

BUILDING REGULATIONS

1. Security and Safety

- (a) Landlord at any time may adopt appropriate systems, procedures and technologies for the security and safety of the Building and its tenants, and the Tenant shall comply with the Landlord's reasonable requirements in respect of such systems, procedures, and technologies.
- (b) Tenant shall participate in fire drills and evacuations of the Building as directed by the Landlord. In the event of an emergency, the Tenant shall vacate the Building if the Landlord or any public authority so directs in the manner prescribed by the Landlord or such public authority.
- (c) Tenant shall not keep any flammable, dangerous, corrosive, or explosive materials in the Premises or the Building, except for incidental amounts used in the Tenant's business operations, kept, and used in accordance with all applicable laws.
- (d) Subject to applicable fire or other safety regulations, all doors opening onto Common Areas and all doors upon the perimeter of the Premises shall be kept closed and, during non-business hours, locked, except when in use for ingress or egress.
- (e) If Tenant uses the Premises after regular business hours or on non-business days Tenant shall lock any entrance doors to the Building or to the Premises immediately after using such doors.
- (f) Tenant shall not enter the mechanical rooms, electrical closets, janitorial closets, or similar areas or go upon the roof of the Building without the prior written consent of Landlord.
- (g) Tenant shall not bring in or keep any firearms in the Premises or the Building.
- (h) Tenant shall provide adequate security within the Premises for Tenant's employees, agents, contractors, licensees, invitees, assignees, subtenants, concessionaires, customers, clients, family members, or guests.

2. Building Access

- (a) Tenant shall use the Common Areas only as a means of ingress and egress, and Tenant shall permit no loitering by any persons upon Common Areas or elsewhere within the Building.
- (b) The Common Areas of the Building are not for public use, and Landlord shall retain in all cases the right to control or prevent access thereto by all persons whose presence, in the reasonable judgment of Landlord, shall be prejudicial to the safety or interests of the Building and its tenants.
- (c) Tenant shall neither obstruct nor use the entrances, passages, escalators, elevators and staircases of the Building or the sidewalks and driveways outside the Building for any purpose other than to enter and leave the Premises and the Building.
- (d) Landlord at its option may require all persons entering or leaving the Building to register.
- (e) Landlord reserves the right to exclude from the Building between the hours of 6 P.M. and 7 A.M. and at all hours on Saturdays, Sundays and legal holidays all persons who do not present identification acceptable to Landlord. Tenant shall provide Landlord with a list of all persons authorized by Tenant to enter its premises and shall be liable to Landlord for all acts of such persons. Landlord shall not be liable for damages for any error with regard to the admission to or exclusion from the Building of any person.
- (f) In the event of invasion, mob, or riot Landlord reserves the right to prevent access to the Building by such action, as Landlord may deem appropriate, including closing doors.

3. Locks and Security Systems

- (a) Landlord may install or change locks and security systems on entrances to the Premises and the Building. The Tenant shall be supplied with a reasonable number of keys or

- other entry devices for each installation. Any additional keys or entry devices required by the Tenant must be obtained from the Landlord at the Tenant's expense.
- (b) The Tenant shall not install any additional locks or security systems on entrances to the Premises without the prior written consent of the Landlord. Upon the termination of its lease, the Tenant shall return to the Landlord all keys and other entry devices for the Premises and the Building, which are in the possession of the Tenant.
 - (c) Tenant shall provide to Landlord the keys or combination of all locks for safes, safe cabinets, and vault doors, if any, remaining in the Premises upon the termination of its lease.
 - (d) If Tenant installs lock(s) incompatible with the Building master locking system, without Landlord's prior written consent:
 - (1) Landlord, without abatement of Rent, shall be relieved of any obligation under the Lease to provide any service to the affected areas that require access thereto;
 - (2) Tenant shall indemnify Landlord against any expense as a result of forced entry thereto which may be required in an emergency; and
 - (3) Landlord at any time may remove such lock(s) at Tenant's expense.
4. Use and Operation of Premises
- (a) Tenant shall not use or permit the Premises to be used for any purposes other than those specified in the Lease.
 - (b) Tenant shall not obstruct or interfere with the rights of other tenants of the Building, or of persons having business in the Building, or in any way injure or annoy such tenants or persons.
 - (c) Tenant shall not cook in the Building, permit any cooking in the Premises without obtaining Landlord's prior written consent and if consent is given, not to cause, or permit any odor to emanate from the Premises.
 - (d) Only persons approved from time to time by the Landlord may solicit orders for, sell, serve or distribute foods or beverages in the Building or use the Common Areas for any such purpose.
 - (e) Canvassing, soliciting, distribution of handbills or any other written material and peddling in or about Building are prohibited, and each tenant shall cooperate to prevent the same.
 - (f) Tenant shall not conduct in or about the Building any auction, public or private, without the prior written approval of Landlord.
 - (g) Tenant shall not to use any equipment, or machinery, which may be heard or felt outside the Premises.
 - (h) Tenant shall place all refuse and recyclables in the receptacles provided by the Tenant in the Premises or in the receptacles provided by the Landlord for the Building, and Tenant shall exercise its best efforts to keep the "Common Areas" clean and free from rubbish.
 - (i) Tenant shall participate in the Building's recycling, waste management, energy efficiency, water conservation, and transportation management programs as may be determined by the Landlord from time to time.
 - (j) Tenant shall not use any method of heating, ventilation, or air conditioning other than that supplied by Landlord.
 - (k) Before Tenant or Tenant's employees leave the Premises, Tenant shall ensure that all water faucets, water apparatus, and utilities are shut-off to prevent waste or damage. In addition, for any default or carelessness in this regard, Tenant shall make good all injuries sustained by other tenants or occupants of the Building or Landlord.
 - (l) Tenant shall not use the washrooms or other water fixtures for any purposes other than those for which they were intended, and no foreign substance of any kind shall be thrown into them. The expense of any breakage, stoppage, or damage resulting from the violation of this rule shall be borne by the tenant who, or whose employees or invitees, shall have caused it.
 - (m) Tenant shall not introduce into the Building any substance which may negatively affect the indoor air quality or add an undue burden to the cleaning or maintenance of the Premises or the Building.
 - (n) Tenant shall not permit smoking in any part of the Building, including the Premises.

