

## GOWORK HOUSE RULES

All members of GoWork as well as all their employees, agents, contractors and guests shall comply with all the rules and regulations which may be promulgated from time to time by the Management, and with all rules and ordinances, laws and executive orders made by the duly constituted local or national authorities regarding the use, occupancy, ownership, maintenance, upkeep and sanitation of their corresponding units and their interest of the common areas.

### 1. PREMISE NAME

The Premise shall be known as GoWork Coworking & Office Space

### 2. USE OF UNIT

- 2.1 The member shall not permit any unlawful act to be committed in or about the premises; it shall not be used for dwelling, or residential purposes.
- 2.2 Common area refers to the Front Desk, Lounge and Bar Pantry, Coworking Area, Printer Corner, and Phone Booth.

### 3. MEMBER INFORMATION

- 3.1 Prior to joining, GoWork will email individuals Onboarding Form to be filled out by the member. The following information, among others, shall be required from the member:
  - Full Name
  - Email Address
  - Job Title
  - Mobile Number
  - Date of Birth
  - Gender
  - Education Level
- 3.2 The use of access cards specified in these Rules and Regulations must be strictly observed.
- 3.3 All members, their employees, agents, contractors and guests are subject to the Rules and Regulations of the Building.
- 3.4 The members should **INFORM** the Management of any changes on the Onboarding Form.

### 4. ACCESS & OPERATING HOURS

- 4.1 General Operating hours are from Monday to Friday from 9:00 AM to 6:00 PM. Private Office, Dedicated Desk Members can access the Premise with their access card at anytime.
- 4.2 As part of GoWork security measures, names that are included in the Onboarding Form are treated as members that the company acknowledged as their employees and therefore are authorized to access their offices.
- 4.3 The Management will provide complimentary access card for each member with a paid subscription. Additional cost for loss of access cards will be IDR 150.000 per card.
- 4.4 GoWork visitors and clients shall be allowed entry from 9:00 AM to 6:00 PM Monday to Friday. No visitors shall be allowed beyond these hours except when properly identified and acknowledged by person(s) to be visited and prior processing by the Management. Person(s) not properly identified or covered by an authorization from members shall not be allowed entry beyond regular hours.
- 4.5 GoWork visitors and clients must present and deposit a valid Identification Card with their picture, in exchange for a visitor's card. This Guest Access Card will be given access from 9:00 AM to 6:00 PM. If guests do not return the card, the Management will keep their ID.

- 4.6 Visitors without the valid ID's mentioned in Clause 4.5 shall only be allowed upon proper verification and acknowledgement by the person(s) to be visited.
- 4.7 All members, their employees and visitors must wear and display their GoWork access cards inside the premises at all times for security and safety reasons.
- 4.8 The Management reserves the right to conduct random security checks to ensure that all members are recorded in the member database, and that no alteration has been carried out to the access card.
- 4.9 Members can access other GoWork locations from Mon-Fri (7:00 AM to 8:00 PM), Sat-Sun (9:00 AM to 4:00 PM) for security reasons. Weekend locations are applicable to malls only.
- 4.10 Access to the premises of persons whose presence shall, in the judgment of the Management, be prejudicial to the safety and security of the property or its inhabitants/members shall be denied. These shall include but not be limited to the following:
  - Persons under the influence of alcohol or prohibited drugs
  - Those deemed by Management to be improperly dressed
  - Suspicious looking characters
  - Those observed with infectious disease
  - Insane, demented or emotionally distressed person
  - Unauthorized vendors and solicitors
- 4.11 In the event of unusual commotion (riots, rallies, etc.) that may threaten the safety of lives and property within the premises jurisdiction, Management reserves the right to prohibit all access to the premises by sealing off all exit and entry points. If the situation so warrants security personnel shall be authorized to conduct frisking, body search or temporary detention of suspected person(s) in accordance with the law
- 4.12 Firearms and other deadly weapons are not allowed inside the building.

