

HOUSE RULES

A. GENERAL PROVISIONS

§ 1 Scope

The spatial scope of these House Rules covers all the properties, buildings and rooms including fixtures and other resources available to FH JOANNEUM Gesellschaft mbH (hereinafter referred to as "FH") to fulfil its tasks. They are supplemented by specific regulations with regard to fire safety, parking, certain laboratories, workshops and the like and with regard to the organisation of events. They must be adhered to by all users within the spatial scope.

§ 2 Implementation

- 1) The responsibility for the implementation of the House Rules – unless otherwise specified in the following – lies with the heads of the organisational units (hereinafter individually or jointly referred to as "OEL") in their sphere of responsibility and with any other persons commissioned by the FH management (hereinafter referred to as "GEF") to implement the House Rules.
- 2) In the event of any questions regarding implementation of the House Rules, the Facility Management department (hereinafter referred to as "FMA") is to be contacted first. In cases of dispute, GEF shall have the final decision.

§ 3 Allocation of properties, buildings and rooms

The properties, buildings and rooms, including fixtures and other resources, primarily serve for teaching, research and administration activities of FH staff and students.

§ 4 Notice boards / Information material

- 1) Notices and postings are only permitted on designated notice boards and must have a FH stamp on it, including date and FMA's signature. The signing shall be refused if the notice lacks an imprint or constitutes an improper use of the notice board.
- 2) All notices and postings without an FH stamp including date and signature and notices put up in non-designated areas as well as improper notices will be removed by FMA.
- 3) Notice board space will be allocated in consultation with FMA. The allocation of notice board space shall be withdrawn if it has been repeatedly misused or if the space has evidently not been used for an extended period of time.

- 4) The distribution and display of leaflets, information material and the like requires the express permission of the PR and Marketing department (hereinafter referred to as "PRM") or FMA. Where applicable, PRM/FMA may grant permission subject to conditions.

B. USER REGULATIONS

§ 5 Opening times

- 1) The entrances must be kept open from Monday to Thursday from 7:00 to 19:00 and on Friday from 7:00 to 17:00. The buildings must be kept locked outside these times. Outside these times the entrances to the buildings are under video surveillance (DVR 0813559).
- 2) Different opening times in specific situations will be defined and announced by the respective OEL in agreement with FMA.
- 3) The opening times in the (summer, Christmas, semester and Easter) holidays are the same. Where appropriate, other opening times for these periods will be announced by FMA.
- 4) Access to the test facility at "Alte Poststrasse 150" is possible for authorised persons in accordance with the relevant safety regulations, including but not limited to the test facility regulations.
- 5) Outside of opening hours, only FH employees, lecturers or students have access for the purposes of teaching, research, administration and study. They must show proof of identity in the form of a staff or student ID card. Visitors to certain events of the organisational units or FH are exempt from this regulation.

§ 6 General user regulations

- 1.) All properties, buildings and rooms including fixtures and other resources are to be used in accordance with the principles of economy, efficiency and expediency. Actions that may pose a danger to persons or property shall be prohibited. In particular, persons shall refrain from:
 - a) causing unnecessary noise and violating public decency;
 - b) party-political or religious activities without GEF's permission, with the exception of the rights explicitly granted by the Student Union Act (HSG) and the Labour Constitution Act (ArbVG) during the specified election campaign times;
 - c) wearing uniforms, uniform parts or similar clothing e.g. caps (eventually while carrying weapons, objects similar to weapons, or objects resembling weapons), expressing a mutual political attitude, ideology, world view, and the like, and – irrespective of the wearing of uniforms, uniform parts, etc. – the carrying out of corresponding ceremonies, gatherings,

meetings, rituals, or displays under expression of the mutual political attitude, ideology, etc.

- d) writing or sticking posters on walls, the soiling of corridors, rooms, stairways and other parts of the property;
 - e) taking drinks and food into IT labs;
 - f) using sports and leisure devices (footballs, inline skates, bikes, ...) as well as mechanical means of transport, with the exception of aids for people with disabilities, within the buildings, subject to approval by the board.
 - g) operating devices and facilities that are obviously damaged or not observing user instructions or instructions given by a responsible member of staff;
 - h) making unauthorised changes to technical technical facilities (e.g. switching units) and safety devices;
 - i) switching off or interrupting gas, electricity water or IT connections due to repair or maintenance work without notifying FMA in good time, except in the case of imminent danger;
 - j) opening windows in air-conditioned or heated rooms for an extended period of time;
 - k) bringing along, setting up and operating household-type appliances (e.g. coffee machines, kettles, fridges, small ovens...) without FMA's permission; such appliances may only be used in the social spaces in accordance with the provisions specified by FMA;
 - l) removing or damaging safety notices (that identify safety facilities, escape routes etc.) or obstructing them from view;
 - m) bringing along animals with the exception of legally recognised assistance dogs by their users or fully trained therapy dogs in case they are used for therapeutical purposes in FH's operations; the board may authorize exceptions on reasoned request;
 - n) engaging in sales transactions and marketing goods and services without authorisation by PRM;
 - o) making collections, with the exception of collections for charitable purposes that have been authorised by PRM;
 - p) carrying weapons (except public security officers and persons authorised by GEF);
 - q) smoking in all FH areas (Secs. 12 and 13 of the Tobacco Act (TabakG) as amended by Federal Law Gazette (BGBl) 1995/431); this ban excludes areas designated in the various fire safety regulations;
 - r) using disposable barbecues within the buildings – barbecues or disposable barbecues may be used outside the buildings only in accordance with the provisions of FMA;
 - s) interfering with inside and outside doors that have electrical or mechanical locks.
2. Within the bounds of their responsibilities and competences, users of the FH facilities must in particular:
- a) lock rooms and if necessary, individual desks and cupboards, when leaving the workplace;
 - b) lock or keep locked exterior doors and lockable interior doors outside opening hours in accordance with § 5 and doors locked by the door locking system at any time;



