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# House Rules

Jena-Göschwitz

## 1 Purpose

These house rules are established in the common interest of all users of the premises and buildings to ensure harmonious coexistence and the proper maintenance of the property.

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

To achieve this goal, everyone must, through mutual consideration and vigilance, ensure that no danger to persons or property arises

## 2 Scope of Application

These house rules apply to the following properties:

- Göschwitzer Str. 25, 27, 29, 37c, 39, 39a, 39b, 40
- Prüssingstr. 41, 43
- Konrad-Zuse-Str. 6, 8

all of which are managed by APLEONA Nordost GmbH. The core area of the Jenoptik Göschwitz Business Park is defined as the area between Göschwitzer Straße, Prüssingstraße, and Friedrich-Hund-Straße.

APLEONA Nordost GmbH has been contractually appointed by the property owner to act as property manager and exercises the owner's rights and fulfills the owner's obligations in all matters.

All tenants must comply with the house rules and, for this purpose, must bring them to the attention of all employees in an appropriate manner (notice board, instruction, etc.). For the use of outside contractors on the premises, the regulations of the operating rules for

outside contractors at the Jena location, in their most current version, must also be observed.

## 3 Access and Security

### 3.1 Core Area of the Göschwitz Business Park

Access to the core area of the Göschwitz Business Park is permitted exclusively through the designated doors and gates (main entrance at Prüssingstr. 41 (Building 12), main entrance at Göschwitzer Str. 25 (Building 14)), as well as through the turnstiles (single-person access control systems) in the property fence (Building 14 parking lot, company cafeteria, between Buildings 7 and 19). Access to the company premises is permitted only to tenants/users of the business facilities and their business partners (guests, suppliers, customers, etc.). The only valid form of identification for access to the premises is a current Jenoptik employee ID card or an access authorization card issued by the property manager upon request. Visitor passes do not authorize unaccompanied access to or through the company premises. Identification must always be worn in a clearly visible manner on clothing within the core area and must be presented or handed over upon request to security personnel or any other person with authority over the premises (owner's representative, property manager, security officer, etc.).

At the main entrance at Prüssingstr. 41, pedestrians must, as a general rule, use the sidewalk and the turnstiles. Pedestrians are not permitted to access the premises via the street past the barrier system.

The tenant shall ensure that employees possess a valid Jenoptik employee ID card or a valid access card. Upon an employee's departure, the tenant must ensure that all keys issued by the landlord, as well as all access and parking cards, are immediately handed over to the property manager for deactivation and destruction. Access to the premises is permitted exclusively on foot. Exceptions include vehicles with parking permits, as



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well as delivery and pickup vehicles. The existing sidewalks must be used.

Cycling within the core area is not permitted. This does not apply to the use of service bicycles by building maintenance staff.

Bicycles must be parked in the designated bike racks. The rider is responsible for securing their own bicycle. Parking bicycles against building facades, streetlights, fences, etc., as well as inside buildings and rental spaces, is not permitted.

### 3.2 Access to and within the Building

Every authorized person (tenant/user) is granted unimpeded access to the leased property during normal business hours, Monday through Friday, 6:00 a.m. to 6:00 p.m. Outside these hours and on holidays, only employees authorized to lock the premises or those who have registered in advance may enter the property.

Outside normal business hours, the tenant must ensure that the building in which the leased property is located is locked after leaving or entering it.

To gain access to specially secured areas within the buildings (aviation security areas, clean rooms, development areas, warehouses, laboratories, etc.) where an electronic access control system has been installed, proof of the required training or instruction must be presented to the building manager or security officer before access is granted. Access to these areas is permitted to non-authorized personnel only during normal working hours or the working hours customary for the area, unless they are entrusted with security duties or emergency response measures.

### 3.3 Keys

The buildings are equipped with locking systems that ensure unimpeded access to all rooms by emergency response agencies (fire department, etc.) in the event of an incident. The installation of locks that differ from the existing locking system is not permitted. The loss of issued keys must be reported immediately to the property manager (key management).

Each tenant must designate to the property manager the persons authorized to order or receive keys, lock cylinders, etc., from the property management office.

### 3.4 Security Personnel

The security personnel are, in accordance with their duties, the enforcement authority for the property's rights and thus the house rules. In the absence of the owner and property manager, the security personnel are therefore de jure the holders of the property's rights. The instructions of the security personnel must be followed accordingly. In the event of a violation, the security personnel are authorized to issue a ban from the premises and to enforce it.

Persons who are on the premises (core area) or in the buildings, or who wish to be there, must always wear their identification (company ID/access card) in a clearly visible manner on their clothing. Upon request by security personnel, the company ID or access card must be presented or handed over.

The gatehouse in Building 12 (main entrance at Prüssingstr. 41) is staffed on weekdays from 6:00 a.m. to 6:00 p.m. The reception desk in Building 14 (Göschwitzer Str. 25) is staffed Monday through Thursday from 7:30 a.m. to 6:00 p.m. and on Fridays from 7:30 a.m. to 4:00 p.m. The security control center in Building 12 is staffed around the clock (365/24/7).

### 3.5 Workplace Safety

The statutory safety regulations, in particular

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

must be observed and complied with by the tenant within the scope of his or her responsibility. Any mutual interference with neighboring tenants must be prevented.



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## 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 (except for technical purposes) are prohibited throughout the entire premises and in all buildings. The only exceptions are the designated smoking areas and smoking shelters. The establishment of smoking areas, smoking shelters, and smoking rooms requires the approval of the property management or the owner.

