Residents, the Residents' Employees from the moment of concluding the lease (sublease) agreement.  
Unless otherwise provided by the lease (sublease) agreement with the respective Resident, the Residents, the Residents' Employees must pass the Verification before the beginning of the lease (sublease) term, but in any case not later than within 14 (fourteen) calendar days from the date of the beginning of the lease (sublease) term under the lease (sublease) agreement. The new Resident's Employee must pass the Verification within 14 (fourteen) calendar days from the date of acquiring the status of the Resident's Employee.
- 6.3.** The Verification is performed by the authorized person of the Administration - the Verifier. At the signing stage of the lease (sublease) agreement, the Resident determines the responsible person - the Administrator of the Resident in TINU (ART) who will ensure the interaction between the Resident/the Resident's Employees and the Administration / services providers. The ART receives an invitation to TINU from the Administration after signing of the relevant lease agreement (sublease) of premises.
- 6.4.** In order to ensure effective interaction between the Administration and the Resident, the ART is given the maximum amount of rights available in TINU including the initiation, ordering, maintenance of services and any other actions on behalf of the Resident.  
The ART determines the scope of the rights of access to the services granted to each Employee of the respective Resident the use of which is subject to payment by the Resident. By granting the right of access to a specific Resident's Employee, the ART automatically confirms the consent on behalf of the Resident to pay for the use of the relevant additional service by such Resident's Employee. The fact of providing access and performing any other actions in TINU is recorded by appropriate technical means and is not subject to appeal including in case of access to the ART profile by third parties regardless of the consent of the person identified as ART in the lease (sublease) agreement and/or in connection with illegal actions of third parties.  
The Administration is not liable to the Resident if at the stage of using, receiving the service any legal relationship between the Resident and such Resident's Employee is terminated if the ART failed to notify the Administration through TINU on termination of relations with such Resident's Employee no later than one (1) working day before the initiated date of using, receiving the service.
- 6.5.** The ART is entitled to delegate part of its powers to one or more Employees of the respective Resident – the TINU Moderators as well as to revoke such delegated powers at any time.  
Any actions initiated, ordered, accompanied, etc. from the user profile defined as the ART are recognized as initiated, ordered, accompanied, etc. on behalf of the Resident.  
Any actions initiated, ordered, accompanied, etc. from the user profile defined as the TINU Moderator within the limits of the rights delegated to him are recognized as initiated, ordered, accompanied, etc. on behalf of the Resident.  
All actions performed by the ART and/or the TINU Moderator within the limits of the rights granted to them are considered valid and legally significant until their revocation or transfer of the relevant

rights to another person. The revocation or transfer of the ART and/or the TINU Moderator rights to another person does not affect the validity and legal significance of all initiated, ordered, maintained services and any other actions performed in TINU prior to such revocation or transfer of rights to another person.

**6.6.** Invitation for Resident's Employees to gain access to TINU (invitation to TINU) is provided by the ART within the quota of users determined for the Resident unless otherwise provided by the lease (sublease) agreement concluded with such Resident.

**6.7.** In order to pass the Verification, the Resident's Employee must:

**6.7.1.** register in TINU by invitation from the Administrator;

**6.7.2.** register for the TINU Verification;

**6.7.3.** pass the Verification.

The Verification of the Resident's Employee ends with the issuance of a (personalized) pass card for access to the UNIT.City infrastructure and the premises leased (subleased) by the respective Resident.

Detailed information on the Verification and its passage is provided to the Resident's Employee through TINU.

**6.8.** In the event of a change in the identification data provided by the Resident's Employee for the Verification, such Resident's Employee shall immediately update his/her identification data directly in TINU or in the same order in which the Verification was performed (as the case may be).

**6.9.** In case of failure (refusal to pass) of the Verification, the person is not given access to the infrastructure of UNIT.City, services and ecosystem of UNIT.City as well as to the leased (sublease) premises.

If a person failed (refused) to pass the Verification the procedure for his access to the leased (sublease) premises is agreed by the Resident with the Administration in a separate manner.