- c) shut windows during storm, snow and rain and when leaving the room for an extended period;
 - d) observe the special rules of conduct posted in the various rooms;
 - e) ensure that escape routes and exits are not obstructed;
 - f) protect dangerous or particularly valuable devices and facilities against operation by unauthorised persons and theft;
 - g) observe relevant instructions given by security staff;
 - h) report any existing or imminent defects to FMA;
 - i) report any accidents and near-accidents of persons to FMA (or the Safety Officer) within one day;
 - j) report any violations of the House Rules, in particular in the case of imminent danger or the violation of penal provisions, and participate in fact-finding investigations;
 - k) observe the provisions detailed in the relevant FH regulations (such as Fire Safety Regulations, Parking Rules, Workshop and Laboratory Regulations, IT-Regulations), industrial safety standards and relevant permits.
- 3) Cars, bicycles and motorcycles may only be parked by authorised persons and only in the designated areas and in accordance with the applicable Parking Rules. Entrances, escape routes and areas for emergency vehicles must be kept clear at all times. Traffic regulations apply to the traffic areas mutatis mutandis.
- 4) Any objects left behind, abandoned or deposited without permission will be secured by FMA. FH in particular reserves the right to bring action of trespass or, in substantiated cases, to tow away vehicles at the expense of the user. In other cases, such secured objects will be disposed of within a reasonable period of time at the expense of the user. The user shall not be entitled to claim for damages arising from the towing away of vehicles, or the securing or disposing of objects. Further details are laid down in the Parking Rules.
- 5) Any keys and ID cards issued by FMA must be treated with due care. Keys to buildings/ID cards for employees and students must not be passed on and unauthorised persons must not be given access to the buildings outside opening hours in accordance with § 5; except if they are in company of an employee or student.
- 6) FH employees and lecturers are responsible for their visitors (such as customers or contractors) adhering to the House Rules.
- 7) Filming, taking photographs, making sound recordings or other recordings requires the express prior approval of PRM.
- 8) In addition to being liable for any damage caused, violating these House Rules shall result in the withdrawal of the access permit for students (student ID card) for at least one month. FH reserves the right to take further action – such as issuing a ban on entering the building.

C. EVENTS

§ 7 Responsibility

All events must be notified to PRM for approval in accordance with the process instruction "Events" at least three months before the scheduled date.

§ 8 Holding an event

When holding an event, the organiser must comply with the House Rules and in particular with the Styrian Events Act (StVAG) and its corresponding ordinances as well as the relevant permits and official requirements. Other requirements and conditions are detailed in the process instruction "Events" and in the specifications provided by PRM.

D. FINAL PROVISIONS

§ 9 Miscellaneous

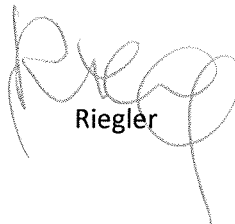
- 1) The Fire Safety Regulations, Parking Rules and the regulations of the individual laboratories and workshops (as amended) and the process instruction "Events" (as amended) shall form an integral part of these House Rules. Laboratory and workshop regulations shall be drawn up by the OEL in their spheres of responsibility and their relevance and usefulness shall be regularly reviewed and adapted. This shall also apply mutatis mutandis to the process instruction "Events" in PRM's scope of responsibility. They shall be submitted to GEF for approval.
- 2) Any changes to these House Rules shall require a decision by GEF. The House Rules are subject to change at any time under consideration of FH's and the user's legitimate interests. Translations only serve informational purposes, the German version shall prevail in any event.
- 3) These House Rules come into force on 1.10.2016 They will be published on the Intranet and the FH website and posted in appropriate places.

Graz, on 23.9.2016

FH JOANNEUM


Pfeiffer

Gesellschaft mbH


Riegler

