



For more information, visit www.myoffice.africa

MYOFFICE HOUSE RULES

1. ACCESS TO THE PREMISES

You will have access to the premises 24 (twenty-four) hours a day, 7 (seven) days a week ("Access Period"). The Access Period may be altered at the sole discretion of MyOffice based on operational requirements, for example, if repairs need to be carried out or regular maintenance undertaken that could pose a safety risk to you.

You may receive keys/access tags and will be loaded onto the access control register from inception. The designated keys/access tags can be used to gain access to the premises during the opening hours stipulated by MyOffice. You are responsible for all access control provided to you by MyOffice staff and must not copy or lend to others, including other clients, keys or access tags/cards.

If you lose the keys/tags, you shall notify the MyOffice staff thereof without undue delay and pay all costs associated with replacing the lost keys/tags. Should you habitually lose your keys/tags, you acknowledge that such actions pose a risk to MyOffice as well as other MyOffice clientele, and would therefore, at the sole discretion of MyOffice, be grounds for termination of the agreement between you and MyOffice.

2. USE OF THE PREMISES

The following are prohibited on the premises:

- a. Smoking/vaping in areas other than designated smoking areas;
- b. bringing animals (with the exception of guide dogs);
- c. keeping bicycles or other means of transport within the premises;



For more information, visit www.myoffice.africa

- d. possessing materials or equipment that could pose a danger to the premises, other clients, persons, and/or things;
- e. attaching anything to the walls, doors, windows, or any other part of the premises without the prior written approval of MyOffice;
- f. bring any equipment, be it electrical, excluding personal portable computers, mobile phones and tablets, or mechanical in nature onto the premises;
- g. making any changes to the fittings and fixtures of the premises;
- h. Using the premises as a mail receiving or forwarding address, including the receipt of packages;
- i. bringing your own furniture;
- j. Storage any goods/items except as such storage that may be incidental to general office purposes for example stationery;
- k. The manufacture or sale (including for no value) or use of liquor, narcotics, tobacco, firearms, pyrotechnics or any of the like in any form whatsoever;
- l. Solicitation or marketing on the premises by means of leaflet drops, poster erecting or the like;
- m. Undertake any activity which may/could/will pose a health and safety risk;
- n. Permitting third parties who are not subject to an agreement with MyOffice to utilise the premises utilising your access keys/tags or via you providing such access;
- o. using the premises or their facilities for activities other than for personal work purposes, including, but not limited to using the premises:
 - i. as a residence;
 - ii. for overnight stays; or
 - iii. for private events.

You may make use of the common areas, but shall tidy up after yourself after use.



For more information, visit www.myoffice.africa

3. MEETING ROOMS

Meeting rooms shall be booked in advance through the MyOffice system. If you fail to make use of the booked meeting room within half an hour of the scheduled time, other clients may use the meeting room for the remainder of the booked timeslot. You shall not be entitled to use any meeting room/s unless such meeting room/s have been booked, the booking confirmed, and payment made upon arrival at the premises. Utilisation of meeting rooms without a booking being confirmed shall constitute a material breach of the agreement between you and MyOffice and may result in MyOffice refusing to allow you future access to the premises and the services.

4. CLEANING AND TIDYING

You shall handle all parts of the premises, the equipment, installations, and furniture with due care.

You shall tidy and clean up after having used equipment, furniture, installations, etc. All items shall be restored to their original position after you have finished using the aforementioned. Failure to clean as aforesaid may result in you being charged a cleaning fee at MyOffice's sole and absolute discretion.

5. EQUIPMENT, IT AND NETWORK

If computer equipment is available for loan on the premises, such equipment may be moved to other parts of the premises, provided that it is returned to its original position after use. It is not permitted to bring any of the equipment outside the premises. If computer equipment is loaned from MyOffice, you shall be liable for any damage caused to the equipment while such equipment is in your possession.



For more information, visit www.myoffice.africa

Any/all equipment loaned from MyOffice shall be at your sole and exclusive risk, and you hold MyOffice harmless against any damage or loss you may suffer as a result of using such equipment, including direct, indirect, special, and/or consequential damages.

You have access to a wireless network. The network shall not be used for any unlawful activity, including any unlawful downloading and/or uploading. It shall at all times remain your obligation to ensure that any activity undertaken utilising the aforesaid wireless network is legal in nature. It is not permitted to access websites whose contents may cause offence to others. You hereby indemnify and hold harmless MyOffice against any damage or loss you may suffer as a result of using the wireless network, including direct, indirect, special, or consequential damages.

You shall be required to limit the volume of data you utilise out of consideration for the other clients who are using the network. Major downloads must be avoided during periods of peak traffic on the network. Any clients who habitually utilise excessive amounts of bandwidth may be subject to restricted or total denial of access to the wireless network.

6. ELECTRICITY

Electricity shall only be used for ordinary illumination, as well as for powering personal computers and minor devices, unless specific permission for other use has been granted in advance by MyOffice. Any special electrical usage requirements must be approved by MyOffice prior to such usage and any associated electrical usage costs or installation costs shall be exclusively for your account.

You must not do anything to overload the current electrical systems such as installing heaters/kettles within the offices.



For more information, visit www.myoffice.africa

MyOffice does not guarantee an uninterrupted electricity supply and shall not be liable for any damage or loss you may suffer as a result of electrical interruptions.

7. CONSIDERATION FOR OTHER CLIENTS

Any conduct not falling within the scope of the abovementioned House Rules shall not be permitted if it may be characterised as inappropriate. Unlawful conduct shall always be considered inappropriate and will at MyOffice's sole discretion you to termination of access to the MyOffice premises and services.

One objective is to facilitate networking between you and like-minded people. Networking should take place in the common areas in order to avoid disturbance.

Any noise shall be kept at a work-friendly level, such as to avoid disturbing or annoying other clients who use the premises. This implies, inter alia, that you shall:

- a. Keep telephone ringtones at a low volume.
- b. Refrain from playing music through loudspeakers and keep the sound volume of earphones at a level that does not cause disturbance to others.
- c. Make long telephone conversations in suitable locations so as to avoid disturbing others.

8. THIRD PARTIES

You may receive visitors on the premises in connection with your own business activities.

Your employees and visitors shall conduct themselves in a business-like manner. You shall ensure that employees and visitors comply with these House Rules.

You shall be liable for the acts and omissions of any third-party visitors whom it invites and/or entertains on the premises.



For more information, visit www.myoffice.africa

9. DUTY OF CONFIDENTIALITY

Any sensitive information (personal or commercial) that you may come across and which pertains to other clients, or to the employees, visitors, or associates of other clients, shall be kept confidential by you. Failure to maintain such confidentiality shall, at MyOffice's sole and absolute discretion, subject you to immediate termination of your access to MyOffice facilities and the premises.

10. AMENDMENT OF THE HOUSE RULES

MyOffice reserves the right to amend these House Rules when and as needed at its sole and absolute discretion. You will, in such a case, be notified by e-mail or telephone of any such amendments.

Notwithstanding the foregoing, you shall remain responsible for staying updated on the current House Rules as may be applicable at any given time.