## **7. SMOKING, USE OF ALCOHOL AND DRUGS**

**7.1.** Smoking throughout the Territory of UNIT.City is allowed only in areas specially designated for this purpose.

**7.2.** In the buildings throughout the Territory of UNIT.City the Smoking is allowed only in the specially equipped premises, if any.

**7.3.** The specially equipped areas and premises for smoking throughout the Territory of UNIT.City are labeled with the relevant signs.

**7.4.** Use of narcotic, toxic and psychotropic substances (as well as those equated to them) is strictly prohibited throughout the Territory of UNIT.City.

**7.5.** In case of detection of persons under the influence of narcotic, toxic and psychotropic substances (as well as those equated to them) in the Territory of UNIT.City the Administration, the Security Service has the right to immediately suspend (and close) the access of such persons to the Territory of UNIT.City and to inform law enforcement bodies.

**7.6.** The use and sale of alcohol throughout the Territory of UNIT.City is allowed only in the specially designated places (cafes, bars, restaurants) in the Territory of UNIT.City where such alcoholic beverages are sold as well as during mass events in specially designated halls and/or the Common Areas and/or separate areas in the Territory of UNIT.City specially designated for such events.

**7.7.** The sale of alcoholic drinks throughout the Territory of UNIT.City is allowed only to legal entities and individual entrepreneurs that have all licenses, permits, etc. required by Ukrainian law.

**7.8.** The use of alcohol in the offices leased (subleased) by the Residents is regulated directly by such Residents, who bear any liability that may arise from such use.

**7.9.** The Administration, the Security Service has the right at any time at its discretion to deny persons with signs of alcoholic and drug intoxication access to the Territory of UNIT.City or to require them to leave the Territory of UNIT.City.

## **8. PROPERTY OF THE RESIDENTS, THE RESIDENTS' EMPLOYEES AND VISITORS**

**8.1.** The Residents, the Residents' Employees and the Visitors agree that all property belonging to them is only their sole area of responsibility and the Administration is not responsible for the safekeeping of such property or damage caused to such property by third parties.

- 8.2. The Administration is not liable for possible accidental or intentional loss or damage or destruction of personal belongings of the Residents, the Residents' Employees and the Visitors left unattended in the Common Areas as well as for possible accidental or intentional loss or damage or destruction of property and goods located in premises rented (subleased) by the Residents, except in cases when such accidental or intentional loss or damage or destruction of property and goods located in premises leased (subleased) by the Residents occurred as a result of the guilty actions of the Administration.
- 8.3. Each Resident, Resident's Employee or Visitor shall check that he has taken all his belongings before leaving any premises, except for the premises leased (subleased) by such Resident.
- 8.4. After expiration or termination of the lease (sublease) agreement concluded between the Resident and the Administration, the Resident must withdraw all his property from all premises of UNIT.City within the period specified in such agreement. In 24 (twenty-four) hours after the end of the period specified in the agreement for vacation of the premises of UNIT.City from the property of the Resident, the Administration will have the right to dispose of any property of such Resident left in the Territory of UNIT.City without compensation of its value to the Resident.
- 8.5. At the same time, if the Administration incurs any expenses for removal of the property of the Resident from the premises of UNIT.City such Resident (or a person who has lost this status) will have to compensate for them in full within 5 (five) working days from receipt of the relevant request from the Administration.

## **9. SPECIAL RULES FOR PARTICULAR PREMISES**

- 9.1. The Residents, the Residents' Employees and the Visitors agree that all premises within the Territory of UNIT.City can have their own special rules of stay and behavior which may not contradict these Rules and the current legislation of Ukraine.
- 9.2. Such special rules for particular premises are placed directly in the premises and are compulsory staying in such premises.
- 9.3. The special rules for particular premises may be reviewed and updated. After being changed such rules should be available in the public and specially designated places of such particular premises. If the special rules for particular premises have been changed and the Resident, the Residents' Employee or the Visitor did not have the opportunity to get acquainted with them in the areas specially designated for familiarization with the rules, the Resident, the Resident's Employee or the Visitor has the right to use the premises according to his own idea of the rules for using the premises with similar functionality, but within these Rules.