## 5. FACILITIES & AMENITIES OF THE PREMISES

- 5.1 Front Desk is located at the main entrance, manned by hub associate working during the operational hours to provide assistance to members and visitors.
- 5.2 The Premise has been provided with a semi centralized Air Conditioning System (VRV) that is available during regular operating hours. Air conditioning services are available beyond the regular working hours, subject to prior request to the Management. Air conditioning request forms are available at Front Desk. The form must be completed and signed by the member's authorized signatory, and submitted latest 1 day before event takes place. Latest hour of submission 5:00 PM from Monday to Friday. Time required for us to obtain the approval from the Building Management is 1 day Charges for the air conditioning extensions are determined by the Management and billed separately. All cost involved shall be respectively billed to each member's account.
- 5.3 The Premise has been equipped with internet, including hard-wired Ethernet connections and Wi-Fi that is available all day.
- 5.4 Printing, copying, and scanning services are available in the Premise. These services can be enabled using the member's access card and passcode. Charges for the air conditioning extensions are determined by the Management and billed separately. All cost involved shall be respectively billed to each member's account.
- 5.5 The Premise has been equipped with meeting rooms, which can be booked via our app. For further help do contact our hosts at the Front Desk. Charges for the air conditioning extensions are determined by the Management and billed separately. All cost involved shall be respectively billed to each member's account.
- 5.6 Members are only allowed to write on the glass partitions within their private office room using the erasable whiteboard markers. Writing using other permanent markers are strictly not allowed. Writing on the sandblasted portion of the glass partitions are also strictly not allowed. Any damage resulting from the improper use of the glass partitions shall be charged to each member.
- 5.7 Maintenance and Janitorial Services are provided with a primary function to serve the common areas of the building. Maintenance services inside the private office can be provided for a fee depending on the availability of the technician on duty.

- 5.8 Emergency maintenance needed inside the private office shall be attended to by available technicians for troubleshooting and emergency action, if necessary. Repair works inside the private office units shall be referred to an accredited contractor.

## **6. EQUIPMENT/SYSTEM NORMAL OPERATING HOURS**

- 6.1 Air Conditioning System will be operational from 9:00 AM to 7:00 PM on Mondays through Fridays. For Saturday it will be from 9:00 AM to 2:00 PM. Air Conditioning will be off on Sunday and Public Holiday
- 6.2 Air Conditioning System for mall are operational from 9:00 AM to 10:00 PM on Monday through Sunday.
- 6.3 All passenger elevators are operational 24 hours daily, including public holidays.
- 6.4 Service elevators may be used for small items (using trolley) between 2:30 PM to 5:30 PM and between 11:00 PM to 10:30 AM daily. For heavy equipment and event loading, service elevators may be used between 10:00 PM to 6:00AM daily.

## **7. SANITATION**

- 7.1 The members shall maintain their premises in a clean and sanitary condition.
- 7.2 The Management janitorial staff will perform cleaning work immediately before, in between and after regular office hours. Trash or waste materials will be disposed of daily.
- 7.3 No pets, birds or animals of whatever species shall be brought into the building or its premises.
- 7.4 For fire safety reasons, combustible/flammable materials are not to be stored in close proximity to electrical wires, power outlets and heat generating equipment such as copier machines.

## **8. PEST CONTROL**

GoWork Management shall hire a contractor to undertake the periodic pest control treatment of the common areas and inside members area such as Private Offices. Member is allowed to hire pest control vendor from outside. The objective of pest control treatment is to eradicate bugs, vermin, rats, ants, insects and other pests inside the office units and in the common areas.

## **9. EATING & SMOKING**

- 9.1 Complimentary instant coffee, tea, and water is available at the bar area of the lounge.
- 9.2 All other food and beverage items available at the bar area of the lounge are based on honesty jar system. Pricelist are displayed on the same area as well.
- 9.3 Eating is discouraged along the corridors, meeting room area and in the private offices to prevent unwanted pest issues. Eating is permitted in the lounge area. Members should maintain a clean eating area after usage of the bar and lounge facilities.
- 9.4 Smoking is prohibited within the premises based on PERDA DKI.

