

HOUSE RULES

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CODE OF CONDUCT

This Code of Conduct (the “Regulation”) of the private student accommodation called the “Residence”, must be complied with at all time by the Residents who, in turn, shall be responsible for their visitors’ compliance therewith. The Regulation supplements the provisions of the lodging contract (the “Contract”) and will be incorporated into the Contract, forming an integral part of it.

Residents means the national and international university students with accommodation in the Residence in the academic year (...) pursuant to the different accommodation contracts (the “Residents” or, in the singular, the “Resident”).

These rules are applicable throughout the Residence, to ensure freedom and responsibility not only of all residents but also with the staff.

GENERAL RULES

Art. 1. Facilities and services will be available to all residents; no one can prevent other residents from using any of them.

Art. 2. Residents will be able to use all the services and common areas of the building, always abiding by the rules that have been established for their use and enjoyment.

Art. 3. All residents must respect the instructions from the Accommodation Team for the proper functioning of the Residence.

Art. 4. Residents will allow staff access to their room, with 24hrs notice unless in the case of an emergency.

Art. 5. Residents under 18 years of age will not be allowed to stay in the Residence.

Art. 6. Residents must ensure all common areas are kept clean and tidy.

Art. 7. Smoking (including electronic cigarettes and smokeless cigarettes) is prohibited anywhere in the Residence, except in the smoking areas, where the Residents and visitors are able to access such areas every day until 11:00pm. After this time, Residents can only smoke outside of the Residence. The violation of the prohibition on smoking constitutes a serious breach of the corresponding contract and may result in expulsion from the Residence.

Art. 8. Subletting or occupation of any room or any other area of the Site by non-residents is not permitted.

Art. 9. The introduction and/or storage of any type of drugs, illegal substances, arms or realistic imitations of arms, materials that are dangerous, unhealthy etc., capable of producing unpleasant odours, volatile, explosive, inflammable, or dangerous to health, hygiene, the safety of the Residence and the Residents, temporary residents and/or the Accommodation Team and/or third parties are prohibited.

Art. 10. Found Property. The Residence is not responsible for any lost objects or money inside the site. All found property or goods must be handed over to the accommodation team.

After the Check-Out Date any personal belongings left in the room or any other common area will not be kept and will be discarded or destroyed, unless by its appearance and/or value it is clear to anyone that it must be a lost item. In that case, The Residence will store the item for a maximum of three (3) months, if reasonably possible.

Residents may request the Residence to send such item(s). The Residence is not obliged to adhere to such request, but if it does, Resident shall bear the risk and costs of the shipping of such item.

Art. 11. Cleaning and hygiene of all areas.

- ✓ Rooms must be available for cleaning and when scheduled and rooms should be let in a reasonably ordered condition to permit the cleaning to take place.
- ✓ You will be required to leave your room during the cleaning
- ✓ Residents should remove garbage from their rooms and deposit them in the containers arranged for that purpose at least twice per week.
- ✓ Residents will not leave his/her rubbish in the corridors and/or other common areas of the Residence. Throwing any type of object or substance from the windows, balconies, terraces etc. is expressly prohibited.
- ✓ The Accommodation Team recommends to the Resident that he/she frequently washes his/her hands and air the rooms and/or the apartment or studio, particularly to avoid the transmission of COVID-19.

Art. 12. Visiting regime.

- ✓ Any visits are allowed only in the Common Study Areas subject to the Accommodation Team approval from 9:00 am to 11:00 pm. Maximum 1 visitor per Resident. Visitors are not allowed in the Gym, Cinema Room and Common Kitchens.
- ✓ Guests must be identified at the Reception. All guests should be met by the resident. All Guests are required to leave their personal ID at the Accommodation Team
- ✓ Residents will be responsible for their guests.

Art. 13. Magnetic Card

- ✓ The Resident will diligently care for the magnetic card delivered to them by the Accommodation Team.
- ✓ The Resident must notify the Accommodation Team without delay in the event of loss of the magnetic card. Once notified, the Accommodation Team will block the magnetic card in question and will deliver to the Resident a new magnetic card.
- ✓ Any reproduction or labelling of the magnetic card is prohibited.

- ✓ In the event of loss of the magnetic card, the Accommodation Team will charge the Resident the sum of €10.00 as compensation and to cover administrative costs.

Art.14. The nightly rest period is between 11:00pm and 09:00 am. Repeated violation of the nightly rest period by Residents may constitute a serious violation of the Contract and may result in expulsion from the Residence.

Art.15 Playing music with loudspeakers between 11:00pm and 09:00 am is prohibited. In addition, the volume at which music is played during the permitted times must be reasonable to avoid disturbing other residents.