## **10. FOOD CONSUMPTION IN THE TERRITORY OF UNIT.City**

- 10.1. The Residents, the Residents' Employees and the Visitors agree that food consumption throughout the Territory of UNIT.City is allowed only in the specially equipped areas designated for this purpose.
- 10.2. Arrangement of eating zones in particular premises is possible only after agreement with the Administration.
- 10.3. Only those Residents who lease (sublease) the premises where areas for food consumption can be located (individual offices) according to technical characteristics of the premises may arrange the eating zones after agreement with the Administration.
- 10.4. In coworking spaces, the Common Areas equipped for eating or where eating is allowed and in the premises where it is not possible to place a separate eating zone (club offices), the procedure for food consumption is governed by the following requirements:
  - 10.4.1. the Residents, the Residents' Employees and the Visitors must strictly adhere to sanitary and fire protection regulations for arrangement of the food consumption process;
  - 10.4.2. it is prohibited to use or store products that have a strong, pungent odor that creates discomfort to the other Residents, Residents' Employees and Visitors;
  - 10.4.3. not to store products requiring special storage conditions violating the conditions of such storage;
  - 10.4.4. it is prohibited to store products without appropriate packaging;

- 10.4.5. it is prohibited to leave an eating place uncleaned;
- 10.4.6. all utensils used for eating must be cleaned of food residues with detergents;
- 10.4.7. all utensils used for eating must be returned to the places specially designated for the storage of such utensils;
- 10.4.8. garbage formed after a meal must be disposed of in specially designated places;
- 10.4.9. for the avoidance of disputable situations with regard to possible intentional or unintentional use of other people's food, it is recommended to put the labels on the packaging identifying the owner of the product;
- 10.4.10. when several Residents, Residents' Employees and Visitors have meals at the same time each of them is equally responsible for complying with these rules of food consumption;
- 10.4.11. the Administration is not responsible for safekeeping food products belonging to the Residents, Residents' Employees and Visitors unless otherwise specified in the relevant lease (sublease) agreement with the Resident;
- 10.4.12. besides the rules specified in this section, the rules for use of the Common Areas included in these Rules and in the lease (sublease) agreements with the particular Residents apply to the food consumption places.

## **11. DOMESTIC ANIMALS**

- 11.1. The Residents, the Residents' Employees and the Visitors have the right to bring domestic animals to the Territory of UNIT.City.
- 11.2. Domestic animals throughout the Territory of UNIT.City are dogs, cats and other animals that have traditionally been kept and bred by humans for a long historical period as well as animals of species or breeds artificially bred by humans to satisfy aesthetic and social needs.
- 11.3. Other animals are not considered domestic within the meaning of these Rules and are not allowed throughout the Territory of UNIT.City. Unregistered dogs are also not allowed to the Territory of UNIT.City (registration of a pet is confirmed by a registration certificate).
- 11.4. Walking domestic animals is allowed only in specially designated areas throughout the Territory of UNIT.City. When walking domestic animals in the Territory of UNIT.City, the owners of such animals are obliged to clean up their animals' waste products.
- 11.5. If necessary, the Administration may ask the owner of the domestic animal to provide proof of registration/vaccination of the domestic animal in accordance with the regulations established by the legislation of Ukraine.
- 11.6. The owner of the domestic animal shall always be near his pet and in case of its loss immediately report this fact to the Security Service.
- 11.7. The owner of the domestic animal is liable for any loss or damage caused by his pet to the property of the Administration, the Administration, other Residents, the Residents' Employees or the Visitors. And in case of such loss or damage, the Administration may prohibit the access of such domestic animal to the Territory of UNIT.City.
- 11.8. The Administration is not liable for any injuries caused by any domestic animals.

