



## 本中心使用規則

以下為 JustCo 及其集團公司的《本中心使用規則》，JustCo 及其集團公司可酌情自行決定在不給予通知的情況下隨時更改、修正或變更《本中心使用規則》。作為會員，您有責任不時瞭解並遵守現行生效的《本中心使用規則》。《本中心使用規則》應結合《會員合約》一起解讀，如果《會員合約》與《本中心使用規則》之間有任何矛盾之處，則以《會員合約》為準。

**在 JUSTCO，我們努力為所有會員提供包容、綜效安全和舒適的環境，以便您可以在享用空間的同時，業務也得以增長。為達成上述目標，故針對本中心和設施的使用設定了《本中心使用規則》。**

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### A. 定義

1. 以下《本中心使用規則》中所有未定義的大寫術語均與《會員合約》中賦予它們的意義相同。
2. 為避免疑義，《本中心使用規則》中提到的「本中心」也應包括任何《會員合約》中提及的分配的辦公空間以及其他中心，且除非另有說明，在任何時候提到「會員」時也應包括您和 JustCo 的會員。

### B. 本中心的使用

1. 為了安全起見，在正常營業時間內或之外的時間，應關上走廊門、逃生門或連接走廊的門。如您沒有將門關上，則將為因您上述的行為引起或與之有關的任何損失或損害承擔全部風險和責任。您不得阻塞所有走廊、大廳、電梯和樓梯，也不得將其用於進出以外的任何目的。所有公共區域必須永遠保持整潔乾淨。
2. 根據您的書面申請，我們很樂意將您的公司名稱包含在本中心的租戶指南中，但須視設施是否能提供這項服務以及 JustCo 和/或房東的最終批准結果而定。您不得以任何方式將 JustCo 的名稱用於您業務相關的事物上。除非您事先獲得 JustCo 的書面同意，否則您不得將本中心的地址用作您的註冊地址或法定地址，並且在會員合約期滿或提早終止時，您應遵守 JustCo 有關停止此類使用的所有指示。
3. 您應確保您的員工、代理商、約聘員工和/或訪客在本中心內時遵守《本中心使用規則》並以專業的態度行事。就這方面來說，您必須穿著適當且不冒犯他人的服裝、噪音程度應維持在一定程度，以免干擾或打擾其他 JustCo 會員，並應遵守 JustCo 關於安全性、公共空間的使用以及所有會員須共同遵守的其他事項的指示。如果您的員工、代理商，約聘員工和/或訪客對其他 JustCo 會員造成干擾或作出不當行為，JustCo 的同仁可能會要求他們暫時離開本中心。
4. 本中心內的公共區域僅供臨時使用，不得用於人數眾多、長時間、正式的會議或工作事宜，以免妨礙或干擾其他 JustCo 會員對共享空間的使用。請確保您的訪客在本中心內始終有您的陪同。JustCo 保留將任何未經陪同的訪客請離本中心的權利。若會員陪同的訪客在本中心內的公共區域停留超過三(3)小時，則該會員應按 JustCo 現行標準費率為每位訪客購買共用辦公桌（日租）方案。但是，如果會員在本中心舉辦活動，並且已預訂和支付了用於該活動的特定會議室及/或活動空間，則本條款中的限制不適用。如果您需要獨佔使用任何公共區域（例如：用於拍攝、攝影等），請至少提前三（3）天聯繫 JustCo 同仁。
5. 除非取得書面許可或以您同意支付的費用經 JustCo 先行獲得，否則電流僅可用於普通照明、為個人電腦和小型電器供電。您在本中心內使用的任何高耗電裝置（由 JustCo 判定）應按我們的標準費率收費。