## **10. FIRE SAFETY**

To prevent the occurrence of fire, the following guidelines must be observed:

- 10.1 Cooking in any form is not allowed inside the office units. The use of electric, gas or open burner or any appliance of similar type is prohibited.
- 10.2 All electrical equipment/appliances (except for data banks) are to be disconnected before leaving the office premises.
- 10.3 No explosives or inflammable materials shall be stored in any part of the Premise.

## **11. NOISE & OTHER POLLUTANTS**

The members should see to it that their areas are free from annoying sounds, disturbing noises, foul odors and other audio visual disturbances. The Premise is to be used in a manner that will not disturb the peace and tranquility of other members.

## 12. DISCIPLINE OF MEMBER'S PERSONNEL

Members shall be responsible for the behavior of their employees, contractual personnel, agents and visitors. The following actions/activities are strictly prohibited in any part of the Premise, common areas, and leased premises:

- Possession and/or being under the influence of prohibited drugs;
- Possession of deadly weapons or explosives;
- Gambling in any form;
- Lewd, indecent, scandalous conducts;
- Acts that may inflict harm on other persons;
- Refusal to cooperate with security procedures;
- Damage to building property; vandalism;
- Loitering within the building premises; and
- Any other activities, which the Management may deem to be unacceptable and detrimental to the cleanliness, peace, order and safety of the other members.

## 13. COMMON AREAS

The common area (except limited common areas) shall not be appropriated for the exclusive use or benefit of any particular private office or member. Common areas shall be free from any obstruction at all times. No furniture/equipment/garbage, etc. by members shall be allowed in these areas. It shall not be used as storage by any member or service provider.

- 13.1 The use of any common area for social functions and other activities requires prior written approval from the Management.
- 13.2 Upkeep and repair of the common areas of the building will be maintained by the Management.
- 13.3 Any damage resulting from the improper use of the common area by a member shall be charged to each respective member.

## 14. SIGNS & ADVERTISEMENTS

The member shall not affix, paint or put up any name, trade name, logo, notice, sign or other advertising medium or paraphernalia on any part of the common areas of the Premise including the circulation or distribution thereof within the premises without the permission of the Management, except in the following cases:

- Listing in the general directory, if any, prepared and posted by the Management
- Display of its logo (or corporate name) next to the private office door.
- Logo color, size and placement must be according to GoWork specification.

## 15. CONSTRUCTION & ALTERATIONS WITHIN PRIVATE OFFICES

- 15.1 No additions, alterations or modification work can be done in a unit without the written approval of the Management.
- 15.2 Prior to the approval, the member is required to submit to the Management the plans, specifications and other pertinent documents for the construction or repair works.
- 15.3 The member shall provide the Management a list of workers who will work inside their unit. Any worker who is not included in the list will be denied entry to the building. Entry shall be through Loading Dock.
- 15.4 Construction workers shall be properly supervised by the member's representative to prevent loss or damage in the Premise.
- 15.5 Members performing construction or repair work shall compensate other members or any person for any loss, damage or injury caused directly or indirectly by their workers.
- 15.6 The member shall be responsible in ensuring that the provisions the House Rules and Regulations are observed by their contractors and suppliers.

## 16. UPKEEP & REPAIR

- 16.1 The upkeep and repair cost of each private office shall be the responsibility of each individual member. Member shall maintain premises in good condition and in such a manner that will not be prejudicial to the other members.
- 16.2 The members shall be responsible for all damages to any other members or to the common areas resulting from their failure to effect proper upkeep, maintenance and repairs.
- 16.3 The Management reserves the right to implement procedures or improvements involving security & safety.
- 16.4 The member shall also be responsible for promptly reporting to the Management any defect or needed repairs at the common areas of the Premise.
- 16.5 Repairs should not affect or disturb other members.
- 16.6 Damage caused by the member, their employee, contractor, agent or guest, will be charged to their respective account
- 16.7 The member should make sure that all utilities and equipment are shut off whenever the premises are left unattended.
- 16.8 In case of negligence or carelessness, the member shall take full responsibility for all physical injuries or damages to property sustained by the member or of third parties.

## 17. INSPECTION

The GoWork Management reserves the right to enter the premises during office hours to conduct regular inspections with or without member representative.