## **12. WORK SCHEDULE. ACCESS TO THE TERRITORY, BUILDINGS AND PREMISES OF UNIT.City**

- 12.1. Working hours within the meaning of these Rules are the time period from 9:00 a.m. to 6:00 p.m. daily, except weekends and holidays.
- 12.2. Access of the Administration, the Residents, the Residents' Employees to the Territory of UNIT.City is provided around the clock.
- 12.3. Each Resident, Resident's Employee has round-the-clock access to the leased (subleased) premises by means of (personalized) pass cards during the entire term of the lease (sublease) agreement. If the Resident and/or the Resident's Employees fail to finish Verification before the beginning of the lease term under the lease (sublease) agreement, their access to the leased (subleased) premises is provided by means of non-personalized guest cards, but in any case, for a period not exceeding 14 (fourteen) calendar days from the date of the beginning of the lease (sublease) term under the lease (sublease) agreement.

The new Residents' Employees are admitted to the premises leased (subleased) by the Resident with the help of non-personalized guest cards until their Verification, but in any case, for a period not exceeding 14 (fourteen) calendar days from the date of acquiring the status of the Resident's Employee.

- 12.4. In case of loss of (personalized) pass card or if it is out-of-order the Resident, the Resident's Employee may receive a new card according to ordinary procedure.  
The issue of making a new (personalized) pass card instead of the lost or out-of-order card is resolved exclusively during the working hours specified in these Rules on the basis of a request in TINU.
- 12.5. If the Resident, Resident's Employee loses a (personalized) pass card, the ART or the Moderator in TINU notifies the Administration of such loss.
- 12.6. In case of extreme necessity, if the Resident, Resident's Employee has no (personalized) pass card, the access of such Resident, Resident's Employee to the premises leased (subleased) by the respective Resident is granted after his re-verification by the Security Service with the ART notification.
- 12.7. UNIT.City Visitors have free access to the Territory of UNIT.City in the period from 6:00 a.m. to 10:00 p.m., except as provided in these Rules.  
From 10:00 p.m. to 6:00 a.m. the Visitors are allowed to the Territory of UNIT.City only accompanied by the Residents, the Residents' Employees or subject to informing the Security Service by the Residents, the Residents' Employees of the arrival of the Visitors and subject to the fact that such Resident, Resident's Employee meets his Visitor at the entrance to the Territory of UNIT.City.
- 12.8. The Administration reserves the right not to provide access to the Territory of UNIT.City to the Visitors who, according to the results of a visual inspection, have signs of alcohol or other intoxication, behave aggressively or if the Security Service employees have reasonable suspicions about causing harm to the Administration, the Residents, the Residents' Employees and other Visitors.
- 12.9. The Residents are liable for violations of these Rules by their Visitors.
- 12.10. Separate premises, the Common Areas and services throughout the Territory of UNIT.City may work according to a special schedule posted in TINU, in the UNIT.City Residents community on the Facebook social network, on the UNIT.City website or directly in such places.
- 12.11. Information on changes in the schedule of services as well as the schedule of some premises and the Common Areas may be sent by the Administration to the Residents by e-mail.
- 12.12. It is prohibited to use the Common Areas, other premises in the Territory of UNIT.City, including those leased (subleased) by the specific Residents, for overnight stays.

### **13. PHOTO AND VIDEO SHOOTING THROUGHOUT THE TERRITORY OF UNIT.City**

- 13.1. Photo and video shooting throughout the Territory of UNIT.City must be carried out at a time and in a manner that does not violate the legally protected rights and interests of citizens, the interests of legal entities, state and public interests.
- 13.2. It is prohibited to take photos and videos of the Administration, the Residents, the Residents' Employees and the Visitors without their consent. A person's consent to his/her shooting is considered to be given if the shooting is carried out on the Territory of UNIT.City (except for office premises), at mass events (conferences and other public events).
- 13.3. All cases of professional photo and/or video shooting, except for video shooting in leased (subleased) premises of the Residents, must be carried out with the prior consent of the Administration.

