



HOUSE RULES

For PROPERTIES or rented premises of A1 Telekom Austria AG

Every employee must be made aware of these house rules.



Contents

1. General	3
2. Building Supervision	3
3. Equipment of the rooms	3
4. Proper use of rooms, corridors, stairs, elevators and outdoor areas	4
5. Security measures and rules of conduct.....	5
6. Air conditioning of the rooms (if available).....	6
7. Heating of the rooms	6
8. Elevator use (if available)	7
9. Access to the building and security of the premises.....	7
10. Other regulations.....	7



1. General

The scope of the house rules extends to the entire property and the rented premises. The provisions apply to all employees, visitors, and external companies as well as their employees.

2. Building Supervision

Building supervision is the responsibility of the "Business World Management & Real Estate" department, hereinafter referred to as BWM.

BWM employees must be always permitted access to all rooms.

BWM is responsible for:

- 2.1 Monitoring for compliance with house rules;
- 2.2 Compliance with all security and fire regulations in cooperation with any existing security bodies of the users;
- 2.3 Control of cleaning, maintenance of grassed areas and winter services;
- 2.4 Checking the proper condition of the building and the rented rooms as well as all facilities and fixtures through regular inspections;
- 2.5 Recognizing all reported incidents and arranging for the repair of identified damage and defects;
- 2.6 Access Control.

3. Equipment of the rooms

- 3.1 All furnishings are to be left in their locations. Requests for changes must be submitted to the BWM Online Service Center. The implementation will be initiated after approval by BWM.
- 3.2 When changing the workplace, the guidelines for relocations on the intranet must be observed - an exception to this is the free choice of seats in the Open Space.
- 3.3 Applications for the provision, exchange or collection of furniture and fittings that are no longer required are provided with a brief justification, in report to the **BWM Online Service Center**.



4. Proper use of rooms, corridors, stairs, elevators and outdoor areas

- 4.1 The rooms and furnishings are to be treated appropriately, gently and carefully. No hooks or nails may be hammered into doors, door jambs or window frames, nor may they be pasted over. Attaching posters, pictures, postcards, etc. is only permitted on the notice boards or pin walls provided for this purpose. The installation of aquariums, etc. is not allowed. Smaller flowerpots are only permitted in offices if it is ensured that no damage will occur (use of suitable saucers or cachepots) and the legal framework (e.g. keeping escape routes clear) is met. Individual plants are not intended for open space areas in which the plants are managed centrally. The care and any disposal is the responsibility of the owner of the plants. If the plants are not cared for properly, they will be disposed of by BWM at the expense of the owner.
The installation of flowerpots in general areas is only possible with the approval of BWM.
- 4.2 Cleanliness is to be ensured throughout the building. Aids such as doormats, waste containers or similar can be requested from the **BWM Online Service Center**.
- 4.3 Washing and toilet facilities are to be kept particularly clean. No work that is unreasonable for the cleaning staff may be caused.
- 4.4 Waste may only be disposed of separately in the designated consolidated containers. Residual waste, leftover fruit and food and other waste may not be thrown into paper consolidated containers, drains, sinks or toilets. A garbage collection concept has been set up in every occupied property. In unoccupied objects, rubbish must be taken with you and disposed of separately. Any change requests must be agreed with BWM.
- 4.5 Any damage must be reported to the **BWM Online Service Center** as part of the reporting obligation. Any unauthorized repairs are not permitted. Each employee is obliged to limit the damage at their own discretion.
- 4.6 The person responsible is liable for damages caused by misuse or gross negligence.
- 4.7 Smoking, including smoking electronic cigarettes and the like, is forbidden in all A1 properties. Smoking is only permitted in the outdoor areas in specially marked smoking areas.
Cigarette butts must be disposed of in the containers provided. Smoking is prohibited in the immediate vicinity of the entrance areas, except for designated smoking zones.
- 4.8 When leaving rooms, doors and windows must be closed and the manually controlled lighting switched off. During the heating period, windows and doors must always be kept closed and, if necessary, only opened for a few minutes for quick ventilation.
- 4.9 When leaving premises, make sure that electrical devices (if not intended for continuous operation) - such as coffee machines, heaters - are switched off, the water taps are turned off and the drains are open.



