

IV. BUILDING RULES & REGULATIONS

Tenants will observe and comply with the following Rules and Regulations:

1. No sign, lettering, picture, notice or advertisement shall be placed on any outside window or in a position to be visible from outside the Premises and, if visible from the outside or public corridors within the Building, shall be installed in such manner and be of such character and style as Landlord shall approve in writing in advance. Window coverings on exterior windows shall only consist of the Building Standard shades provided by Landlord as part of the Base Building Conditions.
2. Tenant shall not use the name of the Building for Tenant's business address during occupancy or after Tenant vacates the Premises. Tenant shall not use any picture or likeness of the Building in any circulars, notices, advertisements or correspondence (other than in Tenant's firm brochures, marketing materials and/or website).
3. No article which is explosive or inherently dangerous is allowed in the Building.
4. Tenant shall not represent itself as being associated with any company or corporation by which the Building may be known or named.
5. Sidewalks, entrances, passages, courts, corridors, halls, elevators and stairways in and about the Premises shall not be obstructed.
6. No animals (except for bona fide service animals in the company of a disabled person), pets, bicycles or other vehicles (except for bona fide service vehicles (such as electric wheelchairs) used by disabled persons) shall be brought or permitted to be in the Building or the Premises.
7. Room-to-room canvasses to solicit business from other tenants of the Building are not permitted; Tenant shall not advertise the business, profession or activities of Tenant conducted in the Building in any manner which violates any code of ethics by any recognized associated or organization pertaining to such business, profession or activities.
8. Tenant shall not knowingly waste electricity, water or air-conditioning and shall cooperate fully with Landlord to assure the most effective and efficient operation of the Building's heating and air-conditioning systems.
9. No locks or similar devices shall be attached to any door except by Landlord and Landlord shall have the right to retain a key to all such locks. Tenant may not install any locks without Landlord's prior approval, which consent shall not be unreasonably withheld, conditioned or delayed.
10. Tenant assumes full responsibility of protecting the Premises from theft, robbery and pilferage; except to the extent otherwise provided in the Lease, the Landlord Protected Parties shall not be liable for damage thereto or theft or misappropriation thereof. Except during Tenant's normal business hours, Tenant shall keep all doors to the Premises locked and other means of entry into the Premises closed and secured. All corridor doors shall remain closed at all times. If Tenant desires telegraphic, telephones, burglar alarms or other electronic mechanical devices, then Landlord will, upon request, reasonably direct where and how connections and all wiring for such services shall be installed and no boring, cutting or installing of wires or cables is permitted without Landlord's approval.
11. The weight, size and location of safes, furniture, equipment, machines and other large or bulky articles shall be subject to Landlord's reasonable approval and shall be brought to the Building into and out of the Premises at such times and in such manner as Landlord shall direct and at Tenant's sole risk and cost. Prior to Tenant's removal of any of such articles from the Building, Tenant shall obtain written authorization of the Office of the Building and shall present such authorization to a designated employee of Landlord. Tenant shall not overload the safe capacity of the electrical wiring of the Building and the Premises or exceed the capacity of the feeders to the Building or risers.
12. To the extent permitted by law, Tenant shall not cause or permit picketing or other activity which would interfere with the business of Landlord or any other tenant or occupant of the Building, or distribution of written materials involving its employees in or about the Building, except in those locations and subject to time and other limitations as to which Landlord may give prior written consent.
13. Except to the extent otherwise specifically provided in the Lease, Tenant shall not cook, otherwise prepare or sell any food or beverages in or from the Premises, or use the Premises for housing accommodations or lodging or sleeping purposes, except that Tenant may prepare food in its kitchen facilities and install and maintain vending machines, coffee/beverages stations and food warming equipment and eating facilities for the benefit of its employees or guests, provided the same are maintained in compliance with applicable laws and regulations and do not disturb other tenants in the Building with odor, refuse or pests.
14. Tenant shall not permit the use of any apparatus for sound production or transmission in such manner that the sound so transmitted or produced shall be audible or vibrations therefrom shall be detectable beyond the Premises; nor permit objectionable odors or vapors to emanate from the Premises.
15. Tenant shall only use the freight elevator (or a passenger elevator designated by Landlord) for mail carts, dollies and other similar devices for delivering material between floors that Tenant may occupy.
16. The use of tobacco products is prohibited anywhere in the Building and on the Landlord's property including the Plaza, Loading Docks Service Drive and Parking Garage. The use of tobacco products is not allowed in front of the Building, at the Divvy Bike Station or in the Randolph Street Bus Stop Shelter.
17. No eating, drinking or loitering is permitted in the common areas of the Building except in designated areas.
18. Landlord may require that all persons who enter or leave the Building identify themselves to security guards, by registration or otherwise. Landlord, however shall have no responsibility or liability for any theft, robbery or other crime in the Building