- (o) Tenant shall not bring any bicycles or other vehicles into Building except in such area or areas designated by the Landlord.
 - (p) Tenant shall maintain any indoor plants and vegetation within the Premises in a healthy state, all fertilizers used shall meet EcoLogo, Green Seal, or equivalent standards. Tenant shall ensure that no pesticides or herbicides are used within the Premises.
 - (q) **Tenant shall not bring any living creatures, including animals, reptiles, insects, birds, and fish into Building, except service animals assisting person with disabilities or otherwise required by law, without the prior written consent of the Landlord.**
 - (r) Tenant shall not to employ any of Landlord's employees for any purpose whatsoever, or request such employees to do anything outside their regular duties.
5. Repair, Maintenance, Alterations and Improvements
- (a) Tenant shall carry out the Tenant's repairs, maintenance, alterations and improvements in the Premises consistent with the Lease, Contractor Regulations, and the Tenant Construction Manual, only during times agreed to in advance by the Landlord and in a manner which will not interfere with the rights of other tenants in the Building.
 - (b) Tenant shall not install any radio or television antenna or satellite dish on any part of the Building without the prior written consent of the Landlord.
6. Delivers and Movement of Equipment, Materials, Furniture or Other Property
- (a) Tenant shall not receive or make any deliveries to or from the Premises except through the entrances, elevators, and corridors and at the times designated by the Landlord.
 - (b) Tenant shall not move equipment, materials, furniture, or other property in or out of the Building without the prior written consent of the Landlord.
 - (c) Tenant shall not place within the Building any objects of unusual size or weight, nor shall Tenant place within the Building any objects which exceed the floor weight specifications of the Building, without the prior written consent of Landlord. Landlord shall prescribe the placement and positioning of all such objects within the Building and such objects shall, in all cases, be placed upon plates or footings of such size as shall be prescribed by Landlord.
7. Windows and Signs
- (a) Tenant shall not install curtains, blinds or other window coverings without the prior written consent of the Landlord. Window coverings that are installed by the Tenant shall comply with any uniform architectural scheme of the Building.
 - (b) Tenant shall not permit any awnings, signs, placards and the like, or any projections of any kind whatsoever to be attached to the outside walls of the Premises or affixed to the windows thereof without the prior written consent of Landlord.
8. Public Health Emergency
- (a) If there is a public health emergency, Tenant shall comply with reasonable measures imposed by Landlord, including:
 - (1) Health screening,
 - (2) The use of hand washing and other sanitation products related to the management of the health threat,
 - (3) Attendance at mandatory training sessions,
 - (4) Requiring the use of additional protective clothing, such as protective barriers, gloves and masks by occupants, invitees, and tenants.
 - (b) During a public health emergency, the Landlord shall be entitled to specify modes of entering or leaving the Building for tenants generally or for specific tenants, occupants or invitees who may have a heightened risk of either exposure to, or transfer of, unhealthy condition to other tenants, invitees, or visitors in the Building.

- (c) Tenant shall immediately inform the Landlord upon becoming aware of any outbreak of an infectious disease among its employees where such outbreak may influence the health or safety of other tenants in the Building or lead to a public health emergency.
- (d) Tenant shall participate in any public health emergency drill that the Landlord shall choose to implement acting reasonably, in preparation for a public health emergency.

9. Definitions

- (a) The term "Building" includes the Building's "Common Area."
- (b) The term "Common Area" includes the grounds, sidewalks, entrances, passages, courts, lobby areas, garages, or parking areas, elevators, escalators, stairways, vestibules, public corridors and halls in and about the Building.
- (c) The term "Tenant" includes the employees, agents, contractors, jobbers, invitees, licensees, guests and visitors of Tenant and others permitted by the Tenant to use or occupy the Premises.