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# House rules

Jena, Carl-Zeiß-Str. 1

## 1 Principle

These house rules are issued in the common interest of all users of the site and the buildings with regard to communal coexistence and with a view to the proper treatment of the property.

The house rules serve to ensure safety and order in the business park and are intended in particular to ensure that all tenants as well as the landlord and the property management can perform their respective tasks without hindrance. They are legally binding for all tenants, users of the facilities in the business park and all those who are present on the premises or in the buildings of the business park.

In order to achieve this goal, everyone must show mutual consideration and attention to avoid endangering persons or property.

## 2 Scope of application

These house rules apply to the following properties:

- Ernst-Abbe high-rise in Jena, Carl-Zeiss-Straße 1
- Underground car park in Jena, Carl-Zeiß-Straße 1

All properties are managed by APLEONA HSG Ost GmbH.

APLEONA HSG Ost GmbH has been contractually engaged by the owner of the properties as property manager and exercises the rights and obligations of the owner in all matters.

The house rules must be observed by all tenants and to this end must be brought to the attention of all employees by the tenant in a suitable form (notice, instruction, etc.).

The property management company is obliged to inform subcontractors commissioned by it for partial facility management services of the house rules in a suitable form (notice, instruction, etc.). For the use of

external companies in the property, the regulations of the latest version of the company regulations for external companies at the Jena site must also be observed.

## 3 Access and security

### 3.1 Ernst-Abbe high-rise and underground car park

Access to the Ernst-Abbe high-rise is exclusively via the doors and gates provided for this purpose (main entrance – Carl-Zeiss-Str. 1, side entrance – transition from the underground parking garage). Only a current Jenoptik company ID card or an access authorization card issued by the building manager upon request is valid as identification for access to the premises. The identification must always be worn clearly visible on clothing in the Ernst-Abbe high-rise.

Access to the underground parking garage is via the entrance on Carl-Zeiss-Straße. A current parking card, which is issued by the building management for each parking space rented upon conclusion of the rental agreement, serves as identification for entry to the underground parking garage.

Tenants and users shall ensure that their employees have a valid company ID card, a valid access authorization card or a valid parking card. When employees leave, the tenant and user must ensure that all keys and access and parking authorization cards are immediately handed over to the property manager for booking out and destruction.

Cycling and motorcycling within the underground car park is not permitted. This does not apply to the use of company bicycles by janitors.

Bicycles and motorcycles may be parked in the existing bicycle racks or in the designated motorcycle parking area. Drivers are responsible for securing their vehicles themselves. Bicycles may not be parked on facades, on supports in the underground parking garage, in front



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of designated escape doors and technical rooms or inside the Ernst-Abbe high-rise.

### 3.2 Access to the building

Every authorized person is granted unhindered access to the rented property during normal working hours, Monday to Friday, 7:30 a.m. to 6:00 p.m. Outside of these hours and on public holidays, only employees who are authorized to lock up or who have registered in advance may enter the property.

Outside normal working hours, the tenant must ensure that the building is locked after leaving or entering.

Any person authorized to access the underground car park shall be granted unhindered access 24 hours a day.

### 3.3 Keys

The Ernst-Abbe high-rise is equipped with a locking system that guarantees unhindered access to all rooms by emergency services (fire department, etc.) in the event of an incident. It is not permitted to install your own locks that differ from the existing locking system.

The loss of issued keys, access authorization cards and/or parking cards must be reported immediately to the property manager (key management). Each tenant and user must designate persons to the property manager who are authorized to order keys, access authorization cards or parking cards from the property manager or to receive them.

### 3.4 Surveillance / Security personnel

The entrances to the Ernst-Abbe high-rise, the access to the underground parking garage and the underground parking garage itself are under video surveillance.

The security/security/reception staff are responsible for enforcing the house rules in accordance with their duties. In the absence of the owner and manager, the security personnel are therefore de jure holders of the house rules. The instructions of the security staff must be followed accordingly. In the event of non-compliance, the security staff are authorized to ban persons from the premises and to enforce this.

Persons staying or wishing to stay on the premises must always wear their identification (company ID/authorization card) clearly visible on/on their clothing. The company ID or access authorization card must be shown or handed over upon request by the security personnel.

### 3.5 Occupational safety

The legal safety regulations, such as in particular

- the Fire Protection Act,
- the Occupational Safety and Health Act,
- the Workplace Ordinance,
- the Industrial Safety Regulation, and
- the applicable regulations of the employers' liability insurance association

must be observed and complied with by the tenant in his area of responsibility. Mutual interference with neighboring tenants must be ruled out.

## 4 General instructions and rules of conduct

### 4.1 Protection of non-smokers / handling of addictive substances

Smoking (including vaping) and any use of open flames are prohibited in the properties. The only exceptions are the designated smoking areas. The establishment of smoking areas requires the consent of the property management company/owner.

Bringing, selling, distributing, and consuming addictive substances (addictive substances include, but are not limited to: alcohol, cannabis, synthetic drugs, cocaine, heroin, and misused medications) is prohibited on the entire premises. User representatives (board of directors, management, branch management) may allow exceptions to alcohol consumption during company celebrations, provided that employees do not perform any hazardous activities afterwards.