6. 不得將任何寵物或動物（導盲犬除外）帶入本中心。
7. 您和您邀請的訪客可以使用廚房設施的自助咖啡、茶和水以及加熱食物。除經 JustCo 另行批准，否則不得使用廚房的洗碗機。JustCo 於中心所提供的餐飲僅為禮遇性質。會員及其訪客須自行承擔食用風險。JustCo 對於食材、烹飪方式，或其是否符合特定飲食需求、醫療狀況，不作任何聲明或保證。在法律允許的最大範圍內，JustCo 對於因食用本中心任何餐飲而引起的任何損失、傷害、疾病、過敏反應或損害，概不負責。
8. 本中心為商業場所，僅限作為辦公空間使用。您不得將本中心用於任何居住用途（包括夜間睡眠）或適用法律禁止的任何非法活動。您亦不得將本中心用於製造或儲存商品，除非此類儲存是附加於一般辦公目的之下。尤其，您不得在本中心任何區域製造、銷售、贈送、儲存或使用任何形式的酒類、毒品或煙草。允許個人引用少量酒精飲品，但若發生任何喧嘩、不守規矩、不道德或非法行為，JustCo 同仁有權禁止或制止任何酒精飲用行為。
9. 未經 JustCo 事先書面許可，禁止在本中心中進行遊說、招攬和兜售業務，不得為任何業務或其他目的招攬其他 JustCo 會員、訪客和/或 JustCo 的同仁。
10. 本中心的任何區域、任何時間皆禁止吸菸，包括使用電子菸、霧化器或任何其他類似裝置。
11. 您和您的員工、代理商、約聘員工和/或訪客應尊重其他會員、訪客和 JustCo 的同仁，不得對 JustCo 的同仁、其他 JustCo 會員或訪客有任何騷擾、威脅、暴力或虐待的行為。如果您的員工、代理商、約聘員工和/或訪客對其他 JustCo 會員造成干擾或作出不當行為，JustCo 的同仁可能會要求他們暫時離開本中心。
12. 進入本中心時，您應遵守 JustCo 對於會員證明的所有要求。此外，無論您被分配的辦公空間位於何處，您都應確保所有訪客都會在接待處進行登記並遵守當下實行的安全措施。
13. 您不得作出可能會造成其他 JustCo 會員和 JustCo 的同仁不適、受到干擾或擾亂的行為。
14. 您不得在本中心內進行任何機械操作或烹飪，且您不得在本中心內使用或允許使用任何燃燒液體、汽油、煤油作為加熱、保溫或照明的物質。任何因火災或任何爆炸物、有毒氣體、氣味或液體或火器而被認為是危險的物品均不被允許或帶入本中心。

### C. 共享辦公空間的其他規則

1. 每人僅限佔用一個辦公座位。
2. 您的代理商、承包商及/或訪客不得佔用辦公桌。如需使用，請購買共用辦公桌（日租）方案。
3. 除專屬辦公桌（月租）會籍外，共用辦公桌（月租）與共用辦公桌（日租）的會員不得將您的物品放置在無人看管的辦公桌超過一個小時。我們保留移除或處置該物品的權利，並得就此收取移除費及清潔費。JustCo 對於此類移除或處置後遺失的任何物品概不負責。
4. 您不得擅自移除無人看管的他人物品。若某個辦公桌已被無人看管的他人物品佔用超過一小時，且您希望使用此辦公桌時，請與 JustCo 的同仁連絡。



5. 您在離開辦公桌時應維持辦公桌的整潔乾淨，不得留下無任何污漬或痕跡。在您離開辦公桌時應歸還使用過的 JustCo 馬克杯並丟掉所有垃圾。我們保留收取因必須在您使用辦公桌後整理和清潔辦公桌而產生的額外清潔和處置費的權利。
6. 除專屬辦公桌（月租）空間外，共用辦公桌（月租）與共用辦公桌（日租）所使用的桌面將於每天晚上清空。。會員不得在該類辦公桌預留過夜位置。針對傍晚 6 點後仍置放在共享辦公空間的任何物品，我們保留移除或處置之權利，並得就此收取額外的移除或處置費用。
7. 若您希望在營業時間內使用 THE COLLECTIVE 位於本地或海外的共享辦公空間，您需要購買一日通行證/會員增值服務，方可進入並在相關中心工作，且需支付相關中心所告知的現行費用。另請注意，除非您在相關中心購買了一日通行證/會員增值服務，否則您將無法參加 THE COLLECTIVE 會員活動（例如：晨間儀式、小酌時光等）。

#### D. 使用經分配辦公空間的其他規則

1. 搬入時：您應以書面形式(或透過 JustCo 手機應用程式)確認設備清單，包括任何發給您的鑰匙或通行卡的詳細資訊。在適用的情況下，設備清單可能會有附註，說明中所列項目的狀況。所有在清單中列出的項目就是 JustCo 的物品。
2. 未經 JustCo 的事先書面許可，您不得在分配的辦公空間的窗戶、牆壁或任何其他部分上貼掛任何物品，也不得對分配的辦公空間進行任何改裝或加裝（包括電線、地板等）。在 JustCo 同意的情況下，除非 JustCo 另行許可，否則您應使用 JustCo 的廠商進行任何此類變更、改裝或加裝。
3. 照顧我們的物品：您必須在各個方面妥善照顧分配的辦公室空間，以及 JustCo 提供的所有設備、配件和裝潢以及其他物品。
4. 安全：未經 JustCo 的事先書面許可，您不得複製任何鑰匙和/或通行卡，或允許任何第三方使用它們。若有遺失，則必須立即回報我們，我們保留收取更換鑰匙或卡費用的權利。如果 JustCo 認為有必要換鎖以維護本中心的安全性，則您也應承擔相關費用。JustCo 提供的每張通行卡（包括 JustCo 應用程式上的數位卡片）均應僅由一人使用，不允許共享該通行卡或數位卡片。