Bringing, selling, distributing, and consuming addictive substances (which include, but are not limited to: alcohol, cannabis, synthetic drugs, cocaine, heroin, and misused medications) is prohibited throughout the entire premises. Alcohol provided as part of gift-giving is exempt from this prohibition. User representatives (Board of Directors, Executive Board, branch managers, or Jenoptik executives at the Director level or higher (Management Level 3)) may grant exceptions for alcohol consumption (e.g., during company celebrations), provided that employees do not perform any hazardous activities afterward.

### 4.2 Visitors (Core Area and Building 14)

Visitors must be registered with the reception desk (Building 14) or the gatehouse (Building 12) in a timely manner, preferably 24 hours in advance. Visitors will receive visitor badges at the gate or reception desk, which must be worn in a clearly visible manner. Tenants must pick up their visitors at the reception desk or gate and return them there. Tenants are responsible for ensuring that their visitors comply with the building regulations.

In principle, no parking is available for visitors within the core area. The parking spaces in front of the entrance must be used. Visitors making deliveries must remove their vehicles from the core area immediately after delivery.

### 4.3 Road Traffic

The German Road Traffic Regulations (StVO) apply within the Jenoptik Business Park. Vehicles parked

improperly and/or without authorization will be removed from the premises at the vehicle owner's expense. Pedestrians have the right of way on the premises; vehicles must be driven at walking speed.

### 4.4 Photography / Phone Calls

Photography is prohibited throughout the entire premises. Exceptions may only be granted by the owner/manager for the properties themselves and by tenants for their own leased areas. The privacy of other tenants, their business activities, and their need for confidentiality, as well as the right to one's own image, must be strictly respected.

In areas where the use of cell phones is prohibited, these devices must be turned off or surrendered upon request.

### 4.5 Advertising

Political, religious, and commercial advertising outside the rental areas requires approval from the owner or property manager.

### 4.6 Pets

Keeping or bringing pets—even temporarily—within the scope of these house rules is not permitted. Guard dogs employed by the security service contracted by the property management company are not considered pets under these rules.

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

## Fire and Disaster Preparedness

When the alarm sounds, the building must be evacuated and occupants must proceed to the assembly points specified in the emergency evacuation plan. The employer or on-site employees in leadership roles are responsible for ensuring that all employees are accounted for. The building may only be reopened after an alarm by the responding emergency agency (fire department) through the property manager's on-site staff (holder of the right of use) and the employers.



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Escape and rescue routes must be kept free of fire hazards. No objects may be placed or stored that interfere with the use of escape routes or the doors marked as emergency exits. Fire and smoke protection doors must remain fully functional and must not be obstructed.

In Building 14, Wings A and B, the evacuation islands located approximately in the middle of the hallways must be kept free of combustible materials and unobstructed to ensure the evacuation of trapped personnel through the windows (fire department access points).

At the entrances to laboratories and cleanrooms, the tenant must, if required, keep a sufficient supply of appropriate protective equipment available for emergency responders. The storage locations for the protective equipment must be clearly marked with high-visibility colors and must not be locked (except when locked as part of the building's central locking system). The placement of this protective equipment must be coordinated with the property manager's representatives and incorporated into the fire department's plans.

The fire protection equipment installed by the landlord, particularly fire extinguishers, is designed to account for an average fire load associated with office and administrative use. The tenant is responsible for providing fire protection measures to address any increased fire loads or special fire classes resulting from the tenant's specific use of the premises.

The misuse of fire extinguishing equipment, hazard detection systems, and emergency assistance equipment (e.g., emergency exit release mechanisms) will be prosecuted under criminal law.

**Emergency numbers:**

<b>Police</b>	<b>110</b>
<b>Fire Department</b>	<b>112</b>
<b>Security Center</b>	<b>65-3333</b>

Reports of emergencies, malfunctions, incidents, fires, serious accidents, etc., must also be submitted to the Security Center, even if the police, fire department, emergency medical services, THW, security officer, etc., have already been notified.

Report details: **"Who, What, Where, Number of people affected, Awaiting follow-up questions"**

## 6 Environmental Protection

### 6.1 Air Quality Control

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

### 6.2 Wastewater

The discharge of industrial wastewater that does not correspond in nature to sanitary wastewater is permitted only with the prior consent of the property management. To this end, tenants must notify the property management in writing in advance of the intended discharge, specifying the expected wastewater constituents. If necessary, pretreatment of the wastewater may be required.

### 6.3 Waste

Waste similar to household trash from office and administrative areas is collected in the containers provided by the property management company in front of the buildings. The designated recycling bins must be used. Tenants are responsible for commercial waste and, in particular, waste containing hazardous substances. Container storage areas are designated for the properties/buildings at . For the disposal of all waste, including commercial waste, the property manager offers the use of framework agreements negotiated with waste disposal companies.

### 6.4 Hazardous Substances

Hazardous substances that, due to their hazardous properties and quantity, pose a risk to employees or the environment (requirement to maintain a hazardous substances register in accordance with the German



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Hazardous Substances Ordinance (GefStoffV)) must be reported to the property management. In addition to the names of the substances, information regarding the stored quantities and the potential hazard must also be provided. This information is used, in particular, for integration into the industrial park's emergency and hazard response plan.

## 6.5 Energy Consumption

The energy supplied (electricity, heat, cooling, compressed air, etc.) must be used carefully. When selecting equipment and facilities, care must be taken to ensure efficient energy use. In particular, the transfer of heat loads from machinery and systems into the leased property or the environment must be avoided or minimized through heat recovery.

## 7 Effective Date

These house rules take effect upon signature and supersede all previous rules.

Jena, June 1, 2026

JENOPTIK AG

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Brehm  
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On behalf of A.  
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