### 4.2 Visitors to the Ernst-Abbe high-rise

Visitors must be notified to the reception staff in the foyer of the Ernst-Abbe high-rise in good time, if possible 24 hours in advance. Visitors will receive visitor



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passes at reception, which must be worn in a clearly visible manner. Visitors must be picked up and returned by the tenant/user at reception. Tenants are responsible for ensuring that their visitors comply with the house rules.

Visitors can park in the short-term parking area (guest parking spaces) in the underground car park. Visitors who are delivering goods must remove their vehicles from the underground car park immediately after delivery.

### 4.3 Traffic in the underground car park

The German Road Traffic Regulations (StVO) apply within the underground car park. Incorrectly and/or unauthorized parked vehicles will be removed from the underground car park at the expense of the vehicle owner. Pedestrians have priority in the car park; vehicles must be driven at walking speed.

### 4.4 Photography/telephoning

Photography is prohibited throughout the premises. Exceptions may only be granted by the owner/manager for the properties themselves and by tenants for their own rental area. The privacy of other tenants, the business activities/confidentiality requirements of other tenants, and the right to one's own image must be respected at all times.

In areas where cell phones are prohibited, these devices must be switched off or handed in upon request.

### 4.5 Advertising

Political, religious, and commercial advertising outside the rented areas requires the approval of the owner/administrator.

### 4.6 Pets

Keeping and bringing pets, even temporarily, within the scope of the house rules is not permitted. Guard dogs employed by the security service commissioned by the property management company are not considered pets within the meaning of these rules.

The pet owner is solely and fully liable for any damage caused by the guard dogs.

### 4.7 Windows in the Ernst-Abbe high-rise

Due to monument protection requirements regarding the facade design and the raised floors in the Ernst-Abbe high-rise and the associated insufficient parapet height of the window openings, the windows in the Ernst-Abbe high-rise may only be tilted. The windows may only be opened fully for the purpose of window cleaning with the appropriate safety equipment.

## 5 Fire and disaster protection

When the alarm sounds, the building must be evacuated and the assembly points specified in the emergency route plan must be sought. The employer or employees present with management responsibilities are responsible for ensuring that all employees are accounted for. The building may only be cleared after an alarm by the emergency services (fire department) via the property manager's staff (holders of domiciliary rights) and employers present on site.

Escape and rescue routes must be kept free of fire hazards. No objects may be placed or stored in such a way that they impede the use of escape routes and doors marked as emergency exits. Fire and smoke protection doors must be kept in working order and must not be obstructed.

The fire protection technology installed by the landlord, in particular fire extinguishers, takes into account an average fire load when used for office and administrative work. Increased fire loads due to use by the respective tenant must be secured by the tenant themselves in terms of fire protection.

Misuse of fire extinguishing equipment will be prosecuted.

#### Emergency numbers:

<b>Police</b>	<b>0-110</b>
<b>Fire department</b>	<b>0-112</b>
<b>Security center</b>	<b>65-3333</b>

Accidents, malfunctions, damage, fires, serious accidents, etc. must also be reported to the security



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center, even if the police, fire department, rescue services, THW (Federal Agency for Technical Relief), security personnel, etc. have already been notified.

Report content: **"Who, what, where, how many people affected, waiting for further information."**

## 6 Environmental

### 6.1 Air pollution control

The discharge of exhaust gases and exhaust air containing hazardous substances via the building's ventilation systems is only permitted with the prior consent of the property management. Approval must be requested in writing in advance. If necessary, compatibility with regard to additional exhaust air volumes from other sources must be checked. The tenant shall ensure that exhaust air containing hazardous substances is not released into the environment in an uncontrolled manner via natural ventilation.

### 6.2 Wastewater

The discharge of industrial wastewater that does not correspond to sanitary wastewater in terms of its composition is only permitted with the prior consent of the property management company. To this end, tenants must notify the property management company in advance in writing of the intended discharge, specifying the expected wastewater constituents. Pre-treatment of the wastewater may be necessary.

### 6.3 Waste

Household waste from office and administrative areas is collected in the building using the collection containers provided by the property management company. The designated recycling bins must be used. Tenants are responsible for commercial waste and, in

particular, waste containing hazardous substances. The property manager offers the use of framework agreements negotiated with waste disposal companies for the disposal of all waste, including commercial waste.

### 6.4 Hazardous substances

Hazardous substances that pose a risk to employees or the environment due to their hazardous properties and quantity (obligation to maintain a hazardous substances register in accordance with GefStoffV) must be reported to the property management company. In addition to naming the substances, information on the storage quantity and hazard potential must also be provided.

### 6.5 Energy use

The energy provided (electricity, heat, cooling, compressed air, etc.) must be used carefully. When selecting operating resources and equipment, attention must be paid to efficient energy use. In particular, the introduction of heat loads from machines and systems into the rental property or the environment must be avoided or minimized through heat recovery.

## 7 Entry into force

These house rules come into force upon signing and replace all previous rules.

Jena, July 1, 2025

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