

## RULES AND REGULATIONS

Tenant shall faithfully observe and comply with the following Rules and Regulations. Landlord shall not be responsible to Tenant for the nonperformance of any of said Rules and Regulations by or otherwise with respect to the acts or omissions of any other tenants or occupants of the Project.

1. All keys & locks shall be provided by Landlord. Tenant shall not alter any lock or install any new or additional locks or bolts on any doors or windows of the Premises without obtaining Landlord's prior written consent. Tenant shall bear the cost of any lock changes or repairs required by Tenant. All locks shall be operable by the Building's Master Key. In the event of the loss of keys, Tenant shall pay to Landlord the cost of replacing same or of changing the lock or locks opened by such lost key if Landlord shall deem it necessary to make such changes. All keys shall remain the property of the Landlord. Upon termination of this Lease, Tenant shall surrender to Landlord all keys to the Leased Premises, and give to Landlord the combination of all locks for safes and vault doors, if any, in the Leased Premises. If Tenant does not return all Tenant Master Keys, the Tenant will be charged to rekey the Leased Premises.
2. The Building Management Office shall have access to your suite via card key or key. In the event of an emergency, management will enter your suite to assess the situation.
3. All doors opening to public corridors shall be kept closed at all times except for normal ingress and egress to the Premises. Tenant shall keep the entrance door to the Premises closed at all times, except as needed for ingress and egress to the Premises. Lobby doors are open during regular business hours Monday through Friday. The buildings are closed on Saturdays, Sundays and Holidays. Access outside of these times will require a key card. Landlord reserves the right to exclude from the Building during other than Ordinary Business Hours all persons who do not present a valid card key.
4. Landlord reserves the right to close and keep locked all entrance and exit doors of the Building during such hours as are customary for comparable buildings in the vicinity of the Building. Tenant, its employees and agents must be sure that the doors to the Building are securely closed and locked when leaving the Premises if it is after the normal hours of business for the Building. Any tenant, its employees, agents or any other persons entering or leaving the Building at any time when it is so locked, or any time when it is considered to be after normal business hours for the Building, may be required to sign the Building register. Access to the Building may be refused unless the person seeking access has proper identification or has a previously arranged pass for access to the Building. The Landlord and its agents shall in no case be liable for damages for any error with regard to the admission to or exclusion from the Building of any person. In case of invasion, mob, riot, public excitement, or other commotion, Landlord reserves the right to prevent access to the Building or the Project during the continuance thereof by any means it deems appropriate for the safety and protection of life and property.

5. No furniture, freight or equipment of any kind shall be brought into the Building without prior notice to Landlord and must follow Building Move Rules & Regulations. All moving activity into or out of the Building shall be scheduled with Landlord and done only at such time and in such manner as Landlord designates, generally between the hours of 6:00 p.m. and 7:00 a.m. No deliveries (other than messenger services) will be allowed between hours of 7:00 a.m. to 6:00 p.m., Monday through Friday. Landlord shall have the right to prescribe the weight, size and position of all safes and other heavy property brought into the Building and also the times and manner of moving the same in and out of the Building. Safes and other heavy objects shall, if considered necessary by Landlord, stand on supports of such thickness as is necessary to properly distribute the weight. Landlord will not be responsible for loss of or damage to any such safe or property in any case. Any damage to any part of the Building, its contents, occupants or visitors by moving or maintaining any such safe or other property shall be the sole responsibility and expense of Tenant.
6. All hand trucks shall be equipped with rubber tires, side guards and such other safeguards as Landlord may reasonably require.
7. Any requests of Tenant shall be directed to the management office for the Project or at such office location designated by Landlord. Employees of Landlord shall not perform any work or do anything outside their regular duties unless under special instructions from Landlord.
8. Tenant shall not disturb, solicit, or canvass any occupant of the Project and shall cooperate with Landlord and its agents to prevent such activities. Canvassing or soliciting is not allowed on the premises. Please call the Building Management Office if you are disturbed. Tenants are not allowed to place flyers, whether educational or promotional in nature on any walls or doors facing outside of their individual suites or in any common areas, building facades, etc.
9. Tenant shall not hang any items or decorations from the ceiling or ceiling grid. All decorations should be at a minimum of 18 inches below the ceiling.
10. The toilet rooms, urinals, wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed, and no foreign substance of any kind whatsoever shall be thrown therein. The expense of any breakage, stoppage or damage resulting from the violation of this rule shall be borne by the tenant who, or whose employees or agents, shall have caused it.
11. Tenant shall not overload the floor of the Premises, nor mark, drive nails or screws, or drill into the partitions, woodwork or plaster or in any way deface the Premises or any part thereof without Landlord's consent first had and obtained except in connection with the hanging of artwork or other standard office-type decoration, as well as customary bulletin boards, white boards and the like.
12. Except for vending machines intended for the sole use of Tenant's employees and