## E. 各項設施與福利概述

為了方便參考，以下表格列出了特定 JustCo 會員資格所提供的各項設施和福利概述：

設施與福利	虛擬辦公室	共用辦公桌 (月租)	專屬辦公桌 (月租)	獨立辦公室	SuperPass
商業地址使用	✓	✓	✓	✓	✓
基本信件收發	✓	✓	✓	✓	✓
實體會員卡		*	✓	✓	
大樓電梯卡		*	*	✓	*
簽約中心的全天候門禁		✓	✓	✓	✓
在營業時間內，於簽約中心以外的本地及海外 JustCo 中心 (THE COLLECTIVE 和 the branded office 中心除外) 享有進出權限。	*	✓	✓	✓	✓
固定座位(共享辦公空間)			✓		
免費置物櫃			✓		
JustCo app 帳號	✓	✓	✓	✓	✓

\*依各國當地政策而定

## F. 額外服務

1. 在正常營業時間以外使用設施（例如：空調、廚房設備等）的特殊安排應獲得 JustCo 的批准。此類特殊安排可能需要額外付費。
2. 除非您在不遲於相關月份或季度結束前三十（30）天的情況下以書面形式通知 JustCo，否則所有要求提供的額外服務（例如：每月承租儲物櫃、承租伺服器機架、承租家具等）都將在下個月或下一個季度自動更新（如適用）。如果上述服務在結算週期結束之前終止，亦不得按比例分攤費用。舉例來說，如果您希望在 11 月終止停車位的承租，則應在 10 月 1 日（按月計費）或 9 月 1 日（按季計費）前通知我們，否則停車位將自動為您保留並向您收取 11 月的費用。
3. 任何額外服務的申請均應視申請服務時的情況而定。JustCo 將採取合理的努力以合理的即時反應速度處理每項額外服務的申請及提供申請的額外服務，但在任何情況下，JustCo 均不對在回應任何額外服務的申請時出現的任何延誤或失敗負責。

## G. IT 及科技政策

1. 您應遵守 JustCo 所有關於使用 JustCo 提供的網路和電信連線服務及設備的政策（如《本中心使用規則》中所述或可能不定時向您傳達的內容）。
2. JustCo 提供共享的網路連線，供所有會員及其訪客使用。由於此類網路連線在所有會員之間共享，您同意公平公正地使用此網路連線，並遵守 JustCo 的任何指示。
3. 網路和電信政策



