



SCHEDULE "F"

RULES AND REGULATIONS

1. Life Safety

- (a) The Client shall not do or permit anything to be done in the Office, or bring or keep anything therein which will in any way increase the risk of fire or the rate of fire insurance on the Building or on property kept therein, or obstruct or interfere with the rights of other clients or in any way injure them or TPC, or contravene the fire code or the regulations of the Fire Department, or any insurance requirements with respect to the lands or Building, or violate or act in conflict with any statutes, rules and ordinances governing health and safety standards or with any other statute or municipal by-law.
- (b) No inflammable oils or other inflammable, dangerous or explosive materials save those approved in writing by TPC's insurers shall be kept in the Office.

2. Security

- (a) TPC shall permit the Client and the Client's employees and all persons lawfully requiring communication with them to have the use, during normal business hours in common with others entitled thereto, of the main entrance and the stairways, corridors, elevators, escalators, or other mechanical means of access leading to the Building and the Office. At times other than during normal business hours the Client and its employees shall have access to the Building and to the Office only in accordance with the Rules and Regulations. If identification is not satisfactory, TPC is entitled to prevent the Client or the Client's employees or other persons requiring communication with the Client from having access to the Building and to the Office. In addition, TPC is not required to open the door to the Office for the purpose of permitting entry therein to any person not having a key or passcard to the Office.
- (b) The Client shall not place or cause to be placed any additional locks upon any doors of the Office without the approval of TPC. Keys and or passcards shall be supplied to the Client for each entrance door to the Office and all locks shall be Building standard to permit access by TPC's master key. If additional keys or passcards are required, they must be obtained from TPC at the cost of the Client. Keys or other means of access for entrance doors to the Building will not be issued without the written authority of TPC.
- (c) Keys, key cards and other such items used to gain physical access to the Office remain the property of TPC. The Client will cause its employees to safeguard the property and will be liable for replacement fees should any such property be lost, stolen or destroyed.

3. Housekeeping

- (a) The Client shall permit window cleaners to clean the windows of the Office during normal business hours.
- (b) The Client shall not place any debris or garbage, or permit same to be placed or left in or upon any part of the lands or Building outside of the Office, other than in a location provided by TPC specifically for such purposes, and the Client shall not allow any undue accumulation of any debris or garbage in or outside of the Office. If the Client uses perishable articles or generates wet garbage, the Client shall provide refrigerated storage facilities suitable to TPC.
- (c) The Client shall not place or maintain any supplies, or other articles in any vestibule or entry to the Office, on the adjacent footwalks or elsewhere on the exterior of the Office or elsewhere on the lands or Building.
- (d) The sidewalks, entrances, passages, escalators, elevators and staircases shall not be obstructed or used by the Client, its agents, servants, contractors, invitees or employees for any purpose other than ingress to and egress from the Office and the Building. TPC reserves entire control of all parts of the lands and Building employed for the common benefit of the clients and without restricting the generality of the foregoing, the sidewalks, entrances, corridors and passages not within the Office, washrooms, lavatories, air conditioning closets, fan rooms, janitor's closets, electrical closets and other closets, stairs, escalators, elevator shafts, flues, stacks, pipe shafts and ducts and shall have the right to place such signs and appliances therein, as it deems advisable, provided that ingress to and egress from the Office is not unduly impaired thereby.
- (e) The Client shall not cause or permit: any waste or damage to the Office; any overloading of the floors or the utility, electrical or mechanical facilities of the Office; any nuisance in the Office; or any use causing a hazard or annoyance to other occupants of the Building.

4. Receiving, Shipping, Movement of Articles

- (a) The Client shall not receive or ship articles of any kind except through designated facilities and doors and at hours designated by TPC and under the supervision of TPC.
- (b) Hand trucks, carryalls or similar appliances shall only be used in the Building with the consent of TPC and shall be equipped with rubber tires, slide guards and such other safeguards as TPC requires.



- (c) The Client, its agents, servants, contractors, invitees or employees, shall not bring in or take out, position, construct, install or move any safe, business machinery or other heavy machinery or equipment or anything liable to injure or destroy any part of the Building, including the Office, without first obtaining the consent in writing of TPC. In giving such consent, TPC shall have the right in its sole discretion, to prescribe the weight permitted and the position thereof, the use and design of planks, skids or platforms, and to distribute the weight thereof. All damage done to the Building, including the Office, by moving or using any such heavy equipment or furniture shall be repaired at the expense of the Client. The moving of all heavy equipment or furniture shall occur only by prior arrangement with TPC. The cost of such moving shall be paid by the Client. Safes and other heavy office equipment and machinery shall be moved through the halls and corridors only in a manner expressly approved by TPC. No freight or bulky matter of any description will be received into any part of the Building, including the Office, or carried in the elevators except during hours approved by TPC.
- (d) Carts, dollies and other freight items which may be made available may not be used in the passenger elevator except at TPC's discretion.