Art.16. Keeping pets or any animals is forbidden in all of the areas of the residence.

Art.17. It is strictly forbidden to remove furniture and linen (towels, blankets, etc.) or any other items from their usual place.

Art.18. The interior decoration of the room must be the same and in the same state in which it was received, once the resident leaves. The Resident may not affix any objects, posters or photographs of any type to the walls, windows, doors, ceilings, floors and furniture of the rooms that may damage, leave marks or otherwise harm the abovementioned elements, except on the announcement boards (if any).

Art.19. Respect other members of the residence. Any act of racism, violence, discrimination on the grounds of sex, language, religion or convictions, national, ethnical or social origins, disability, age, sexual orientation, sexual harassment or violation of intimacy, acts that are related to the sale, marketing or consumption of drugs with respect to the other Residents, temporary residents or personnel of the Accommodation Team and/or any other persons in the Residence amounts to a serious violation of the Contract.

Art.20. The Accommodation Team may announce, at any moment, through a publication available in the reception of the Residence and/or through a newsletter published on its internal communications system (intranet), the leisure activities scheduled, information on new safety measures, other important and/or urgent matters, and any modification of and/or supplement to the Regulation.

Art. 21. Accommodation Team is at all times entitled to transfer a Resident to a different room of a similar type for operational/maintenance reasons.

Art.22. Internet. The Residence makes available to the Residents access to the Internet with WIFI connection.

It is expressly prohibited to use Internet for any activity that is unlawful or that violates the rights of third parties, and any activity that infringes other users' privacy. The use of file sharing applications that saturate the network and infringe copyright, such as music, videos, films, etc is prohibited. Accessing restricted areas of the Internet will be a ground for being prohibited access to the service,

without prejudice to any legal action that may be taken in this regard. The Residence reserves the right to report any unlawful activity to the competent authorities.

Art.23. Situations not described in this Regulation or any doubt as to its interpretation will be brought to the attention of the Accommodation Team.

Art.24. Behaviours and acts that violate the provisions of these Regulations will allow the Residence to terminate the Agreement and / or in any event to claim compensation.

ILLNESS OF RESIDENTS

The Resident must immediately contact a doctor and inform the Accommodation Team in the event that they contract an infectious disease.

SAFETY MEASURES

At The Residence we want you to feel safe and secure at all times.

Our Accommodation Team will be there to support the community to ensure that you have the best time possible throughout your stay with us. They will not only assist with the day-to-day life of the site but they will also help with organising and working.

First, some general safety tips

- Do not prop the doors open – including fire doors and keep all exits are clear and closed.
- Always carry your keys and never give them to anyone else.
- Alert the Accommodation Team if you notice any strangers on-site.
- Lock your door when you are going out and keep it closed at other times.

Residents may not manipulate or adjust the security controls on the windows in such a way as to potentially invalidate the security mechanism, which does not permit the window to open more than to the limit designed for safety purposes

First aid

If you have an accident please report it to the Accommodation Team (aer calling an ambulance if needed). The office keeps a basic first aid box but it does not issue any medication of any description.

Heat and smoke detectors

The kitchen and communal corridors are equipped with heat and smoke detectors. Your room is equipped with a smoke detector.

FIRE PREVENTION

Now that you are sharing a living space with other people, it is vital that you know how to prevent fire and what to do if one happens. Please read the information below it outlines general fire prevention, fire alarms and the evacuation procedure.

General fire prevention

You are required to take part in fire drills if you are in the building. Alarm activates. We will evacuate the building if there is a fire within your flat or level and you need to go to the designated assembly point.

False alarms

Most false alarms are caused by fire doors being propped open or when people are cooking. This is a major inconvenience for everyone involved, not least the fire services. Always keep fire doors closed.

False alarms caused from negligent and careless behaviour may encored in extra cost for the Residence. In this case the person responsible will be charged.

Smart electrics

- Any additional electrical device (e.g. oven, toaster, heater) must be authorized by the Accommodation Team.
- Always follow instructions when using electrical equipment.
- Always switch off and unplug appliances, which are not designed to be left on.
- Do not overload sockets.

Fire Exits and Evacuation

Know your escape route and equipment

When you arrive in your new room, make sure you know where the nearest fire exit is.

Read the fire notices dotted around the building.

Make sure you know where the evacuation assembly point is.

Keep access and fire exits clear

If you notice any obstruction to fire exits, please let the site office know.

Know what to do if a fire alarm sounds

Leave the building immediately, don't stop to pick up your stuff.

Get out as quickly as possible and don't block escape routes.

Make your way to the evacuation assembly point.

