

Building/Tenant Rules and Regulations:

To the extent the provisions of these Rules and Regulations conflict with the provisions of your Lease, the provisions of your Lease shall control.

1. The sidewalks, driveways, entrances, passages, courts, lobby, esplanade areas, plaza, elevators, vestibules, stairways, corridors or halls shall not be obstructed or encumbered by any tenant or used for any purpose other than ingress and egress to and from the premises (although the outdoor plaza and other outdoor Common Areas may be used for outdoor seating), and Tenant shall not permit any of its employees, agents, or invitees to loiter in any of said areas (except for the outdoor plaza). No doormat of any kind whatsoever shall be placed or left in any public hall or outside any entry door of the premises.
2. This is a non-smoking campus. NO cigarette, marijuana smoking or vaping anywhere on the premises. No smoking is allowed within 25 feet of the building or parking garage. However, smoker poles have been generously provided 25 feet from the building located outside of P3 garage entrance/exit, there are smoker poles provide for disposal of cigarette butts.
3. No awnings or other projections shall be attached to the outside walls of the building. No curtains, blinds, shades or screens that are visible from the exterior of the premises or Building shall be attached to or hung in, or used in connection with, any window or door of the premises, without the prior written consent of landlord (including the manner of hanging or attachment).
4. No sign, insignia, advertisement, object, notice or other lettering shall be exhibited, inscribed, painted or affixed by any tenant either (a) on any part of the outside of the building, or (b) inside of the common Areas, or (c) outside of the premises, without in each such case the prior written consent of Landlord. In the event of the violation of the foregoing by any tenant, landlord may remove the same without any liability, and may charge the expense incurred in such removal to the tenant or tenants violating this rule. Interior signs in common areas of the building (if and when approved by landlord), and lettering on doors and directory tablets shall be inscribed, painted or affixed for each tenant by landlord at the reasonable expense of such tenant, and shall be of a size, color and style which matches Building standard or is otherwise reasonably acceptable to landlord.
5. The sashes, sash doors, skylights, windows, and doors that reflect or admit light and air into the halls, passageways or other public places in the building shall not be

covered or obstructed by any tenant, nor shall any bottles, parcels, or other articles be placed on the window sills or on the peripheral air-conditioning enclosures.

6. No showcases or other articles shall be put in front of or affixed to any part of the exterior of the building, nor placed in the halls, corridors or vestibules.

7. The water and wash closets and other plumbing fixtures shall not be used for any purpose other than those for which they were designed or constructed, and no sweepings, rubbish, rags, acids or other substances shall be thrown or deposited therein. All damages resulting from any misuse of the fixtures shall be borne by the tenant who, or whose servants, employees, agents, visitors or licensees shall have, caused the same. Except as specified in landlord's cleaning specifications, any cuspidors or containers or receptacles used as such in the premises shall be emptied, cared for and cleaned by and at the expense of tenant.

8. No tenant shall mark, paint, drill into, or in any way deface any part of the premises, common areas or the building. No borings or cuttings shall be permitted, except with the prior written consent of landlord, and as landlord may direct. Subject to the foregoing, tenant may install and hang normal office decorations and cabinetry in the premises.

9. No bicycles, vehicles, birds, or animals of any kind (except fish) shall be brought into or kept in or about the premises. However, this prohibition shall not apply to dogs which are assisting visually impaired personnel or which may be utilized for detecting illegal drugs or explosives.

10. No noise, including, but not limited to, music or other playing of musical instruments, recordings, radio or television, which, in the judgment of Landlord, might disturb other tenants in the building, shall be made or permitted by any tenant. Nothing shall be done or permitted in the premises by any tenant, which would impair or interfere with the use or enjoyment by any other tenant of any other space in the building or on the outdoor plaza deck.

11. No tenant nor any of tenant's servants, employees, agents, visitors or licensees shall at any time bring or keep upon the premises any inflammable, combustible or explosive fluid, chemical or substance, except in small quantities as may be required for the proper operation, maintenance and/or cleaning of customary office equipment, provided tenant shall comply with any and all laws and regulations governing usage and disposal of same.

12. Additional locks or bolts of any kind which shall not be operable by the grand master key for the building shall not be placed upon any of the doors or windows by any tenant, nor shall any changes be made in locks or the mechanism thereof which shall made such locks inoperable by said grand master key. Each tenant shall, upon the termination of its tenancy, turn over to landlord all security cards, all keys of stores, offices and toilet rooms, either furnished to, or otherwise procured by, such tenant, and

in the event of the loss of any keys furnished by landlord, such tenant shall pay to landlord the cost thereof. Notwithstanding the foregoing, tenant shall have the right to install locksets for senior executive offices not operable by the grand master key, provided that tenant provides Building management with a copy of the key(s) for the senior executive offices in the case of emergencies.