- 4.10 In order to enable the cleaning staff to work, desks and storage areas must be cleared. Any shortcomings in cleaning, maintenance of green areas or clearing snow must be reported immediately to the **BWM Online Service Center**.
- 4.11 In order to comply with the provisions of data protection, work documents and devices with personal and customer-related data must be kept locked or electronically secured.
- 4.12 Storage on outside areas is only permitted for official purposes on the areas provided for this purpose. Improper storage will be disposed of at the expense of the responsible organizational unit(s) or the person(s) responsible.
- 4.13 The parking of vehicles on the property is generally only permitted with the approval of BWM. More details on parking regulations can be found in the **parking policy** on the intranet. Bicycles and motorized two-wheelers may only be parked in the designated and marked areas. For safety reasons, only the speed indicated at the entrances is permitted for all vehicles in the parking lots and garages.
It is forbidden to bring bicycles into the building and to park them in front of the entrance areas. Escape routes and fire brigade access roads must be always kept clear. The use of scooters, kick scooters or similar means of transport in the building is not permitted.
- 4.14 Setting up and operating private electrical devices such as fan heaters, refrigerators, coffee machines or similar in the workplace is not permitted.
- 4.15 Due to the risk of fire, the use of candles (especially on Advent wreaths and Christmas trees) and open flames is expressly prohibited (this also applies to terraces, balconies, or parking decks).

5. Security measures and rules of conduct

- 5.1 In the event of fire, burglary, robbery or in the event of a disaster, all persons present must behave in accordance with the applicable regulations (fire protection regulations, alarm organization, notices). The applicable regulations must be brought to the attention of employees at least once a year, and new employees must be verifiably brought to their attention by the respective manager when they take up their duties.

In all cases, external service agencies and external companies are responsible for the proper performance of the service in the rooms provided, in particular for compliance with the house rules and the requirements in the assignment and have to inform themselves about security measures and rules of conduct on the basis of the coordination obligation by the client and verifiably instruct their employees. This obligation to provide information applies to escape routes and exits and to the behavior in the event of a fire.

- 5.2 Fire protection doors must not be blocked or disabled. Staircases and corridors as well as escape routes must also be kept clear of all obstructive objects and storage. In the event of an infringement, BWM will arrange for evacuation at the expense of the organizational unit. The provisions of Section 19 of the Workplace Ordinance apply. In order to prevent accidents, the highest level of safety in the building and at the workplace must always be ensured. The existing accident prevention regulations must be strictly observed. The regional safety officer will answer questions about this (see notice "Employee protection bodies").



- 5.3 The storage of flammable liquids (e.g. cleaning agents, antifreeze) and aerosol packaging (e.g. paint marker spray) is only permitted in quantities that are only stored for a short time and removed again after a day at the latest (daily requirement). Larger quantities over a longer period may only be stored for operational purposes in designated, legally approved, and properly labeled containers and only in the premises provided for this purpose.

The storage of explosive substances is generally prohibited and only permitted for official purposes in the rooms specially provided for this purpose.

- 5.4 The location of the first aid room - if available - can be found on the notice "First Aid" which is posted in the building or rented premises of A1 Telekom Austria AG.
- 5.5 Please refer to the information on the intranet for the company doctor's office and the office hours of the occupational physician.

6. Air conditioning of the rooms (if available)

- 6.1 To ensure year-round air conditioning in the offices, heating/ventilation/air conditioning were installed. The room temperature can be changed individually using the room thermostat. Any change applies to the entire room.
- 6.2 Since it is not possible to respond to every personal temperature perception, especially in open-plan offices or open spaces, it is recommended to keep the room thermostat in the middle position (22°) and the ventilation on automatic.
- 6.3 In order to achieve optimal cooling of the rooms in the warmer months of the year, the windows must be kept closed except for brief ventilation phases. For reasons of energy saving, the room should only be ventilated briefly in the cooler seasons (repeated airing).