Do not attempt to re-enter the building until the Accommodation Manager or fire brigade have given you permission to do so.

GYM DISCLAIMER

Eligibility. The Residence gym is strictly for residents' use only. All students are required to read and sign the disclaimer at reception to confirm their compliance, BEFORE using the gym.

Operating hours. The Gym is open 24 hours a day, 7 days a week.

Attire. All users must be appropriately dressed in sporting attire, including sneakers. No slippers, sandals or bare feet. Any form of attire which may risk the safety of yourself or other users, or potential damage to the equipment is prohibited. The management staff on duty reserve the right to decide on the suitability of the sporting attire worn by gym users.

Nudity, including partial nudity, is not permitted.

Discipline. All gym users are required to comply with the instructions given by the management and staff on duty. The management and staff on duty reserve the right to refuse a person's use of the gym and / or, if the person is already in the gym, to prohibit the person from further usage by instructing the person to leave immediately, if in the opinion of the management and staff on duty the person has violated any of the rules and regulations.

General conduct. Users should refrain from talking loudly or make unnecessary noise that may annoy or distract other users or any other form of conduct that is deemed inappropriate by the management and staff.

Usage of equipment. All gym users must observe the instructions and safety precautions pertaining to the use of the exercise equipment. If in doubt, users are required to consult the staff on duty. Gym users will be held responsible for any damage caused to the equipment.

Access to Gym is subject to the maximum capacity fixed on a certain number of people indicated to the entrance.

Users are expected to practice good hygiene and gym etiquette by observing the following:

- Return all equipment to its original place after use.
- Damaged or faulty equipment must not be used.
- A towel must be used at all times. Gym users are not allowed to share towels.
- Use of each machine should NOT exceed 30 minutes per session, unless no other residents are waiting.
- Equipment must be wiped down after use.

- No equipment shall be removed from the Fitness Suite. Theft or damage will be referred to the police and fob / CCTV evidence will be used.

Prohibited

- No smoking, eating, hot or alcoholic drinks, or betting is allowed within the gym.
- Only drinks contained in proper “non-spill” sports bottles are to be brought into the area.
- No personal exercise equipment is allowed to be brought into the Fitness Studio. This includes free weights. For safety reasons, all mobile phones and music devices should be made inaudible to other users and properly secured to the body of the owner when exercising.

DISCLAIMER

While reasonable safety precautions have been taken in relation to use of the gym, residents use of the gym is at their own risk. The Residence staff or agents shall not be liable for any loss or damage to property or death or personal injury (save for death or personal injury resulting from the negligence of The Residence, its staff or agents), arising from your use of the gym.

All users of the gym are advised to seek medical consultation and clearance before beginning any exercise programs.

The residence reserves the right to add, delete, amend, or vary the above rules and regulations at its own discretion at any time as it deems fit, without having to inform gym users.

RESIDENT INFORMATION CLAUSE

In compliance with the legislation related to the Protection of Personal Data, we inform you that the data provided to the residence will be processed by CRM Micro Living Services Italy S.r.l in order to select and manage the incorporation of residents, as well as maintain, perform, and control the contractual relationship between both parties and to satisfy purposes directly related to the legitimate functions of the data controller, its Partners and related entities. The provision of requested data is mandatory, in order to achieve the purpose. Likewise, we will process your data with the purpose of managing other requested services and activities (Catering, laundry, maintenance). The legal basis of the processing activity is the execution of the pre-contractual and contractual relationship between the parties and the resident’s express consent for the treatment of their image and health data. Specifically, In relation to monthly payments, the legitimacy is the contractual relation and compliance with national legal provisions. Your contact information will be processed to manage the relationship with the residence, as well as the user data of the student portal. The legal basis of the treatment is the contractual relation. Personal data shall be retained for at least the duration of the relationship with the resident. Upon termination of the contract, the personal data processed in each of the indicated purposes will be kept during the legally established periods. The data processed based on the consent of the data subject will be maintained as long as



the aforementioned legal deadlines do not expire and, if there is a legal obligation, or if there is no legal deadline, until the interested party requests its deletion or revoke the consent granted. Likewise, the data may be disclosed to the competent Public Accommodation Team in compliance with applicable legislation, the Ministry of Finance, banking entities, Prevention of Money Laundering Service and insurance companies. Likewise, the data may be disclosed to other entities within the business group. There will be no international transfers of your data or profiling activities. The requested data is strictly necessary to fulfil the purposes outlined and the undersigned guarantees that said data is truthful, being responsible for communicating, in writing, any modification thereof, in order to keep the personal information updated. In the event of providing information regarding third parties, the undersigned guarantee that they have informed and obtained the owner's consent.