Professional photo and/or video shooting according to these Rules means shooting carried out with the help of professional photo and video equipment, sound recording equipment and other special equipment with the involvement of special personnel, costumes, props, etc. If the photo and/or video shooting is carried out by a mobile phone, but it involves a large number of people, special personnel, recording equipment, costumes, props, etc., such shooting may be qualified by the

- Administration as professional.
- 13.4.** A request for professional photo and/or video shooting must be sent to the Administration during the working hours specified in these Rules not later than 3 (three) working days before the date of photo and/or video shooting.
- The request for professional photo and/or video shooting must indicate the date, time, place (technical map of the location), topic, summary of the purpose and ideas of shooting as well as details of contact persons on the side of the initiators of photo and/or video shooting.
- The Administration reserves the right to refuse the approval of the professional photo and/or video shooting in the Territory of UNIT.City without explanation.
- 13.5.** The Residents and/or the Residents' Employees must send a request for professional photo and/or video shooting to the Administration using TINU.
- Other persons send requests for approval of professional photo and/or video shooting to the contact details posted on the UNIT.City website in the section "Contacts and map" (<https://unit.city/contacts/>).
- 13.6.** Carrying out professional photo and/or video shooting in UNIT.City is paid. The cost of professional photo and/or video shooting and the procedure for making payment are agreed between the initiator of the shooting and the Administration.
- 13.7.** The above provisions 13.3.-13.6. apply regardless of whether the professional photo/video shooting is carried out by the respective Residents, Residents' Employees and Visitors independently or with the help of invited cameramen, directors, actors, other professionals, media representatives, etc.
- 13.8.** The Residents, the Residents' Employees and the Visitors may freely perform amateur photo and/or video shooting on a mobile phone/smartphone on the Territory of UNIT.City, i.e. shooting without the use of special photo and/or video equipment, sound recording equipment, without special personnel, costumes, props, etc. as well as in the Common Areas.
- 13.9.** The Administration and the Security Service may temporarily suspend the professional and amateur photo and/or video shooting, in case of detection of violations of the established procedure for their performance until the circumstances are clarified.
- 13.10.** The territory of professional photo and/or video shooting may be marked with special signs informing other Visitors, Residents, Residents' Employees, the Administration about the fact of such shooting.
- Carrying out professional photo and/or video shooting outside the marked and agreed territory (technical map of the location) as well as with deviation from the topic, purpose and idea of shooting previously agreed with the Administration is prohibited.
- 13.11.** All media representatives during their stay in the Territory of UNIT.City are fully subject to by the media laws.

#### **14. WASTE AND ITS DISPOSAL**

- 14.1.** The Residents, the Residents' Employees and the Visitors agree that they shall:
- 14.1.1.** use sanitary facilities and sewerage system only for the intended purpose;
  - 14.1.2.** throw garbage only in specially installed bins and containers;
  - 14.1.3.** sort garbage, if sorting is provided for in the garbage collection points;
  - 14.1.4.** not throw garbage into the sewerage system.

#### **15. USE OF ELEVATOR**

- 15.1.** The Residents, the Residents' Employees and Visitors agree that they must:
- 15.1.1.** not transport materials and equipment in the elevators including construction materials, which can lead to malfunction, damage or contamination of such elevators;
  - 15.1.2.** not exceed permissible load capability;
  - 15.1.3.** not transport redolent substances;
  - 15.1.4.** not transport liquids in open top containers;
  - 15.1.5.** transport food only in the package;
  - 15.1.6.** not transport open umbrellas;

- 15.1.7. not disturb other Residents, Residents' Employees and Visitors with backpacks and bags;
  - 15.1.8. not transport dirty luggage, which may contaminate other Residents, Residents' Employees and Visitors;
  - 15.1.9. not enter the elevator cabin until they are sure that the cabin is in front of them;
  - 15.1.10. not try to squeeze into a crowded elevator (show endurance and wait for the next elevator);
  - 15.1.11. follow the order of entry/exit: the first to enter the elevator cabin are adults, and then children; when the elevator stops, children come out first, and then adults;
  - 15.1.12. follow the rules for transporting children in strollers: to transport a child in a stroller, before entering the cabin, be sure to take the child in your arms and go with it to the cabin, and then bring an empty stroller;
  - 15.1.13. comply with the rules of operation of elevators placed directly in such elevators.
- 15.2. While using the elevator it is forbidden:
- 15.2.1. for children to travel in the elevator without adults;
  - 15.2.2. to be in the plane of the doorway, lean on the door;
  - 15.2.3. to use the elevator during fire and earthquake;
  - 15.2.4. to use the elevator if the cabin is smoky or smells of smoke;
  - 15.2.5. to enter the elevator shaft and pit;
  - 15.2.6. to make efforts to open and close the door;
  - 15.2.7. to manually open the elevator shaft door;
  - 15.2.8. to jump in the elevator;
  - 15.2.9. to throw out garbage or any other things;
  - 15.2.10. to set the elevator buttons on fire or damage/alter any parts of the elevator, etc.

