

Rules & Regulations

1. Tenant (Lessee) shall not obstruct or interfere with the rights of other Tenants of the Building, or of persons having business in the Building, e.g. PHSA Maintenance, cleaners, technical staff, etc., or in any way injure, harass or annoy such Tenants or persons.
2. Tenant shall not use or permit the Leased Premises or Building to be used for lodging unless so specified in the Lease. Tenant shall not use or permit the Leased Premises or Building to be used for cooking (except for private use by Tenant or its employees with UL-approved, commercial-grade equipment for brewing coffee, micro waving, etc.) unless so specified in the Lease, or for any immoral or illegal purpose that might damage the Building or Providence Health System or the Building's reputation or for any purpose other than those specified in the Lease.
3. Canvassing, soliciting and peddling in the Building are prohibited and Tenant shall cooperate with PHSA Property Management to prevent such activities.
4. Tenant shall not bring or keep within the Building any bicycle, motorcycle, birds or animals (except those that are utilized for Tenant's medical therapy or service to the handicapped; Tenants shall then comply with PHSA policy on therapy animals). Bicycle racks are provided at most Buildings; if your Building doesn't have one, and one is needed, contact PHSA Property Management.
5. Tenant shall not conduct mechanical or manufacturing operations, or place or use any flammable, combustible, explosive or hazardous fluid, chemical, device, substance or material in or about the Building without the prior written consent of PHSA Property Management. No open flames of any nature are allowed (candles, etc.). Tenant shall comply with all rules, orders, regulations and requirements of the applicable Fire Codes and Tenant shall not commit any act or permit any object to be brought or kept in the Building that shall increase the rate of fire or casualty insurance on the Building or on property located therein.
6. Tenant shall not use the Building for manufacturing or for the storage of goods, wares, or merchandise, except as such storage may be incidental to use of the Leased Premises for general office purposes and except in such portions of the Building as may be specifically designated by PHSA Property Management for such storage. Flammables shall not be stored in the Leased Premises other than limited quantities reasonably necessary for operation or maintenance of equipment. Tenant shall not occupy the Building or permit any portion of the Building to be occupied for the manufacture or direct sale of liquor, narcotics or tobacco in any form, unless so specified in Tenant's Lease. Tenant shall not conduct in or about the Building any auction, public or private, without prior written approval of PHSA Property Management.
7. Tenant shall not install for use in the Building any air conditioning unit, engine, boiler, generator, machinery, heating unit, stove, ventilator, radiator, space heaters or

any other similar apparatus without the prior written consent of PHSA Property Management.

8. Tenant shall not use in the Leased Premises any machines other than standard office machines such as typewriter, calculators, copying machines, personal computers and similar machines, without prior written approval of PHSA Property Management. Tenant shall place all office equipment and any other device of electronic, electrical or mechanical nature in the Leased Premises in settings approved by PHSA Property Management so as to absorb or prevent any vibration, noises or annoyance. Tenant shall not cause improper noises, i.e., radios, televisions, equipment, etc., vibrations, radiation, light, electromagnetic waves or odors within the Building.

9. Tenant shall move all freight, supplies, furniture, fixtures and other personal property into, within and out of the Building only at such times and through such entrances as may be designated by PHSA Property Management. Movement of such items shall be under the supervision of PHSA Property Management, who reserves the right to inspect all such freight, supplies, furniture, fixtures, and other personal property to be brought into the Building and to exclude any objects which violate any of these rules and regulations or the provisions of the Lease. Tenant shall not move, store and / or install such objects in or about the Building in such a fashion as to unreasonably obstruct the activities of other Tenants. All such moving shall be at the sole expense, risk and responsibility of Tenant. Tenant shall not use in delivery, receipt or other movement of freight, supplies, furniture, fixtures, and other personal property to, from or within the Building, any hand trucks other than those equipped with rubber tires and white side guards. Carpet should always be protected with masonite-type material if pallet jacks are used. Tenant shall be responsible for the cost to repair any damage to the Leased Premises or Building (including elevator cab interior) caused by moving activities.

