

Based on Article 25 of the Social Contract of the Istrian Development Agency Ltd., the director of the Istrian Development Agency - IDA Ltd., Dr. Boris Sabatti, announces on December 1, 2023,

REGULATIONS

on house rules and responsibilities of users of business spaces in the Coworking Center Pula

Article 1

With the Regulations on house rules and responsibilities of users, i.e., lessees of business spaces in the Coworking Center Pula (hereinafter: Regulations), the rights, duties, and responsibilities of the users of the Center's services are determined.

Terms that have gender significance used in this Regulation apply equally to both male and female genders.

Article 2

The business space leasing activity takes place at the Coworking Center Pula (hereinafter: Center), located at Marko Marulić Street 5, 52100 Pula, in the manner prescribed by the Istrian Development Agency - IDA Ltd., which manages the Center (hereinafter: IDA).

The leased business spaces and facilities available to users of the Center include:

- 44 flydesk workstations on the ground floor and first floor of the Center, including: a desk, an ergonomic chair, and, if necessary, a drawer and storage compartment at the Center's entrance;
- meeting and leisure galleries on the first floor accessible from an open area and situated on the first-floor level;
- a kitchen and dining area on the ground floor of the Center;
- a play and relaxation area on the first floor of the Center;
- office spaces on the second floor of the Center as specified below:

No. 1. Office Code 04 Area (m2) 17 m2 Number of Workstations 4

Included in Service Price

Office with 4 desks with drawers and ergonomic chairs, high-speed internet, storage cabinet, 4 hours of meeting room usage per month, use of the common kitchen on the ground floor, and leisure and networking area, utilities included in the price

No. 2. Office Code 05 Area (m2) 17 m2 Number of Workstations 4

Included in Service Price

Office with 4 desks with drawers and ergonomic chairs, high-speed internet, storage cabinet, 4 hours of meeting room usage per month, use of the common kitchen on the ground floor, and leisure and networking area, utilities included in the price

No. 3. Office Code 06 Area (m2) 16,8 m2 Number of Workstations 3

Included in Service Price

Office with 3 desks with drawers and ergonomic chairs, high-speed internet, storage cabinet, 4 hours of meeting room usage per month, use of the common kitchen on the ground floor, and leisure and networking area, utilities included in the price

No. 4. Office Code 07 Area (m2) 12,3 m2 Number of Workstations 2

Included in Service Price

Office with 2 desks with drawers and ergonomic chairs, high-speed internet, storage cabinet, 4 hours of meeting room usage per month, use of the common kitchen on the ground floor, and leisure and networking area, utilities included in the price

No. 5. Office Code 09 Area (m2) 30,6 m2 Number of Workstations 6

Included in Service Price

Office with 6 desks with drawers and ergonomic chairs, high-speed internet, storage cabinet, 4 hours of meeting room usage per month, use of the common kitchen on the ground floor, and leisure and networking area, utilities included in the price

- a multimedia meeting room on the second floor of the Center, with a capacity of up to 10 people equipped with modern audio and video equipment, including the ability to hold virtual meetings;
- a conference room for events on the third floor of the Center, with a capacity of 120 people, equipped with modern audio and video equipment, which can be divided into two separate spaces as needed, allowing simultaneous workshops, seminars, presentations, and other events. The conference room has a cloakroom, a kitchen with a bar, a lounge area, and a semi-covered outdoor terrace.

Article 3

Users of all offered leasing options for business spaces in the Center are obliged to ensure that their behavior contributes to creating a pleasant and productive working environment in the Center. The goal of the Center is to provide the best possible experience for all users throughout their stay.

Therefore, the following rules of behavior and user responsibilities are implied based on the resources of the Center:

Ground Floor and First Floor - Flydesk Workstations:

- Conscientious, professional, and responsible use of leased workstations and accompanying equipment is necessary, including accurate use of the leased workstation according to the number, quiet work, and respecting others' personal space and belongings.
- For phone calls and similar conversations, telephone booths on the first floor are available.
- Users must put phone call and message sounds on silent or vibrate while in shared spaces.
- After use, users must leave their workstation tidy and store their belongings in a drawer or storage cabinet, according to the chosen service package.
- Long-term users of flydesk workstations can leave certain equipment at their leased workstation at their own risk and with the prior consent of IDA.
- The use of the network printer is possible with the use of flydesk packages, according to the "fair usage" principle and with the prior consent of IDA, depending on needs.
- It is not allowed to affix partitions and other surfaces with content, posters, and/or papers.
- Eating at the workstation is not allowed, as there is a space nearby for that purpose.
- The last user in the space must turn off the lights above the workstation.

Ground Floor - Self-Service Kitchen and Networking Area:

- Users have access to the kitchen space on the ground floor equipped with a refrigerator, microwave, dishwasher, and kettle.
- The kitchen is self-service; users must conscientiously and responsibly use kitchen appliances and take care of cleanliness and tidiness, including storing their dishes and belongings in the appropriate place after use, if applicable.
- Users are required to properly separate the waste they generate in the designated area.
- Socializing at the kitchen table is allowed with respect to other users in the working area, which is in close proximity; disturbing other users' work is not allowed.