## **16. TRANSPORT IN THE TERRITORY OF UNIT.City**

- 16.1. The speed of the transport along the Territory of UNIT.City must not exceed 20 (twenty) km per hour.
- 16.2. Drivers of transport means must comply with the traffic rules, speed limit and follow the road signs, road surface marking, not create a danger for pedestrians and other drivers throughout the Territory of UNIT.City.
- 16.3. Speed infringement is determined throughout the Territory of UNIT.City by radar speed meters with video recording.
- 16.4. Drivers of transport means must comply with the requirements of the Security Service.
- 16.5. Repair and sanitation (washing) of transport means is allowed only in specially designated places (service station, car wash) if they are available in the Territory of UNIT.City.
- 16.6. Stopping and parking of vehicles, bicycles, motorcycles, motor scooters, drones, electric scooters and other vehicles (ground, air) throughout the Territory of UNIT.City is allowed only in the Parkings. In particular it is prohibited to stop and park transport means on lawns, sidewalks, footpaths, on fire hydrant hatches, in places where such actions obstruct traffic and Parking of other transport means, pedestrian passage, cleaning of the territory, garbage collection, etc.
- 16.7. Transport means should be stopped and parked strictly along the road marking lines. Transport means should be compactly arranged in the specially designated places.

## **17. ENSURING SECURITY IN THE TERRITORY OF UNIT.City**

- 17.1. All Residents, Residents' Employees and Visitors of UNIT.City must comply with the requirements of the Security Service/the Administration in the event of any emergency.
- 17.2. The Security Service:
  - 17.2.1. provides round-the-clock guarding of the perimeter of the Territory of UNIT.City and the Common Areas. Unless otherwise provided by the agreement between the Resident and the Security Service and/or the Administration, the Security Service does not protect the premises leased (subleased) by the Residents;
  - 17.2.2. provides round-the-clock control of the entry, exit, departure, arrival, movement of any type of transport means along the Territory of UNIT.City
  - 17.2.3. provides round-the-clock control of the entry, exit, movement of any persons along the

Territory of UNIT.City;

- 17.2.4. provides round-the-clock monitoring of the security systems and quick response of operations units.
- 17.3. The Residents must coordinate their own security system of the premises leased (subleased) by them with the Security Service.
- 17.4. The Residents are prohibited from using uncertified security systems.
- 17.5. The Residents must agree with the Administration and the Security Service performance of works on installation and maintenance of technical security systems of the premises leased (subleased) by them by third-party specialists.
- 17.6. No security agencies and guard forces may perform their activity throughout the Territory of UNIT.City without the consent of the Security Service.
- 17.7. The Residents, the Residents' Employees and the Visitors shall inform the Security Service of all offenses whereof they become aware.
- 17.8. The Resident having a separate entrance (entrances) to the premises leased (subleased) by such Resident may equip them with guard posts upon agreement with the Administration and the Security Service unless otherwise provided for by the relevant lease (sublease) agreement.

### **18. SILENCE AREAS**

- 18.1. Permanent or temporary silence areas can be introduced throughout the entire Territory of UNIT.City.
- 18.2. The silence area is labeled with the relevant sign.
- 18.3. The Residents, the Residents' Employees and the Visitors in such area accept the following special rules of stay:
  - 18.3.1. it is prohibited to communicate by phone;
  - 18.3.2. it is prohibited to negotiate and make noise;
  - 18.3.3. silence is the ideal behavior of stay in such area;
  - 18.3.4. it is prohibited to turn on any sources of sound, vibration and other stimuli unless all persons gathered in the silence area decided to listen or watch the same content.
- 18.4. The silence areas include open spaces where workplaces, cinemas, theaters, lecture halls, rest rooms, places for meditation are located.
- 18.5. In the event of non-compliance with the rules of the silence area by the Resident, the Resident's Employee or the Visitor, he may be obliged to leave the silence area without any compensation.