10. Tenant shall not place within the Building any safes, copying machines, major computer equipment, filing systems, or other objects of unusual size or weight, nor shall Tenant place within the Building any objects that exceed the floor weight specifications of the Building without the prior written consent of PHSA Property Management. PHSA Property Management shall prescribe the placement and positioning of all such objects within the Building and such objects shall be placed upon weight-distributing plates or footings, at Tenant's sole expense, if, in the opinion of the PHSA Property Management, such precautions are necessary. If PHSA Property Management requires consultation with structural engineer to determine floor weight capacity, Tenant shall bear the cost of such consultation. Any damage done to the Leased Premises or Building by moving or maintaining any such large and / or heavy property shall be repaired at the sole expense of the Tenant.

11. Tenant shall not deposit any trash, refuse, cigarettes, or other substances of any kind within or out of the Building, except in the refuse containers provided therefore. Tenant shall not introduce into the Building any substance which might add an undue burden to the cleaning or maintenance of the Leased Premises or the Building. Tenant

shall exercise its best efforts to keep the sidewalks, entrances, passages, courts, lobby areas, parking garages, stairways, elevators, vestibules, public corridors and halls in and about the Building (hereinafter "Common Areas") clean and free from rubbish; this includes broken-down cardboard, which shall be kept in Tenant's Leased Premises until cleaners remove at end of day. Exit paths out of Tenant's Leased Premises shall be kept clear at all times. Tenant shall not cause any unnecessary labor by reason of Tenant's carelessness or indifference in the preservation of good order and cleanliness. Tenant shall notify PHSA Property Management of any discovered trash issues that need to be addressed.

12. 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. PHSA Property Management shall retain the right to control or prevent access thereto by all persons whose presence, in the judgment of PHSA Property Management, shall be prejudicial to the safety, character, reputation, or interests of the Building and its Tenants. Tenant shall not enter the mechanical rooms, air conditioning rooms, electrical closets, telephone closets, janitorial closets, or similar areas or go upon the roof of the Building without the prior written consent of PHSA Property Management.

13. Tenant shall not use the washrooms, restrooms, and plumbing fixtures of the Building, and appurtenances thereto, for any other purpose than the purposes for which they were constructed, and Tenant shall not deposit any sweepings, rubbish, rags, or other improper substances therein. Tenant shall not waste water by interfering or tampering with the faucets or other plumbing fixtures. If Tenant or Tenant's employees, agents, contractors, licensee, invitees, guests or visitors cause any damage to such washroom, restrooms, plumbing fixtures, or appurtenances, PHSA Property Management shall repair such damage at Tenant's expense.

14. Gardens and Grounds shall be maintained by Landlord for the enjoyment of Tenants and Building visitors. Tenants shall not walk on grass, pick flowers, prune trees/shrubs, etc. nor otherwise cause any damage to the Gardens or Grounds.

15. Tenant shall not mark, paint, drill into, cut, string wires within, or in any way deface any part of the Building's outer surfaces, including the roof, without the prior written consent of PHSA Property Management. Upon removal of any wall decorations or shelving by Tenant, Tenant shall repair any damage to the walls at Tenants sole cost and expense. Without limitation upon any of the provisions of the Lease, Tenant shall refer all contractor representatives, installation technicians, janitorial workers and other mechanics, artisans, and laborers rendering any service in connection with the repair maintenance, or improvement of the Leased Premises to PHSA Property Management for approval and control before performance of any such service. This Paragraph 15 shall apply to all work performed in the Building, including without limitation, installation of telephones, computers, electrical and electronic devices of any kind and attachments and installations of any nature affecting floors, walls, woodwork, trim, windows, ceilings, equipment, furniture, or any other portion of the Building. The means by which

telephone, computer, and similar wires are to be introduced to the Leased Premises and the location of telephones, call boxes, and other office equipment affixed to the Leased Premises shall be subject to prior written approval of PHSA Property Management and shall be done in accordance with PHSA standard construction guidelines.

16. Tenant shall provide, at Tenant's expense, floor mats for all rolling chairs utilized on carpet within the Leased Premises. Tenant shall be responsible for excessive carpet wear caused by rolling chairs without said mats.