except to the extent otherwise provided by applicable laws. Tenant shall assume full responsibility for protecting the Premises, including keeping all doors to the Premises locked after the close of business.

19. Tenant shall comply with all safety, fire protection and evacuation procedures and regulations established by Landlord or any governmental agency and shall cooperate and participate in all fire and safety drills and other reasonable security and safety programs affecting the Building.
20. Unless provided by the Lease or with the prior approval of Landlord, all cleaning, repairs, painting, and/or other services of work in and about the Premises shall be completed by authorized Building personnel only. The charges for these services will not exceed charges for similar work performed by Landlord personnel in other comparable "Class A" office buildings in the Downtown Chicago, Illinois area.
21. No floor covering shall be affixed to any floor in the Premises by means of glue or other adhesive without Landlord's prior written consent, including in connection with any such action proposed to be a part of any Alteration Work.
22. Tenant shall reasonably cooperate and participate in all recycling programs established for the Building by any governmental agency or reasonably established by Landlord.
23. Landlord does not permit 3rd party solicitations in or around the Building in the form of lobby sales, common area table presentations, distribution of flyers, etc.
24. Scrap Metal Disposal - Clean aluminum, copper pipe, insulated copper wire and stainless steel must be disposed of in the designated scrap metal container located on the dock (Bay #2). The disposal of clean scrap metal from construction projects should be coordinated directly with the Building Management Office (312) 202-3800. Construction debris and other waste is prohibited.
25. Tenant shall comply with all social distancing procedures and regulations established by Landlord or any government agency.
26. As COVID-19 situation dictates, temperature checks will be provided by Health Care Service Corporation prior to entering the Building and are considered mandatory. Failure to pass the temperature checks will result in access to the Building being denied.
27. Tenants will be required to wear a face covering upon entering the premises, when in common areas, and in any situation where appropriate distancing cannot be ensured. For security purposes, face coverings must be lowered when entering the buildings so that your face can be seen by appropriate Security staff. Face coverings should be clean and appropriately sized to cover mouth and nose (but not eyes) and not create a safety risk to you or others. Ski masks or full-face masks are not acceptable. Face coverings should be appropriate for a workplace setting and free of offensive language, images or symbols. Tenants are responsible for providing their employees and their guests with the face covering supplies that are required to gain entry to the Building.
28. The foregoing Rules and Regulations have been adopted for the purpose of maintaining good order and safety in the building; however, Landlord reserves the right at any time to change or rescind any one or more of these Rules and Regulations, or to make such other and further reasonable Rules and Regulations as in Landlord's judgment may from time to time be necessary for the Management, safety, care and cleanliness of the Premises and Building, and for the preservation of good order therein, as well as for the convenience of other occupants and tenants. Each Tenant will be liable for any injury or damage caused by infraction of any of the foregoing Rules and Regulations but Landlord will not be responsible for its failure to enforce any of the Rules or Regulations or for any damage or injury caused by any tenant's violation of the foregoing Rules and Regulations.