invitees, no vending machines other than fractional horsepower office machines shall be installed, maintained or operated upon the Premises without the written consent of Landlord.

13. Tenant shall not use or keep in or on the Premises, the Building, or the Project any kerosene, gasoline, explosive material, corrosive material, material capable of emitting toxic fumes, or other inflammable or combustible fluid chemical, substitute or material (excluding standard household cleaning supplies and standard office supplies which are stored and used in compliance with laws) .
14. Tenant shall not tamper with or attempt to adjust temperature control thermostats in the Leased Premises. Tenant shall not without the prior written consent of Landlord use any method of heating or air conditioning other than that supplied by Landlord.
15. Tenant shall not use, keep or permit to be used or kept, any foul or noxious gas or substance in or on the Premises, or permit or allow the Premises to be occupied or used in a manner offensive or objectionable to Landlord or other occupants of the Project by reason of noise, odors, or vibrations, or interfere in any way with other tenants or those having business therein. Tenant shall not throw anything out of doors, windows or balconies or down passageways.
16. Tenant shall not bring into or keep within the Project, the Building or the Premises any animals, birds, pets, aquariums, bicycles or other vehicles.
17. Bike lockers are available for tenant use and are equipped for use with a padlock. Each employee must supply their own padlock. Bike lockers are intended for day use; however, if overnight use is needed on occasion, the Building Management Office must be informed so that user information can be kept on file. Management reserves the right to check the lockers, at any time, to verify that nothing inappropriate is being stored in the lockers.
18. Showers are available on a first come, first served basis and are located in the ground floor restrooms and the Amenity Hub restrooms. Lockers are also located in the shower areas and are equipped for use with a padlock for day use only. Each employee must supply their own padlock. Items may not be kept in the lockers or showers overnight.
19. No cooking shall be done or permitted on the Premises except that the preparation of coffee, tea, hot chocolate and similar items (including those suitable for microwave heating) for tenants and their employees shall be permitted, provided that the power required therefor shall not exceed that amount which can be provided by a 20 amp circuit. Nor shall the Premises be used for the storage of merchandise, for lodging or for any improper, objectionable or immoral purposes.
20. Landlord will approve where and how telephone and telecommunications wires are to be introduced to the Premises. No boring or cutting for wires shall be allowed without the

consent of Landlord. The location of telephone, call boxes and other office equipment affixed to the Premises shall be subject to the approval of Landlord. Tenants are responsible for facilitating their own telecommunications and data (tele/data) cabling. This process includes: contacting building riser manager, IMG Technology, to bring up the tele/data wiring from the first floor MPOE (main point of entry) tele/data closet up to the telephone closet on the Tenant's floor. Furthermore, please be aware that all contractors and technicians rendering any installation service to Tenant shall be referred to IMG Technology and Landlord for approval and supervision prior to performing services. This applies to all work performed in the building, including but not limited to install of telephone, telegraph equipment and electrical devices, as well as, all installations affecting floors, walls, woodwork, windows, ceilings, and any other physical portion of the building. Tenant's vendor may conduct horizontal pulls of wiring/cabling but all vertical pulls shall be conducted by IMG Technology. Tenant is responsible for all installation costs incurred.