Ground Floor - Galleries with Lounge Area and Meeting Space:

- Use of gallery spaces is allowed with respect to other users in the working area, which is in close proximity; disturbing other users' work is not allowed.
- Use of gallery spaces is allowed with prior coordination with representatives of IDA at the reception for efficient organization and to avoid possible overlaps in the use of galleries.

First Floor - Play and Relaxation Area:

- Users have access to the play and relaxation area equipped with table football, electronic darts, and a PlayStation with accompanying equipment.
- Use of the play and relaxation area is allowed with respect to other users in the working area, which is in close proximity; disturbing other users' work is not allowed.
- Use of the play and relaxation area is allowed for users of workstations on the ground floor and first floor, as well as for users of offices and the hall on the second floor, based on the "fair usage" principle, with maximum conscientious use of equipment and respect for all users in the specified area.

Second Floor - Offices:

- Users have access to desks and ergonomic chairs with drawers in the office space, 1 storage compartment in the common hallway, use of the multimedia meeting room on the second floor of the Center (up to 4 hours per month with prior notice to the IDA contact person), a self-service kitchen, and a networking area on the ground floor of the Center, a play and relaxation area on the first floor of the Center, reception services on the ground floor of the Center, printing services according to the "fair usage" principle.
- Conscientious, professional, and responsible use of leased office spaces and accompanying equipment is necessary, including respecting other users in the workspaces on the second floor, which are in close proximity; disturbing other users' work is not allowed.
- Eating at the workstation is not allowed, as there is a space on the ground floor of the Center for that purpose.
- No modifications are allowed in the office space without the consent of IDA, as determined during the handover of the space.
- The last user in the office space must turn off the lights and air conditioning according to instructions.

Second Floor - Multimedia Meeting Room:

- Users have access to a hall intended for business meetings with a capacity of up to 10 people, equipped with the latest audio and video equipment, including the ability to hold virtual meetings, a self-service kitchen, and a networking area on the ground floor of the Center, a play and relaxation area on the first floor of the Center, printing services according to the "fair usage" principle.
- Conscientious, professional, and responsible use of the leased space of the hall is necessary, including following the instructions of the relevant authorities on equipment usage, as well as respecting other users in the workspaces on the second floor, which is in close proximity; disturbing other users' work is not allowed.
- Eating in the specified area is not allowed, as there is a space on the ground floor of the Center for that purpose.
- After using the specified area, users are required to turn off lights, air conditioning, and other equipment according to instructions.

Third Floor - Conference Room:

- Users have access to a conference room with a capacity of 120 seats, equipped with modern audio and video equipment, dividable as needed into two separate spaces where workshops, seminars, presentations, and other events can be held simultaneously, a cloakroom, a tea kitchen with a bar, a lounge area, and a semi-covered terrace.
- Conscientious, professional, and responsible use of the leased space of the hall and accompanying equipment is necessary, including following the instructions of the relevant authorities on equipment and space usage.
- After using the specified area, users are required to leave the space tidy and turn off the lights, air conditioning, and other equipment according to instructions.

General Notes:

- The Center's working hours, which all users must respect, are from 8:00 AM to 10:00 PM (all 7 days a week), with logistical support from IDA available to users every working day from 8:00 AM to 4:00 PM.
- All Center users receive their access code when leasing business space, which is non-transferable and can only be used by the assigned person.
- Center service lessees can, with prior consent from IDA, receive clients according to pre-agreed rules and at their own risk.
- When leaving the Center, it is necessary to check whether the doors are securely closed.

- Since the main goal of the Center is quality collaboration among entrepreneurs, knowledge and experience exchange, and business growth and development, mutual respect for all Center users is an absolute necessity.
- Smoking is not allowed in the building. Users of workstations on the ground floor and first floor, as well as users of offices and the hall on the second floor of the building, can use an ashtray at the Center's entrance (Kačića Miošića Street) if needed. Users of the conference room on the third floor of the Center can only smoke on the outdoor terrace.
- Fast internet access is available to all Center users, and it must be used exclusively for business purposes. Downloading and viewing illegal content is strictly prohibited, and users are solely responsible for browsing and downloading internet content.
- The Center on the ground floor and first floor represents an open office concept. For security reasons, users are requested to take care of their belongings because the Center is not responsible in case of any loss or theft.
- For additional security, video surveillance is permanently active on all floors of the Center.
- Users are required to leave the sanitary facilities in good condition after use.

Article 4

This Regulation comes into force on the day of adoption and is published on the Center's website and delivered directly to all Center users.

The provisions of this Regulation apply to all Center users.

Violation of the provisions of this Regulation is the basis for taking preventive measures and/or sanctions to ensure the efficient operation of the Center and its sustainable management.

In Pula, December 1st, 2023

Istrian Development Agency - IDA Ltd.

Ph.D. Boris Sabatti