17. PHSA Property Management shall have the right to prohibit any publicity, advertising, or use of the name of the Building by Tenant. Upon written notice from PHSA Property Management, Tenant shall immediately refrain from or discontinue any such publicity, advertising, or use of the Building name. No advertising whatsoever is permitted in Building common areas.

18. The sashes, sash doors, skylights, windows, and doors that reflect or admit light or air in the Common Areas shall not be covered or obstructed by Tenant through placement of objects upon windowsills or otherwise. Tenant shall not place upon or install on, or beside, the windows, walls or exterior doors of the Leased Premises or any part of the Leased Premises visible from the exterior of the Leased Premises, any object including without limitation, bottles, parcels, signs, symbols, canopies, awnings, window coverings or other advertising or decorative material, without obtaining the prior written consent of PHSA Property Management. Tenant shall cooperate with obtaining maximum effectiveness of the Building's HVAC (heating, ventilating, air conditioning) system by closing blinds and other window coverings when the sun's rays or cold weather fall upon windows of the Leased Premises. Tenant shall not obstruct, alter, or in any way impair the efficient operation of heating, ventilating, air conditioning, electrical, fire safety, or lighting systems, nor shall Tenant tamper with or change the setting of any thermostat or temperature control valves in the Building's common areas. If the Leased Premises are equipped with heating facilities separate from those in the remainder of the Building, Tenant shall keep the Leased Premises at a temperature sufficient to prevent freezing of water in pipes and fixtures. Tenant shall further cooperate to save energy by turning off lights in unoccupied areas or where daylight is sufficient, turning off computers and other equipment at the end of each work day or while not in use and turning down the thermostat when reasonable to do so.

19. Subject to applicable fire or other safety regulations, all doors opening onto Common Areas and all doors upon the perimeter of the Leased Premises shall be kept closed and locked during non-business hours, except when in use for ingress or egress. If Tenant uses the Leased Premises after regular business hours or on non-business days, Tenant shall lock any entrance doors to the Building or to the Leased Premises used by Tenant immediately after using such doors and where applicable, shall reset the Building's alarm system.

20. Tenant shall obtain all keys to the suite and Building doors through PHSA

Property Management. Tenant shall not make duplicate copies of such keys. A fee will be charged for replacing a lost key. Tenant shall not install additional locks or bolts of any kind upon any of the doors or windows within the Building nor shall Tenant make any changes in existing locks or mechanisms thereof; all such changes will be coordinated and administered through PHSA Property Management.

21. Tenant shall be responsible for all employees, invitees, contractors, etc., in Tenant's Leased Premises and shall be liable to PHSA Property Management for all acts of such persons. PHSA Property Management shall in no case be liable for damages for the admission or exclusion of any person from the Building. In case of invasion, public excitement or other commotion, PHSA Property Management reserves the right to prevent access to the Building for the safety of Tenants and protection of property in the Building.

22. Any Common Area directory provided by PHSA Property Management will be for displaying the name and location of Building Tenants only. PHSA Property Management reserves the right to determine inclusion or exclusion.

23. Tenant shall keep PHSA Property Management advised of the current telephone numbers of Tenant's employees who may be contacted in an emergency, i.e., fire, break-in, vandalism, domestic or workplace violence, etc. If PHSA Property Management shall deem it necessary to respond to such an emergency on Tenant's behalf, Tenant shall pay all costs incurred for services ordered by PHSA Property Management to secure or otherwise protect the Leased Premises and the contents, thereof, including a premium charge for any time spent by PHSA Property Management's employee(s) in responding to such an emergency.

24. No vending machines shall be installed, maintained or operated upon the Leased Premises without written consent of PHSA Property Management.

25. Tenant shall comply with all fire, life safety, security and other regulatory policies and procedures that may be issued from time to time by PHSA Property Management.

26. Tenants do not have rights to air and space over the Building and shall not be permitted to install satellite dishes, antennae, etc., without written consent of PHSA Property Management.

27. PHSA Property Management reserves the right, by written notice to Tenant, to rescind, substitute, alter or waive any rule or regulation at any time prescribed for the Building when, in PHSA Property Management's judgment, it is necessary, desirable, or proper for the best interest of the Building and its Tenants