21. Landlord reserves the right to exclude or expel from the Project any person who, in the judgment of Landlord, is intoxicated or under the influence of liquor or drugs, or who shall in any manner do any act in violation of any of these Rules and Regulations.
22. Tenant, its employees and agents shall not loiter in or on the entrances, corridors, sidewalks, lobbies, courts, halls, stairways, elevators, vestibules or any Common Areas for the purpose of smoking tobacco products, sleeping or for any other purpose, nor in any way obstruct such areas, and shall use them only as a means of ingress and egress for the Premises.
23. Tenant shall not waste electricity, water or air conditioning and agrees to cooperate fully with Landlord to ensure the most effective operation of the Building's heating and air conditioning system, and shall refrain from attempting to adjust any controls. Tenant shall participate in all recycling programs required by law and/or undertaken by Landlord at the Project. Where possible, Tenant shall use LED, compact florescent lighting or similar bulbs for portable lighting within the Premises.
24. Tenant agrees to participate in the Building's recycling and composting program. The program requires that each workstation or office designated for employees is absent a trash bin, but outfitted with a recycle container. Trash bins are only to be placed in central areas such as tenant break areas and conference rooms. Tenant shall store all its trash and garbage within the interior of the Premises. No material shall be placed in the trash boxes or receptacles if such material is of such nature that it may not be disposed of in the ordinary and customary manner of removing and disposing of trash and garbage in the area where the Project is located without violation of any law or ordinance governing such disposal. Bins for collecting compostable items are to remain in tenant kitchen and break areas. Tenant shall store all its trash and recyclables within its Premises. No material shall be disposed of in a manner which may result in a violation of any Requirement. The Building janitorial firm will remove all

trash/recycling/composting from the building. Tenants are required to break down and stack large boxes before removal by onsite janitorial. Tenants with excess trash/recycling/compost are subject to fees for excess removal. Pallets may not be disposed of at the site at any time.

25. If the Premises is or becomes infested with vermin as a result of the use or any misuse or neglect of the Premises by Tenant, its agents, servants, employees, contractors, visitors or licensees, Tenant shall forthwith, at Tenant's expense, cause the Premises to be exterminated from time to time to the satisfaction of Landlord and shall employ such licensed exterminators as shall be approved in writing in advance by Landlord.
26. Tenant shall not employ any person or persons other than the janitor of Landlord for the purpose of cleaning the Premises.
27. Tenant shall comply with all safety, fire protection and evacuation procedures and regulations established by Landlord or any governmental agency. In the event of an elevator entrapment, the telephone within the elevator shall be used by passengers to notify building management & elevator vendor. Building's elevator vendor will respond as soon as possible within industry standard timeframe to release passengers.
28. Tenant shall assume any and all responsibility for protecting the Premises from theft, robbery and pilferage, which includes keeping doors locked and other means of entry to the Premises closed.
29. No awnings or other projection shall be attached to the outside walls of the Building without the prior written consent of Landlord. Other than Building standard window coverings, no curtains, blinds, shades, shutters or screens shall be attached to or hung in, or used in connection with, any window or door of the Premises. All electrical ceiling fixtures hung in the Premises or spaces along the perimeter of the Building must be LED or fluorescent and/or of a quality, type, design and bulb color approved by Landlord. Neither the interior nor exterior of any windows shall be coated nor otherwise sun screened. Tenant shall abide by Landlord's regulations concerning the opening and closing of window coverings which are attached to the windows in the Premises, if any, which have a view of any interior portion of the Building or Building Common Areas.
30. 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 Tenant, nor shall any bottles, parcels or other articles be placed on the windowsills.
31. Business License: All businesses operating in any manner within the City of Dublin are required to obtain a Business License. Upon receipt of your Business License, please submit one copy to the Building Management Office for inclusion to your Lease file.