- a) 內容 - 您確認 JustCo 不會監測透過 JustCo 電信線路或設備傳輸的資訊的內容，這些電信線路包括但不限於網路存取、電話、傳真線路和數據線（以下簡稱「電信線路」）。您進一步確認，JustCo 如同電話公司，只是為您的網路傳輸提供管道，並且 JustCo 對您傳輸的內容不承擔任何責任。
- b) 不得以違反任何州、聯邦或國際法律、法規或其他政府要求的刑事或民事的行為方式使用。此類違規行為包括但不限於盜竊或侵犯版權、商標、商業機密或其他類型的智慧財產權、詐欺、偽造、盜竊或挪用資金、信用卡或個人資訊、違反出口管制法律或法規、書面誹謗或誹謗、威脅造成身體傷害或騷擾，或構成刑事犯罪或引起民事責任的任何行為。您有責任維護其系統的基本安全和病毒防護，防止他人以違反《會員合約》和/或本中心使用規則的方式使用它們。您有責任對易受攻擊或易被利用的系統採取糾正措施，以防止持續地被濫用。
- c) 存取 - 按每個使用者。JustCo 是按個別使用者進行存取為基礎授予您網路存取權限。如果您想透過使用代理伺服器或其他方式（包括但不限於使用路由器）來增加使用者數量，不論是直接增加使用者數量或透過代理伺服器，您同意為每位存取網路的額外使用者支付 JustCo 額外費用。
- d) 未經授權的存取 - 在任何情況下，您都不能透過分線或任何其他方法（包括路由器或網絡交換器等不安全的無線裝置）來增加對電信線路的授權存取點。如果您違反上述（c）節（按個別使用者存取）或本節的規定，JustCo 可能會以書面通知您三（3）個工作日後中斷您對電信線路的所有存取。您應支付 JustCo 開立的發票上的任何未經授權的電信線路使用費用。在全額支付此類費用且停止未經授權的存取之前，JustCo 沒有義務將您重新連接到電信線路。
- e) 會員安裝的電信線路 - 您不能透過安裝自己的直接電信線路來繞過使用 JustCo 電信線路。JustCo 能全權決定根據個別情況，按您的書面申請授權來安裝直接電信線路。此授權僅在您同意每月支付 JustCo 決定的直接存取費的情況下授予。
- f) 安全違規 - 禁止從事任何違反系統或網絡安全的行為。不得以嘗試違反網路、服務或其他系統安全相關的方式使用網路存取（不論是否成功）。禁止的活動包括但不限於入侵、破解、監測或在未經授權的情況下使用系統、掃描連接埠、進行阻斷服務攻擊，以及發佈病毒或其他有害軟體。JustCo 保留在收到任何第三方、政府或監管機構關於此類濫用的通知後中止網路存取的權利，並且您需賠償 JustCo 這類濫用的相關費用。如果我們認為您的硬體或軟體不適合或已不適合連結到我們的網絡，我們可能會中斷您的設備並拒絕提供服務。
- g) 您有責任在系統和硬體上安裝病毒保護程式，並進行維護及保持更新，並且，在本協議的約束下，JustCo 特別聲明對您受到的任何病毒、惡意軟體或其他網絡攻擊免責。
- h) 網路服務僅在本中心中提供，並且僅允許在本中心內或透過 JustCo 提供的服務連線到我們的網絡。未經我們同意，您不得在我們的網絡與任何其他網絡或任何電信服務之間建立任何連結。
- i) JustCo 要求所有會員根據我們的要求提供我們可能合理需要的文件和人員資訊，以協助提供服務和額外服務。
- j) 特殊要求 - 使用自己的無線存取點的會員需要在施行前獲得 JustCo 的書面批准。會員使用自己的無線路由器，將會根據會員分配的辦公空間內簽約工作站的總數，由 JustCo 判定服務費。
- k) 網際網路連線由第三方電信網路供應商提供，受 JustCo 無法控制的因素影響，包括網路擁塞、硬體限制以及電信服務供應商的第三方服務中斷。實際網速可能有所不同，且無法保證始終如一。JustCo 對於因網路頻寬和/或連線的波動、中斷、斷線或其他限制與停滯所造成的任何損失、不便或損害，概不負責。



## H. 到期/終止的其他規則

1. 在《會員合約》到期或終止時，您確認並同意以下義務和責任：
  - 根據設備清單，淨空並交出適用於JustCo的專屬辦公桌（月租）或分配的辦公空間；
  - 發給您或您的員工的所有鑰匙、通行卡或任何其他進入本中心和/或分配的辦公空間的裝置應以良好的可運作狀態歸還給JustCo。如果丟失或毀損這些物品，JustCo保留按JustCo當下的價格向您收取更換費的權利；
  - 如果本中心的地址被用作您在相關政府機構的合法地址或登記地址的情況下，需您自費進行所有必要的註銷或修改手續（如適用）。

## I. 郵件

1. 郵件：您免除我們因代表您收取和/或寄送的任何郵件或包裹而引起的或與之相關的任何責任。您應在第二天領取我們代表您收取的包裹和郵件。如果包裹或郵件在超過 48 小時後仍未領取，則可能需要收取存放費。

## J. 資料保護

1. 在向您提供服務和/或額外服務的過程中，JustCo可能會從您、您的員工、代理商、約聘員工和/或訪客那裡收集個人資料。您同意此類資料的收集以作為JustCo提供服務和額外服務的條件，並同意且確認JustCo僅會將此類個人資料用於提供此類服務的目的。
2. 如果您在獲取由《會員合約》產生的或與《會員合約》有關的任何服務（包括但不限於額外服務）過程中向JustCo揭露任何第三方個人的個人資料（例如：訪客預先登記），您保證您已獲得該個人的同意，可為使JustCo能夠提供此類服務，而向JustCo揭露其個人資料。
3. JustCo 根據這些《本中心使用規則》收集和/或使用的任何個人資料均應遵守 JustCo 的隱私權政策，其副本與其他語言版本可參考以下網址 <https://www.justcoglobal.com/zh-hant/privacy-policy>



## HOUSE RULES

These are the House Rules of JustCo and its Group Companies, which may be changed, amended or altered from time to time with or without notice by and at the discretion of JustCo and its Group Companies. As a Member, it is your responsibility to acquaint yourself and comply with the current version of the House Rules in effect from time to time. The House Rules are to be read in conjunction with the Membership Agreement and in the event of any conflict between the Membership Agreement and these House Rules, the Membership Agreement shall prevail.