### **19. USE OF SHUTTLE BUS**

- 19.1. UNIT.City provides transfer of the Residents, the Residents' Employees and the Visitors to the Territory of UNIT.City by special buses (shuttle buses).
- 19.2. The schedule and route of the shuttle buses is posted on the UNIT.City website, in the UNIT.City Residents community on the Facebook social network, in TINU or in the Territory of UNIT.City for informing by the Residents, the Residents' Employees and the Visitors.
- 19.3. The Residents, the Residents' Employees and the Visitors using the shuttle bus shall comply with the rules of travel established by the Administration.
- 19.4. The Administration has the right to refuse any person to use the shuttle bus in the following cases:
  - 19.4.1. if person's clothes and belongings have signs that may harm other persons (contaminated with machine oil, paint, cement, have obvious signs of severe contamination with any other substances);
  - 19.4.2. if a person is under influence of drugs and/or alcohol;
  - 19.4.3. if a person carries a cold weapon or firearm, flammable or explosive liquids and chemicals;
  - 19.4.4. if a person carries into the cabin of a shuttle bus a luggage, the sum of the measurements of which in length, width and height exceeds 150 (one hundred and fifty) centimeters, or long objects, which length exceeds 150 (one hundred and fifty) centimeters;
  - 19.4.5. if a person behaves aggressively towards others, creates a conflict situation, shows disrespect to the sex, race, religion, political, cultural views of other people;

- 19.4.6.** if a person does not comply with anti-epidemic requirements and quarantine restrictions established in the city of Kyiv (including the mask regime in public transport).

## **20. RULES OF BEHAVIOUR ON THE INTERNET**

- 20.1.** When using the Internet in the Territory of UNIT.City it is forbidden to create information noise, in particular:
- 20.1.1.** uncoordinated with the recipient sending of the commercial e-mails of advertising or agitation nature, including those containing attachments;
  - 20.1.2.** uncoordinated with the recipient sending of e-mails containing information that offends or degrades the recipient or any third parties;
  - 20.1.3.** sending of the e-mails to recipients who have shown a clear reluctance to receive them;
  - 20.1.4.** use of the provided information resources (e-mail boxes, WWW pages and others) as contact coordinates in the course of carrying out any of the actions described above, regardless of from which point of the Internet they were carried out.
- 20.2.** It is forbidden to make or participate in attempts of unauthorized access to UNIT.City servers, to make such unauthorized access, to send malicious programs, corrupted files, etc.
- 20.3.** Unauthorized access to elements of network equipment, computer equipment, etc. and subsequent use of such access is prohibited.
- 20.4.** It is forbidden to perform actions that may lead to disruption of the normal functioning of network equipment, computer equipment, etc. that do not belong to the Resident.

## **21. OTHER RULES**

- 21.1.** The Residents, the Residents' Employees and the Visitors undertake to:
- 21.1.1.** reimburse any damages, losses, indemnities, compensations, penalties, etc. incurred by the Administration, other Residents, their Employees, the Visitors as a result of violation by the Resident, the Resident's Employee or the Visitor of the obligations and/or guarantees set forth in the Rules. To compensate the value of damaged property located in the Territory of UNIT.City, destroyed or missing property (including property of third parties) from the Territory of UNIT.City, to compensate for the restoration or restoration of damaged facades of buildings, decoration of the Territory of UNIT.City, etc. liquidate -any other damages that were caused by the actions or inaction of the Resident, the Residents' Employees or the Visitors;
  - 21.1.2.** use any property (including organizational, computer and other machinery, equipment, facilities, furniture, etc.) located in the Territory of UNIT.City in accordance with the technical requirements, restrictions and instructions for the use of this property.
- 21.2.** It is forbidden for the Residents, the Residents' Employees and the Visitors staying in the Territory of UNIT.City with minors to leave them unaccompanied.