5. **Prevention of Injury to Office**

- (a) It shall be the duty of the Client to assist and co-operate with TPC in preventing injury to the Office. The Client shall not deface or mark any part of the Building, including the Office, and shall not drive nails, spikes, hooks or screws into the walls, floors, ceilings or woodwork of any part of the Building, including the Office, or bore, drill or cut into the walls, floors, ceilings or woodwork of any part of the Building including the Office, in any manner or for any reason.
- (b) If the Client desires telecommunications connections, TPC, in its sole discretion, may direct the electricians as to where and how the wires are to be introduced. No gas pipe or electric wire will be permitted which has not been ordered or authorized by TPC. No outside antenna shall be allowed on any part of the Office or Building without authorization in writing by TPC.
- (c) The Client will be responsible for any damage to the Office exceeding normal wear and tear.

6. **Windows**

Except for the proper use of approved blinds and drapes, the Client shall not cover, obstruct or affix any object or material to any of the skylights and windows that reflect or admit light into any part of the Building, including, without limiting the generality of the foregoing, the application of solar films.

7. **Washrooms**

- (a) TPC shall permit the Client and the employees of the Client in common with others entitled thereto, to use the washrooms on the floor of the Building on which the Office are situated or, in lieu thereof, those washrooms designated by TPC, save and except when the general water supply may be turned off from the public main or at such other times when repair and maintenance undertaken by TPC shall necessitate the non-use of the facilities.
- (b) The water closets and other apparatus shall not be used for any purposes other than those for which they were intended, and no sweepings, rubbish, rags, ashes or other substances shall be thrown into them. Any damage resulting from misuse by the Client or its agents, servants, invitees, or employees, shall be repaired at the expense of the Client.

8. **Use of Office**

- (a) The Office shall not be used for sleeping apartments or residential purposes, or for the storage of personal effects or articles other than those required for business purposes.
- (b) No cooking or heating of any foods or liquids (other than the use of microwave ovens, coffee makers or kettles) shall be permitted in the Office without the written consent of TPC.
- (c) The Client shall not install or permit the installation or use of any machine dispensing goods for sale in the Office or the Building or permit the delivery of any food or beverage to the Office without the written approval of TPC or in contravention of the Rules and Regulations.
- (d) The Client shall not permit any odors, vapours, steam, water, vibrations, noises or other undesirable effects to emanate from the Office or any equipment or installation therein which, in TPC's opinion, are objectionable or cause any interference with the safety, comfort or convenience of the Building to TPC or the occupants and clients thereof or their agents, servants, invitees or employees.
- (e) The Client will provide TPC with reasonable notice of and complete all required paperwork prior to hosting any event at the Office.



9. **Canvassing, Soliciting, Peddling**

Canvassing, soliciting and peddling in or about the lands and Building are prohibited.

10. **Bicycles**

No bicycles or other vehicles shall be brought within any part of the lands or Building without the consent of TPC.

11. **Animals and Birds**

No animals or birds shall be brought into any part of the lands or Building without the consent of TPC.

12. **Signs and Advertising**

The Client shall not paint, affix, display or cause to be painted, affixed or displayed, any sign, picture, advertisement, notice, lettering or decoration on any part of the outside of the Building or in the interior of the Office which is visible from the outside of the Building. The sign to be placed on the outside of (or beside, as the case may be) the interior door leading to the Office shall be: (i) installed by TPC at the Client's sole cost and expense; (ii) consistent with the uniform pattern, size and design prescribed by TPC; (iii) the property of TPC and shall be maintained by TPC throughout the Term at the Client's sole cost and expense; and (iv) removed by TPC (or, at TPC's option, by the Client) at the sole cost and expense of the Client. All damage caused by the removal of such sign shall be promptly repaired by the party that removed the sign, at the Client's sole cost and expense. The Client's obligation to observe and perform this covenant shall survive the expiration of the Term or earlier termination of the Lease.

13. **Directory Board**

The Client shall be entitled at its expense to have its name shown upon the electronic directory board in the main lobby of the Building.

14. **Other**

The Client shall promptly notify TPC of any change to its contact and payment information.

TPC will provide notice to the Client of any changes to services, fees, or other updates by emailing the email addresses provided by the Client. It is the Client's responsibility to read such emails and to ensure its employees are aware of any changes, even if TPC notifies such employees directly.

All of the Client's employees are at least 18 years of age.

The Client shall be solely and fully responsible for ensuring that no alcohol is consumed by any of its employees or guests who are younger than the legal age or consuming alcohol in the applicable jurisdiction.

Common spaces are to be enjoyed in common with others, unless otherwise instructed by TPC, and are for temporary use and not as a place for continuous, everyday work.

The Client and its employees' computers, tablets, mobile devices and other electronic equipment must be (i) kept up-to-date with the latest software updates provided by the software vendor and (ii) kept clean of any malware, viruses, spyware, worms, Trojans, or anything that is designed to perform malicious, hostile and/or intrusive operations. TPC reserves the right to remove any devices from our networks that poses a threat to our networks or users until the threat is remediated.

The Client consents to TPC's non-exclusive, non-transferable use of its name and/or logo in connection with identifying the Client as a client of TPC, alongside those other clients, on a public-facing membership display on TPC's website, as well as in video and other marketing materials. The Client warrants that its logo does not infringe upon the rights of any third party and that it has full authority to provide this consent. The Client may terminate this consent at any time upon thirty (30) days' prior notice.