**AT JUSTCO, WE STRIVE TO PROVIDE AN INCLUSIVE, SYNERGISED, SAFE AND COMFORTABLE ENVIRONMENT FOR ALL OUR MEMBERS SO THAT YOU CAN ENJOY THE SPACE AND YOUR BUSINESS CAN THRIVE. TO ACHIEVE THAT, WE INTRODUCE THESE HOUSE RULES ON THE USAGE OF THE PREMISES AND THE FACILITIES.**

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### A. DEFINITIONS

1. All capitalised terms in these House Rules not hereinafter defined shall have the same meanings ascribed to them in the Membership Agreement.
2. For the avoidance of doubt, any reference to "Premises" in these House Rules shall also include any Allocated Office Space stated in the Membership Agreement as well as the Other Premises, and any reference to "Members" shall include you and the JustCo Members, unless otherwise stated.

### B. USE OF PREMISES

1. You shall not leave open any corridor doors, exit doors or doors connecting corridors during or after normal operating hours for security purposes and if you do so, you shall be deemed to assume all the risks and liabilities for any loss or damage arising from or in connection with your aforesaid behaviour. All corridors, halls, elevators and stairways shall not be obstructed by you or used for any purpose other than egress and ingress. All common areas must be kept neat and clean at all times.
2. Upon your written request, we are happy to include your company name in the house directory at the Premises at your cost, subject to the availability of such facilities and final approval by JustCo and/or the landlord. You shall not use the name of JustCo in any way in connection with your business. You shall not use the address of the Premises as your registered or legal address, unless you have obtained the prior written consent of JustCo, and you shall comply with all instructions of JustCo with regards to the cessation of such use upon the expiry or earlier termination of the Membership Agreement.
3. You shall ensure that your employees, agents, contractors and/or guests abide by these House Rules and conduct themselves in a professional manner while in the Premises. In this regard, appropriate and inoffensive attire must be worn at all times, the noise level shall be kept to a level so as not to interfere with or annoy other JustCo Members and you shall abide by JustCo's directions regarding security, use of the common spaces and other matters common to all Members. JustCo staff may require your employees, agents, contractors and/or



guests to leave the Premises temporarily in the event they cause disruption to other JustCo Members or are otherwise behaving inappropriately.

4. The common areas in the Premises are for temporary use and must not be used for large numbered, extensive, formal meetings or work matters that may hinder or disrupt the purpose of shared use by other JustCo Members. Please ensure that your guests are always accompanied at the Premises. JustCo reserves the right to remove any unaccompanied guests from the Premises. A Member shall also be required to purchase a Hot Desk (Day) pass at JustCo's prevailing standard rate for each accompanied guest who spends more than 3 hours at the common areas in the Premises. However, the restriction under this provision shall not apply in the event that the Member has organized an event at the Premises and the Member had reserved and paid for the booking of certain meeting room(s) and/or event space(s) for the purposes of the event. In the event you require exclusive use of any common areas (such as for filming, photography, etc), please contact JustCo staff at least three (3) days prior to such engagement.
5. The electrical current shall be used for ordinary lighting, powering personal computers and small appliances only unless written permission to do otherwise shall first have been obtained from JustCo at an agreed cost to you. Any high electricity consumption device (as determined by JustCo) used by you within the Premises shall be chargeable at our standard rates.
6. You shall not bring any pets or animals (other than guide dogs) into the Premises.
7. You and your invited guests are permitted to use the kitchen amenities for self-service coffee, tea and water and to reheat food. Unless otherwise approved by JustCo, you shall not use the dishwasher in the kitchen. Food and beverage made available at the centre by JustCo as a courtesy only. Consumption is entirely at the risk of Members and their guests. JustCo makes no representations or warranties regarding ingredients, preparation methods, or suitability for any particular dietary requirement or medical condition. To the fullest extent permitted by law, JustCo disclaims all liability for any loss, injury, illness, allergic reaction, or damage arising in connection with the consumption of any food or beverage at the centre.
8. The Premises is a place of business and shall only be used as an office space. You shall not use the Premises for any residential purposes (including sleeping overnight) or any illegal activities prohibited by applicable law. You shall also not use the Premises for manufacturing or storage of merchandise except as such storage may be incidental to general office purpose. In particular, you shall not use any part of the Premises for the manufacture, sale, gift, storage or use of liquor, narcotics or tobacco in any form. Personal consumption of alcohol in small quantities is permitted, however JustCo staff shall have the right to prohibit or stop any alcohol consumption in the event of any noisy, unruly, immoral or unlawful behaviour.
9. Canvassing, soliciting and peddling business in the Premises are prohibited and you shall not solicit other JustCo Members, visitors and/or JustCo staff for any business or other purpose without the prior written approval of JustCo.
10. Smoking, including the use of e-cigarettes, vapes or any other similar devices, is not permitted at any time in any area of the Premises.