32. Tenant must comply with the State of California "No-Smoking" law set forth in California Labor Code Section 6404.5, and any local "No-Smoking" ordinance which may be in effect from time to time and which is not superseded by such state law. All rules and regulations set forth applicable to smoking also apply to the use of e-cigarettes, smokeless cigarettes and other similar products. Smoking in any form is prohibited inside the premises and within 25 feet of each entry
33. Except for an individual personal, non-smoking, use in accordance with California laws, Tenant agrees that the Premises shall not be used for the use, growing, producing, processing, storing (short or long term), distributing, transporting, or selling of cannabis, cannabis derivatives, or any cannabis containing substances ("Cannabis"), or any office uses related to the same, nor shall Tenant permit, allow or suffer, any of Tenant's officers, employees, agents, servants, licensees, subtenants, concessionaires, contractors and invitees to bring onto the Premises, any Cannabis. Without limiting the foregoing, the prohibitions in this paragraph shall apply to all Cannabis, whether such Cannabis is legal for any purpose whatsoever under state or federal law or both.
34. Conference Rooms: Campus-wide shared conference rooms are available for your use. The Conference Rooms are located in the 4120 Building campus Amenity Hub. The small room (Shamrock) seats 15 at a traditional conference room table. The large room (Emerald) seats 75 and can be set up in a variety of configurations. Both rooms have a projector and screen. Hours are 8am-5pm, Monday through Friday. Tenants may reserve the rooms on-line. For instructions on reserving the rooms, please visit this link: [http://dublincorpcenter.com/pdf/Dublin\\_Corporate\\_Center\\_QSG.pdf](http://dublincorpcenter.com/pdf/Dublin_Corporate_Center_QSG.pdf). These facilities are available on a first come, first served basis. The rooms must be left in the same neat and clean condition in which they were found. All trash must be disposed of in the provided containers. All leftover meeting materials must be removed. If a tenant leaves the conference rooms in such a manner that requires a professional cleaning, the tenant will be contacted directly to perform this cleaning immediately, or the Building Management Office will hire a cleaning service and bill the cost back to the tenant. Thereafter, if the same situation occurs, Management reserves the right to revoke Tenant's further use of the conference rooms.
35. Notwithstanding anything to the contrary set forth in the Lease or these Rules and Regulations, in order to maintain a clean, safe and healthy environment for the tenants, patrons and employees of the Project, Landlord reserves the right, but shall have no obligation, to implement a protocol for screening all individuals entering the Project, mandating the use of face coverings or other personal protective equipment, and/or establishing other measures in connection with any health emergency related to a virus, disease, pandemic, epidemic or similar cause. Landlord may preclude entry to those who refuse to participate in such screening or other measures or who fail to meet the screening or other requirements set forth in such protocol.

Landlord reserves the right at any time to change or rescind any one or more of these Rules and Regulations, or to make such other and further reasonable Rules and Regulations as in Landlord's judgment may from time to time be necessary for the

management, safety, care and cleanliness of the Premises, Building, the Common Areas and the Project, and for the preservation of good order therein, as well as for the convenience of other occupants and tenants therein. Tenant shall be deemed to have read these Rules and Regulations and to have agreed to abide by them as a condition of its occupancy of the Premises. Landlord may waive any one or more of these Rules and Regulations for the benefit of any particular tenants, but no such waiver by Landlord shall be construed as a waiver of such Rules and Regulations in favor of any other tenant, nor prevent Landlord from thereafter enforcing any such Rules or Regulations against any or all tenants of the Project.

Landlord shall not be responsible to Tenant or to any other person or entity for the non-observance or violation of these Rules and Regulations by any other tenant or other person or entity.