

## Pollinators' CityHive Code of Conduct

1. Use
  - 1.1. The CityHive Premises are to be used solely for the following purposes only: Office, Community Use, Club Premises, Shop, or Consulting Rooms;
  - 1.2. You must not live or permit anyone to live in the Premises;
  - 1.3. You must not conduct any auction, fire or bankruptcy sale on the Premises;
  - 1.4. You must not bring upon any explosive or flammable or corrosive fluids or chemicals onto the Premises;
  - 1.5. You must use the toilets and conveniences on the Premises only for the purpose they were built for;
  - 1.6. You must not bring anything or do anything that may increase insurance premiums for the Premises;
  - 1.7. You must not use trolleys or vehicles which may cause injury to floors in the building and the Premises;
  - 1.8. You must not install or connect any electrical equipment, including heaters, hot water systems, computers, air conditioners, telephones, electronic surveillance equipment and communication equipment on the Premises that may overload the cables, switchboards or subboard;
  - 1.9. You must comply with all bylaws, rules and regulations which the owners corporation or the owner of the building may make from time to time especially in relation to the common areas;
2. Coworking
  - 2.1. You agree that Pollinators Inc may require coworkers move to another desk at any time, with one week notice given to permanent coworkers;
  - 2.2. You agree that from time to time the Ground Floor coworking space may be used for events. You will be emailed in advance of the dates and nature of these events. All due care will be made to protect your property from damage or theft but you are ultimately responsible for any such loss or damage;
  - 2.3. You must keep your leave your desk space clean and neat when leaving the building – permanent coworkers should lock personal items in their filing cabinet at the end of the day, private offices need to lock their offices on leaving.
3. Behaviour
  - 3.1. You must respect the confidentiality of information You may acquire whilst at CityHive and understand that the information remains the exclusive property of the person who disclosed it unless other agreements are made with that person;
  - 3.2. You must not do anything upon the Premises that may be offensive or be a nuisance to any person in or near the building;
  - 3.3. You must not accumulate or allow any accumulation of useless rubbish or property on the Premises;
  - 3.4. You agree not to sleep in the office. Brief naps (less than an hour) outside of office hours are acceptable.
4. Modifications
  - 4.1. You must not put up any partitions or alterations or make any alterations or additions to the Premises without first obtaining our written consent;
  - 4.2. You must not interfere with any drains, water supply, gas, electrical plumbing or any other services contained in the Premises or the toilets;

- 4.3. You must not erect or place any equipment that is likely to provide a noise level which may be seen as unreasonable by other licensees in the Premises or occupiers of adjoining premises;
- 4.4. You must ensure that the floors and walls and pillars are not broken or strained by overloading of floors;
- 4.5. You must not obstruct or prevent the use by others of any of the common areas including not placing any goods for a long period of time in common areas;
5. Shared areas and Property
  - 5.1. You must keep all shared areas neat and clean, including the toilets, kitchen and hallways;
  - 5.2. You must return shared meeting and work areas to their original condition immediately after each use;
  - 5.3. You must not store food in the fridge(s) for more than one week;
  - 5.4. You must follow the published procedures for booking meeting rooms, workshop space or the Boardroom;
  - 5.5. You must follow the published procedures for booking meeting rooms, workshop space or the Boardroom;
  - 5.6. You must not take any Pollinators property offsite. This is including (but not limited to) data projectors, chairs, books or kitchenware;
6. Safety and Security
  - 6.1. You must use the assigned alarm code when entering the locked building. You must not share the code with anyone;
  - 6.2. You must ensure that all the doors and windows on the Premises are locked and fastened and the alarm is set when the Premises are not being used;
  - 6.3. You must inform us or any accidents or defects in the water pipes, electrical wiring or any of the fittings;
  - 6.4. You must comply with any insurance, sprinkler and fire alarm regulations;
  - 6.5. You agree that your network activity may be monitored from time to time to improve performance. All due care will be taken to ensure personal communications are not interfered with.
7. You agree to follow the published policies and procedures including but not limited to: environmental policy, health and safety policy, visitor sign-in procedure, meeting booking procedure, storage policy, opening and closing procedure, parking policy,
8. Any breach of these terms constitutes cause to end your licence term and remove access to the premises;
9. You must inform yourself as to the latest versions of policies and procedures published and accessible online.