7. Heating of the rooms

- 7.1 If the building has a heating system controlled by the outside temperature, there is no fixed heating period. Outside of the winter months, such rooms can only be heated if the temperatures are persistently low. BWM is responsible for commissioning and decommissioning the heating.
Empfindungen
- 7.2 Behavior during the heating period:
If an individual control is available, the room temperature can be adjusted to the requirements for work processes and the subjective perceptions. Attention must be paid to the greatest possible energy efficiency, in particular to ensure sensible ventilation (intermittent ventilation) of the premises. After the end of the shift, the windows are to be closed and - if possible - the room temperature is to be lowered.



8. Elevator use (if available)

- 8.1 The elevators may only be used by the maximum number of people specified on/in the facility at the same time. Any overload represents a gross violation of the usage regulations and endangers the people in the elevator.
- 8.2 Elevators may not be stopped longer than is necessary to exit and board (e.g. by keeping the door open).
- 8.3 In case of fire, the use of the elevator is prohibited.
- 8.4 BWM is responsible for the "operational control in accordance with the lifting system operating ordinance " and for arranging troubleshooting and repairs.
- 8.5 The rescue of persons trapped in the elevator is initiated via the emergency call system installed in the elevator car (press the illuminated emergency call button with a bell symbol for at least 3 seconds; see instructions in the elevator).

9. Access to the building and security of the premises

- 9.1 Depending on the design, access to the property is possible using a key or access card.
- 9.2 Non-employees have to register and have to be picked up in the entrance area by the visited employee or his/her representative (e.g. from the secretariat).
- 9.3 In the "**A1 Access Regulations**" guideline you will find all the details on access control for employees as well as for all external persons (e.g. suppliers, visitors, etc.).
- 9.4 Entrance doors, entrance gates, etc. leading to the building must be kept closed at all times.
- 9.5 To protect against theft, no valuables should be left behind and rooms should always be locked when leaving, even if only for a short time. In the open office, the lockable storage options (lockers) are to be used.

A1TA assumes no liability for lost personal valuables and sums of money, unless they are normally taken to work and there's a fault of A1TA.
- 9.6 Emergency exits are only to be used in emergencies to exit the building quickly. To control access to the property, these are secured by an alarm (property protection).

10. Other regulations

- 10.1 Taking and keeping animals in office spaces is prohibited. Service and companion dogs are excluded.
- 10.2 Carrying weapons of any kind is prohibited; The only exceptions are members of the executive in fulfillment of their duties and persons authorized by BWM.



- 10.3 BWM is responsible for attaching all signs required in the building. For corrections to the room labels, all changes, including the required data, must be reported immediately via the **BWM Online Service Center**.
- 10.4 Notices may only be posted after consultation with BWM. Political activities or the posting of such notices are not permitted on properties or in rented premises of A1 Telekom Austria AG. Publications of factional content may not be posted in the main customer traffic area, but only at the specified locations (showcases of the respective faction).
- During the election phase of staff representation elections, special regulations apply that must be coordinated with BWM.
- 10.5 Collections for charitable and other purposes may only be carried out with the approval of BWM.
- 10.6 Video recordings in A1 properties and photos in technical areas (e.g. server rooms, etc.) are prohibited and require the approval of BWM.
- 10.7 Representatives, sellers, and ticket distributors are prohibited from carrying out their activities in the object. Exceptions must be approved by BWM.
- 10.8 If you have any concerns relating to the building and the above points of these house rules, please contact the **BWM Online Service Center**.
- 10.9 Any additional provisions that deviate from the standard (if required) will be brought to the attention of separate annexes.