

APPENDIX 2 – HOUSE RULES

INNOVATION HOUSE CHINA-DENMARK

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2.0 Welcome

Welcome to Vækstfabrikken Innovation House China-Denmark!

The idea of Innovation House China-Denmark is to create an innovative and inspiring environment for Danish and Chinese companies where there is opportunity for

networking with each other. Therefore, we want to create an atmosphere of a communal spirit and enthusiasm to help each other.

To help new members of Innovation House China-Denmark as best possible, we have prepared this set of house rules, which can be a guide to big and small questions that may arise during the time spent here.

The success of Innovation House China-Denmark is dependent on us all supporting each other. So, it is important that we perceive Innovation House China-Denmark as a communal place where we respect each other and generally help each other as much as possible.

You are always welcome to contact the Innovation House member service by e-mail: service@china-denmark.com, if you have any questions.

Have fun and once again, welcome to Innovation House China-Denmark!

3.0 General Rules

3.1 Allocation of workstation

There are many opportunities for the users to choose their own workstation. But in consideration of constructive and friendly cooperation between users, decisions on workstations must be made together and as much as possible in accordance with the other users' requirements.

3.1.1 Permanent workstations

Generally, the permanent workstations in Innovation House China-Denmark are allocated based on the "first-come-first-served" principle. Consequently, users can generally freely choose their workstation upon moving in and users can freely switch with other users. In the event of disagreement between users, it is Member Service that ultimately decides which workstation will be allocated to the individual user.

The enclosed offices cannot be occupied by one single user unless all the workstations are leased by the user concerned.

3.1.2 Shared workstations

The shared workstations are shared between several users and may only be used two-three days per week per member. Shared workstation users can freely choose which shared workstation they want to use from time to time. Thus, every day there will be the "first-come-first-served" principle where the user who arrives first will also be the first to choose his or her shared workstation.

Even though efforts are made to avoid such a situation, it may happen that there is no room for all users of shared workstations because everyone has arrived at the same time. If this happens and it is not possible to find an acceptable solution for everyone together, the General Manager of Innovation House China-Denmark must be contacted.

3.2 Furniture

Innovation House China-Denmark is furnished with Innovation House China-Denmark's furniture. Regarding the enclosed offices, the furnishing is arranged with member service before occupancy.

3.3 General Communication

At Innovation House China-Denmark we aim for open, constructive, and friendly dialogue. This means that, in the event of problems or disagreements, you should contact the relevant person and, in a constructive way, express your dissatisfaction and cooperate to find a solution.

3.4 Working environment

It is essential that a pleasant working environment prevails at Innovation House China-Denmark. Among other things, this means that you must generally avoid unnecessarily disturbing each other, making unnecessary loud noise or in any other way negatively impact the working environment. At the same time, it must also be possible to perform your work, chat with each other and hold informal meetings. Some noise is, nonetheless, expected.

However, please note the following:

- Smoking is only allowed outdoors
- Keep the office generally neat and tidy
- Avoid leaving food leftovers and dirty dishes in the office
- Set your mobile phone to silent if you are going to be away for a longer period while leaving your phone on the desk

- As much as possible, try not to speak too loudly when making telephone calls in the office area
- As much as possible, avoid shouting or talking with loud voices to each other from the desks. Instead, walk over and speak with the other person.

3.5 Tidying up

Users must personally ensure that they tidy up and keep Innovation House China-Denmark neat. This means that users must keep order on their workstations on a daily basis and tidy up after themselves. It is not allowed to store or leave boxes on the floors. When in need of storage, please use the lockable racks, so the floors around the workstations are kept tidy and clear.

Shared workstations shall be completely cleared upon leaving.

Keeping the communal areas clean and tidy is a joint responsibility. Therefore, it is a good idea to give an extra helping hand with the tidying up of communal areas, in addition to tidying up after yourself of course.

3.6 Refuse and Cleaning

Cleaning is carried out by cleaning personnel at Innovation House China-Denmark on a weekly basis. Likewise, normal refuse in refuse bags will be removed. If a user has an extra amount of refuse, the user must personally ensure that this is removed to the waste containers outside in the backyard.