13. The removal or delivery of furniture or extra-large or heavy items which may interfere with the use and occupancy of the building by other tenants, or with their access to their respective leased premises, must take place during such hours and in such elevators as landlord or its agent may reasonably determine from time to time. Landlord reserves the right to inspect all objects and matter to be brought into the building and to exclude from the building all objects and matter which violate any of these rules and regulations or the lease of which these rules and regulations are a part. Landlord may require any person leaving the building with any package or other object or matter to submit a pass, listing such package or object or matter is being removed, but the establishment and enforcement of such requirement shall not impose any additional responsibility on landlord for the protection of any tenant against the removal of property from the premises of such tenant. Landlord shall in no way be liable to any tenant for damages or loss arising from the admission, exclusion or ejection of any person to or from the premises of the building under the provisions of this Rule 12 or Rule 16 hereof.

14. Tenant shall not occupy or permit any portion of the premises to be occupied as an office for a public stenographer or public typist, or for the storage, manufacture, or sale of liquor, narcotics, dope, tobacco in any form, or as a barber, beauty or manicure shop, or as a school, or as a hiring or employment agency. Tenant shall not engage or pay any employees on the premises, except those actually working for tenant on the premises (excluding independent contractors). Tenant shall not use the premises or any part thereof, or permit the premises, or any part thereof to be used for manufacturing or for the sale at auction of merchandise, goods or property of any kind. Notwithstanding the foregoing, tenant shall have the right to perform electronic internet auctions.

15. No tenant shall obtain, purchase or except for use in the premises catering, ice, water cooler, towel service, barbering, boot blackening, special cleaning, floor polishing or other similar services from any persons not expressly authorized by landlord to furnish such service; provided, however, that such service may be furnished by an outside vendor or caterer in the event the vendors and/or caterers doing business fail to bid competitive prices or rates for such services. Such services shall be furnished only during regular business hours, in the premises, and under such reasonable regulations as may be fixed by landlord. Notwithstanding the above, this prohibition shall not prevent tenant from furnishing such services for its employees, guests, invitees and independent contractors, or prevent tenant's employees from bringing in lunch items and/or having coffee breaks. Notwithstanding the foregoing, tenant shall have the right

to utilize exterior vendors and/or caterers, provided that tenant utilizes such vendors that maintain the Class A nature of the building.

16. Landlord shall have the right to prohibit any advertising or identifying sign by any tenant which, in landlord's judgment, tends to impair the reputation of the Building or its desirability as a Building for offices and upon written notice from landlord, such tenant shall refrain from or discontinue such advertising or identifying sign.

17. Landlord reserves the right to exclude from the building during hours other than business hours (as defined in the foregoing lease) all persons connected with or calling upon tenant who do not present a pass to the building signed by tenant or whose entry tenant does not approve in response to telephone inquiry from the front desk upon such person's arrival at the building. Tenant shall furnish landlord with a facsimile of such pass. All persons entering and/or leaving the building on weekends or holidays or on non-holiday weekends before or after business hours may, after a single notice from landlord to tenant, be required to sign a register. Tenant shall be responsible for all persons for whom it issues any such pass and shall be liable to landlord for all acts or omissions of such persons.

18. Tenant, before closing and leaving the premises at any time, shall see that all operable windows are closed and lights are turned out. All entrance doors in the premises shall be left locked by tenant when the premises are not in use. Entrance doors shall not be left open at any time.

19. Unless landlord shall furnish electrical energy hereunder as a service included in the rent, Tenant shall, at tenant's expense, provide artificial light and electrical energy for the employees of landlord and/or landlord's contractors while doing janitor service or other cleaning in the premises and while making repairs or alterations in the premises.

20. The premises shall not be used for lodging or sleeping or for any immoral or illegal purpose.

21. The requirements of tenants will be attended to only upon notice of landlord's managing agent and, if landlord or its managing agent requests, upon execution and submission of written application or purchase order. Employees of landlord shall not perform any work or do anything outside of their regular duties, unless under special instructions from landlord.

22. Canvassing, soliciting and peddling in the building are prohibited and each tenant shall cooperate to prevent the same.

23. There shall not be used in any space, or in the public halls of the building, either by any tenant or by any others, in the moving or delivery or receipt of safes, freight, furniture, packages, boxes, crates, paper, office material, or any other matter of thing, any hand trucks except those equipped with rubber tires, side guards and such other safeguards as landlord shall require.

24. Tenant shall not cause or permit any odors of cooking or other processes or any unusual or objectionable odors to emanate from the premises in disturbance of other tenants or which creates a public or private nuisance. No cooking shall be done in the premises except as is expressly permitted in the foregoing lease.