11. You and your employees, agents, contractors and/or guests shall treat other Members, guests and JustCo staff with respect and shall not participate in any type of harassing, threatening, violent or abusive behaviour towards JustCo staff, other JustCo Members or guests. JustCo staff may require your employees, agents, contractors and/or guests to leave the Premises temporarily in the event they cause disruption to other JustCo Members or are otherwise behaving inappropriately.
12. You shall comply with all JustCo requests for proof of membership upon entering the Premises. Further, you shall ensure all your visitors register at the reception and comply with the security measures in force at the time regardless of the location of your Allocated Office Space.
13. You shall not act in a manner which may cause discomfort to, interfere with or disrupt other JustCo Members and the JustCo staff.
14. You shall not conduct any mechanical operation or cooking within the Premises, and you shall not use or allow to be used in the Premises any burning fluids, gasoline, kerosene for heating, warming or lighting substance. No article deemed hazardous on account of fire or any explosives, offensive gases, odors or liquids or firearms shall be permitted or brought into the Premises.

### **C. ADDITIONAL RULES ON THE COWORKING AREA**

1. You shall only occupy one desk per person.
2. Your agents, contractors and/or guests are not permitted to occupy a desk. Purchase of Hot Desk (Day) pass is required.
3. Except for Dedicated Desk (Monthly) memberships, Hot Desk (Monthly) and Hot Desk (Day) members shall not leave their property unattended at the desk for more than an hour. We reserve the right to remove or dispose of any property which has been left unattended at the hotdesk area for more than one hour and to charge removal and cleaning fees for such removal or disposal. JustCo will not be responsible for any missing items following such removal or disposal.
4. You shall not remove someone else' s unattended property. If a desk has been occupied by someone else' s unattended property for more than an hour and you wish to occupy such desk, kindly contact JustCo staff.
5. You shall leave the desk area neat and clean, free of any stains or marks, return used JustCo mugs and dispose of all rubbish when you leave the desk. We reserve the right to charge additional cleaning and disposal charges resulting from having to tidy and clean the desk following your use of the desk.



6. Except for Dedicated Desk (Monthly) spaces, desks utilised by Hot Desk (Monthly) and Hot Desk (Day) members will be cleared every night. You are not permitted to reserve such a desk overnight. We reserve the right to remove or dispose of any property left in the coworking area utilised by Hot Desk (Monthly) and Hot Desk (day) members after 6pm and to charge additional removal or disposal charges.
7. Note that if you wish to access the coworking area during business hours at THE COLLECTIVE-branded centres locally or overseas, you will need to purchase a member extended service pass to access and work at the relevant centre at the prevailing charges advised by the relevant centre. Please also note that you will not be permitted to attend THE COLLECTIVE member events (such as the morning ritual, aperitif hour etc) unless you purchased a member extended service pass at the relevant centre.

#### **D. ADDITIONAL RULES ON USE OF ALLOCATED OFFICE SPACE**

1. Upon moving in: You shall acknowledge in writing (or digitally through JustCo's mobile application) the Inventory List, including details of any keys or entry cards issued to you. Where applicable, there may be notes describing the condition of the items listed in the Inventory List. All items listed in the Inventory List remain the property of JustCo at all times.
1. You shall not affix anything to the windows, walls or any other part of the Allocated Office Space or make alterations or additions to the Allocated Office Space (including wires, flooring etc.) without the prior written consent of JustCo. Where JustCo has given its consent, you shall use a JustCo vendor for any such works, alterations or additions unless otherwise permitted by JustCo.
2. Taking care of our property: You must take good care of all aspects of the Allocated Office Space, and all equipment, fittings and furnishings and other items provided by JustCo.
3. Security: You shall not make any copies of the keys and/or entry cards or allow any third party to use them without prior written consent from JustCo. Any loss must be reported to us immediately and we reserve the right to charge a fee for replacement keys or cards. You shall also bear the cost of changing locks, if JustCo deems it necessary to maintain the security of the Premises. Each entry card (including digital key on JustCo app) provided by JustCo shall only be used by a single person, and such card or digital key is not allowed to be shared.