3.7 Keys and Access

Each user will be given a key tag to Innovation House China-Denmark. In case the key tag is lost, the user will be personally liable. You will receive separate instructions for accessing and locking off Innovation House China-Denmark securely open leaving. In general, the entrance door to the office space of Innovation House China-Denmark will be closed and locked throughout working hours. Therefore, you should bring your access key with you, when entering common areas, meeting room area or toilet.

3.8 Switching off/Locking up

Remember to switch off all electronic equipment, appliances, and lamps when you leave.

When you are the last person leaving, the following procedure should be followed:

1. Check that no one is having a meeting in the meeting room
2. Check that all windows are closed
3. Switch off the coffee machine
4. Turn on the dish washer
5. Switch off all the lights
6. Shut the door into the Innovation House office space behind you

3.9 Meeting Room

The meeting room contains 10 seats and can be used by users to hold formal meetings. The meeting room is shared with other users of Innovation House. Consequently, it is important to take care of the meeting room and to have a constructive cooperation with the other users to avoid friction. The meeting room must always be kept clean and tidy and, as a minimum, they should be left in the same condition as when you arrived to use them.

The meeting room can be booked via the (TBA) online platform, and member service will give you access to the online booking platform and instruct you in how to use the TV-screen for running presentations.

In case, you need to book a larger meeting room at the 4th floor and 5th floor, please contact member service service@china-denmark.com.

3.10 Kitchenette

Innovation House China-Denmark has a small kitchenette. It is common responsibility to keep the kitchenette tidy. Emptying and filling up the dish washer is also common responsibility for all the users. The dish washer should be turned on by the last person leaving every day.

3.11 Tea and coffee

There is tea and coffee available for you and your guests on a daily basis. This is included in the service fee.

3.12 Joint activities

Joint activities are regularly held for the companies at Innovation House China-Denmark. Since it is part of Innovation House China-Denmark's concept to create an innovative and inspiring environment through networking, it is important that the users support and take part.

3.13 Think about the environment

Remember to think about the environment and Innovation House China-Denmark's finances. Therefore, switch off unnecessary lights and unused appliances and electronic equipment. Also avoid printing or photocopying unnecessarily large volumes.

4.0 Technical Information

4.1 Printer and photocopier

Access to the printer and photocopier is included in the monthly service fee. Thus, payment per consumption is not made, but the printer and photocopier should, however, only be used for normal office activity. Extra payment of 0,5 DKK/page (A4) will be charged for volumes of print or photocopying exceeding 200 pages/month pr. User.

4.1.1 Paper and toner

Paper and toner for the printer and photocopier can be found in the copy room. Follow the instructions in the manual for the printer and photocopier.

4.1.2 Installation of printer

The procedure for the installation of the printer is available from member service.

4.2 Network

A wireless network is available for Innovation House China-Denmark's users. To gain access to Innovation House China-Denmark's wireless network, a connection to the network must be established according to instructions, which are available from the member service.

It is the user's own responsibility that the use of the network is for legal purposes only. This means no violation of copyright or illegal attempts to access information. Searching

in illegal material or exposure of pornographic or very violent images is likewise not permitted.

Misuse, or excessive private use, to a degree that impacts the other users of the network may lead to sanctions and limitations to access the network.

It falls on the individual user to ensure that he or she always has an updated and functioning anti-virus program installed. It is recommended that the individual user has a firewall installed and, to the necessary extent, uses encryption.

Innovation House China-Denmark stores information on who has been logged onto the network and in which time-period. This information will be used for the investigation of any misuse.

4.3 Technical problems

In the event of technical problems, it will often be an advantage to ask the other users in Innovation House China-Denmark. If they cannot help, then direct your enquiry to the General Manager.

5.0 Mail & Company registrations

5.1 Company addresses

1. Flexible workspace member is allowed to register 1 company address.
2. Fixed place members are allowed to register 1 company address per. Place/
max.3
3. Fixed office members are allowed to register up-to 3 company addresses

It is not allowed to register private addresses nor addresses of people/individuals. All registration addresses must be registered and approved by Member Services.

5.2. Mail/Packages

For registered members of the Innovation House will be received placed in the mail room.