25. Landlord reserves the right to rescind, alter or waive any rule or regulation at any time prescribed for the building when, in its judgment, it deems it necessary or desirable for the reputation, safety, care or appearance of the Building, or the preservation of good order therein, or the operation or maintenance of the Building, or the equipment thereof, or the comfort of tenants or others in the Building. No rescission, alteration or waiver of any rule or regulation in favor of one tenant shall operate as a rescission, alteration or waiver in favor of any other tenant.

26. The parking areas servicing the building, including but not limited to any reserved spaces of tenant, shall not be used for storage of vehicles or long-term parking of vehicles; it being the intention that tenant's use of said parking areas is to be directly related to tenant's use of Premises as said use is permitted by the terms of its Lease. Landlord reserves the right to cause the removal, by towing, of vehicles in violation of this parking rule, it being understood and agreed by tenant that landlord's right to tow illegally parked vehicles is hereby noticed to tenant and no notice of landlord's right to tow illegally parking vehicles by signage need be posted on the land or the Building. All costs of the towing of illegally parked cars shall be borne by tenant and shall be deemed additional rent.

27. The garage is only to be used by tenants and their employees. All visitors and guests shall use visitor parking spaces located on the lower garage level.

28. The speed limit within the garage shall be 5 m.p.h. and is strictly enforced.

29. Overnight parking on the plaza level or in the garage is prohibited. You should defer to your specific lease for an individual tenant's rights to park in the garage after hours.

30. Vehicles may not be parked in such a manner as to block access to: garages, fire hydrants, pedestrian crossing areas, designated fire lanes, or clear two lane passage by vehicles on the roadways and driveways. Violators will be towed.

31. The following types of vehicles are prohibited in the parking areas or drives except for temporary loading or unloading: commercial vehicles (carrying a sign advertising a business); trucks, vans and vehicles with more than four single-tired wheels.

32. All vehicles parked on the property will be licensed and in operating condition for safe travel on public roads.

33. All persons will comply with Connecticut State Laws and Department of Motor Vehicles regulations on the roads, drives and property.

34. Parking in the garage is “at your own risk”. Ownership and management shall not be held responsible for any damage to vehicles nor be responsible for any items left in vehicles.

35. All visitors must report to the reception desk to check in and upon leaving the building.

Miscellaneous:

Solicitations/Handbill

We try to make your tenancy at 695 East Main Street/200 Elm Street special by providing a clean and comfortable office building environment. No one likes to be troubled by people seeking donations, passing out handbills, or conducting surveys. Therefore, under no circumstances is any common area (interior and exterior) to be used for the purpose of soliciting business, donations, recruitment, petition signing, etc. This regulation pertains to store owners/operators and their employees as well as other individuals. No handbills may be distributed inside or outside unless it is a Building sponsored activity.

All violators should be reported to Building Management to Security at (860) 471-1870 immediately.

Fire Safety Guidelines

Every alarm is a real alarm

Fire drills will be conducted every year. Property manager will schedule a fire drill meeting with tenants to review emergency evacuation procedures

Additional emergency evacuation procedures will be provided at the fire drill meetings each year.

Exit the Building via first floor emergency exit doors

- May not be the normal exit door
- Do not congregate anywhere inside the building as it could fill with smoke
- Do not block the exit doors
- Move to designated meeting area selected by each tenant.

Continue evacuating even if the alarm stops sounding

Once outside, instruct associates to:

- Move away from the building
- Assemble in designated areas near building
- Check in with your fire warden

Once outside, fire wardens should gather in the fire warden reporting area and wait for Building Management or Security.

Fire Wardens will report floors as:

- CHECK AND CLEAR (no one remained as best as you could tell)
- CHECK – NOT CLEAR (some occupants remained behind)
- NOT CHECKED (did not have the chance to check common areas)

Medical and Emergency Guidelines

Dial 911 and notify emergency services (some offices may require pushing “7” or “9” to access an outside line connection- Example: 7-911 or 9-911

- Relay conditions and confirm location
- Stay on the line

Ask a co-worker to call Security @ (860) 471-1870.

- Responders will assist paramedics in getting to the scene quickly by
opening keycards doors
holding elevator

Remain with the injured / ill person

- Keep person calm and comfortable
- Clear away onlookers
- Send someone to meet responders

Locate witnesses

- Help paramedics understand what occurred

Report any hazardous conditions that contributed to the incident

Medical Safety Tip

- Be responsive and dial 911

- Err on the safe side – treat doubtful conditions as medical emergency

But remember you are not expected to...

- Practice emergency first aid
- Clean up after the incident

Blood and other bodily fluids may carry infectious disease