## E. OVERVIEW OF VARIOUS AMENITIES AND BENEFITS

An overview of the various amenities and benefits provided under specific JustCo memberships are tabulated below for easy reference:

Amenities & Benefits	Virtual Office	Hot Desk (Monthly)	Dedicated Desk (Monthly)	Private Office	SuperPass
Use of home centre address	✓	✓	✓	✓	✓
Basic mail handling	✓	✓	✓	✓	✓
Physical access card		*	✓	✓	
Building lift card		*	*	✓	*
24/7 access to home centre		✓	✓	✓	✓
Local and overseas access during business hours to JustCo centres outside home centre (except for THE COLLECTIVE and the boring office centres) during business hours	*	✓	✓	✓	✓
Fixed seat (coworking area)			✓		
Complimentary locker			✓		
JustCo app account	✓	✓	✓	✓	✓

*\*Subject to local policy in each country*

## F. ADDITIONAL SERVICES

1. Special arrangements for the use of the facilities (such as air-conditioning, kitchen amenities etc) outside of our normal operating hours shall be subject to JustCo' s approval. Additional charges for such special arrangements may be incurred by you.
2. All recurring additional services (e.g. monthly locker rental, server rack rental, furniture rental, etc) requested for will be automatically renewed for the following month or quarter, as applicable, unless you notify JustCo in writing no later than thirty (30) days before the end of the relevant month or quarter, and there shall be no proration of charges if the aforesaid service(s) is terminated before the end of a billing cycle for the service(s). For example, if you wish to terminate your car park lot for November, you should inform us before 1 October (monthly billing) or 1 September (quarterly billing), otherwise the car park lot will be automatically reserved for you, and charged to you, for November.
3. Any additional services are subject to availability at the time of service request. JustCo will use reasonable endeavours to deal with every request for additional services with reasonable



promptness and to provide the requested additional services, but under no circumstances shall JustCo be held responsible for any delay or failure in responding to any request for additional services.

## G. IT & TECHNOLOGY POLICY

1. You shall comply with all JustCo policies (as contained within these House Rules or which may be communicated to you from time to time) with regards to the use of Internet and telecommunication connectivity services and equipment provided by JustCo.
2. JustCo provides a shared Internet connection for the use of all Members and their guests. As such Internet connection is shared between all Members, you agree to use such Internet connection fairly and in accordance with any directions by JustCo.
3. Internet and Telecommunications Policy
  - a) Content - You acknowledge that JustCo does not monitor the content of information transmitted through JustCo telecommunications lines or equipment, which includes, but is not limited to, Internet access, telephone, fax lines and data lines ( "Telecommunications Lines" ). You further acknowledge that JustCo is merely providing a conduit for your Internet transmissions, similar to a telephone company, and that JustCo accepts no liability for the content of transmissions by you.
  - b) Restrictions - The Internet access may be used only for lawful purposes and shall not be used in connection with any criminal or civil violations of state, federal, or international laws, regulations, or other government requirements. Such violations include without limitation theft or infringement of copyrights, trademarks, trade secrets, or other types of intellectual property; fraud; forgery; theft or misappropriation of funds, credit cards, or personal information; violation of export control laws or regulations; libel or defamation; threats of physical harm or harassment; or any conduct that constitutes a criminal offence or gives rise to civil liability. You are responsible for maintaining the basic security and virus protection of your systems to prevent their use by others in a manner that violates the Membership Agreement and/or these House Rules. You are responsible for taking corrective actions on vulnerable or exploited systems to prevent continued abuse.
  - c) Access - Per User Basis. JustCo grants you access to the Internet on a per user access basis. In the event you would like to increase the number of users by utilising a proxy server or by other means (including, but not limited to, using a router), you agree to pay JustCo additional fees for each additional user who accesses the Internet, either directly or through a proxy server.
  - d) Unauthorised Access - In no event may you increase your authorised access points to the Telecommunications Lines by means of wire splitting or any other method including unsecured wireless devices such as routers or network switches. In the event you breach paragraph (c) (Access Per User Basis) above or this paragraph, JustCo may disconnect all of your access to the Telecommunications Lines upon three (3) business days prior written notice to you. You shall pay all fees incurred by JustCo for any unauthorized Telecommunications Lines use upon invoice from JustCo. JustCo shall have no obligation



to reconnect you to the Telecommunications Lines until such fees have been paid in full and you have ceased to make unauthorised access.

- e) Member Installed Telecommunications Lines - You may not bypass the use of JustCo Telecommunications Lines by installing your own direct Telecommunications Lines. On a case by case basis and at JustCo' s sole discretion, JustCo may grant you authorization to install direct Telecommunications Lines upon written request by you. This permission will only be granted on your agreement, to make a monthly payment of a direct access fee as determined by JustCo.
- f) Security Violations - You are prohibited from engaging in any violations of system or network security. The Internet access may not be used in connection with attempts - whether or not successful - to violate the security of a network, service, or other system. Examples of prohibited activities include, without limitation hacking, cracking into, monitoring, or using systems without authorization; scanning ports; conducting denial of service attacks; and distributing viruses or other harmful software. JustCo reserves the right to suspend Internet access upon notification from any third party or government or regulatory authority regarding such abuse and you shall indemnify JustCo in respect of any such abuse. We may disconnect your equipment and withhold services if we consider that your hardware or software is, or has become, inappropriate for connection to our network.
- g) You are responsible for installing, maintaining and keeping current your own virus protection on your systems and hardware, and, subject always to the Agreement, JustCo specifically disclaims any liability for any losses or damages suffered by you in the event of any virus, malware or other cyber-attack.
- h) Internet services are only available at the Premises and connection to our network is only permitted within the Premises or via JustCo provided services. You shall not create any links between our network and any other network or any telecommunications service without our consent.
- i) JustCo requests that all Members will provide, as and when requested by us, documentation and personnel information as we may reasonably require to assist in the provision of the Services and Additional Services.
- j) Special Requirements - Members using their own wireless access points require written approval from JustCo, prior to implementation. The use of a Member' s own wireless router will result in a service charge as determined by JustCo, based upon the total number of contracted work stations within the Member' s Allocated Office Space.
- k) Internet connectivity is provided by a third party telecommunications network provider and is subject to factors beyond JustCo' s control, including network congestion, hardware limitations, and third-party service disruptions from the telecommunication service provider. Actual speeds may vary and cannot be guaranteed at all times. JustCo will not accept responsibility for any loss, inconvenience, or damages resulting from



fluctuations, interruptions, disconnection or any other limitations and stoppages in network bandwidth and/or connectivity.

## H. ADDITIONAL RULES ON EXPIRY/TERMINATION

1. At the expiration or termination of the Membership Agreement, you acknowledge and agree to the following obligations and responsibilities:
  - to vacate and hand over the Dedicated Desk (Monthly) or Allocated Office Space, where applicable to JustCo in accordance with the Inventory List;
  - all the keys, entry cards or any other devices of access to the Premises and/or Allocated Office Space issued to you or your employees shall be returned to JustCo in good working condition. In the event any of these items are lost or damaged, JustCo reserves the right to charge you a replacement fee at JustCo's then prevailing rates;
  - if applicable, to perform all necessary actions at your cost for the de-registration or modification procedures in respect of the use of the address of the Premises as your legal or registered address with the relevant governmental authorities.

## I. MAIL

1. Mail: You release us from any liability arising out of or incurred in connection with any mail or packages received and/or sent on your behalf. Packages and mail received on your behalf shall be collected by you by the next day. Should packages or mail remain uncollected for a period of over 48 hours, storing charges may apply.

## J. DATA PROTECTION

1. In the course of providing the Services and/or Additional Services) to you, JustCo may collect personal data from you, your employees, agents, contractors and/or guests. You consent to such collection as a condition for JustCo providing the Services and Additional Services as applicable and agree and acknowledge that JustCo shall use such personal data solely for the purposes of providing such services.
2. Where you disclose the personal data of any third party individual to JustCo in the course of obtaining any services (including, but not limited to, the Additional Services) arising from or in connection with the Membership Agreement (e.g. guest pre- registration), you warrant that you have obtained the consent of such individual to disclose his or her personal data to JustCo for the purpose of enabling JustCo to provide such services.
3. Any collection and/or use of personal data by JustCo pursuant to these House Rules shall be in accordance with JustCo's Privacy Policy, a copy of which can be found at <https://www.justcoglobal.com/en/privacy-policy> in multiple languages.



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