

Vendor Rules and Regulations **901 K Street NW** **Washington, DC**

The Vendor Rules and Regulations may be modified or amended by the Owner's Agent from time to time. The Vendor Rules and Regulations are supplemental to the executed Owner's Agent vendor contract or Tenant lease, provided that, in the event of any conflict between the rules and regulations and the lease or contract, the applicable terms of the lease or contract shall control.

AIR QUALITY: Vendor shall not cause or permit any odors to be produced upon or permeate from the Premises.

At Owner's Agent's sole discretion any work that will produce odors and/or compromise building air quality shall be performed after the Building's normal business hours and may require specialized air evacuation controls, as Owner's Agent shall direct.

ANIMALS: Animals are not permitted in the Building or the Premises unless they are service animals as defined under the Americans with Disabilities Act.

APPROVAL OF VENDORS & CONTRACTORS: All contractors or vendors, performing work at the Building/Property, shall be subject to Owner's Agent's prior approval. Owner's Agent must be notified 48 hours in advance of any work commencing. Approval shall not be unreasonably withheld and shall be required to comply with these Vendor Rules and Regulations, Tenant Rules and Regulations or building's Construction Standards, as applicable.

ARTIFICIAL INTELLIGENCE (AI):

Public Artificial Intelligence ("Public AI") may not be used with any non-public Shorenstein-related business information, including tenant information, lease information, employee information, investor information, or financial information. It is important to use Public AI responsibly and in accordance with Shorenstein's policies and values.

A) Under no circumstances should contractors or vendors submit or upload any Shorenstein data, including but not limited to, tenant information, lease information, employee information, financial records, investor data, strategic plans, or any other sensitive information to Public AI tools or platforms unless explicitly authorized by the Property Manager.

(B) Use Public AI as a supplementary tool: Public AI may be utilized as a support tool to enhance productivity, creativity, and problem-solving, rather than as a replacement for critical thinking or human judgment.

(C) Ensure data privacy and compliance: Be mindful of privacy and compliance regulations when using Public AI. Do not use employee data or sensitive company information in Public AI interactions.

BICYCLES, SKATEBOARDS, ROLLER SKATES, IN-LINE SKATES, SCOOTERS AND MOTORIZED VEHICLES: Bicycles, skateboards, roller skates, in-line skates, scooters are not permitted to be inside the Building, elevators or on the walkways outside the Building.

Motorized vehicles (excluding motorized wheelchairs) are not permitted inside the Building, except in areas designated by Owner's Agent.

Vendor may bring bicycles into the Premises so long as the bicycles are transported in the Building's freight elevator, are walked (not ridden) in the hallways and the bicycle tires are wiped off so the tires do not leave tracks on the floors or carpets in the lobbies or hallways. If a secure bicycle parking area exists at the Building for use in common by Vendors of the Building, Vendor shall be entitled to use of the same, subject to the applicable rules and regulations imposed thereon by Owner's Agent.

All bicycles must enter and exit through the Bike Room doors located on the parking garage ramp off 10th street.

BUILDING ACCESS: Owner's Agent at its sole discretion, reserves the right to refuse entrance to employees of Vendor who cannot meet and maintain the requisite standard of the building visitor policy. Contact the Building Management Office, if applicable.

Landlord reserves the right to exclude from the Building at all times any person who is not known or does not properly identify himself to the Building management or watchman on duty. Landlord may at its option require the registration of all persons admitted to or leaving the Building (i) between the hours of 6:00 p.m. and 8:00 a.m., Monday through Friday, (ii) between the hours of 6:00 p.m. Friday and 8:00 a.m. Saturday, (iii) after 2:00 p.m. Saturday, and (iv) all day Sunday and on legal holidays. Each tenant shall be responsible for all persons for whom he authorizes entry into or exit out of the Building and shall be liable to Landlord for all acts of such persons.

CONDITION OF PREMISES: All work shall be done in a neat and orderly manner. Vendor shall be responsible for replacing disturbed materials back to their original condition. The work shall only be done by tradesperson experienced and skilled for the work involved.

Vendor shall protect all existing areas from damage, dust, and debris. It is Vendor's responsibility to protect and maintain all existing base building work and finishes which may or may not be included in Vendor's scope of work. The sidewalks, entrances, passages, courts, elevators, vestibules, stairways, corridors or halls or other parts of the Building not occupied by any tenant shall not be obstructed or encumbered by any vendor or used for any purpose other than ingress and egress to and from the Premises.

CYBERSECURITY: Vendor Cybersecurity Network Rules can be found on the property website.

DISORDERLY CONDUCT: Owner's Agent reserves the right to exclude or expel from the Building any person who, in the judgment of Owner's Agent, is impaired or under the influence of liquor or drugs, or who shall in any manner act in violation of any of the Rules and Regulations.

DOORS, KEYS AND LOCKS: Vendor shall not place any locks or bolts (or alter any locks or bolts already in place) on any interior or exterior door in the Premises or Building without Owner's Agent's prior consent, and Owner's Agent shall have the right at all times to retain and use keys or other access codes or devices to all locks within and into the Premises.

ELEVATOR: Vendor shall make prior arrangements with Owner's Agent for use of the freight elevator. Deliveries shall occur during hours approved by Owner's Agent and in accordance with the scheduling procedures for the freight elevator. Owner's Agent reserves the right to inspect and, where deemed appropriate by Owner's Agent, to open, freight coming into the Building and to exclude from entering the Building any freight that is in violation of any of these Rules and Regulations and any freight for which such inspection is not permitted. Vendor shall not cause the freight elevator to be loaded beyond rated capacities.

The passenger elevator cars are designed solely to move people between floors of the Building. These cars are not intended to be used for freight or vendors unless coordinated specifically with Owner's Agent for such use, in which case, special requirements/protection may be required.

Damage to any elevator caused by vandalism or negligence by vendor shall be repaired at Vendor's and/or Tenant's cost. If operators are required for elevators and/or on premium time, the cost shall be charged to Vendor or Tenant at Owner's Agent's prevailing labor and material rate.

Owner's Agent may require Vendor or Tenant to directly contract with elevator maintenance Vendor for elevator related work. Vendor or Tenant should arrange with elevator maintenance Vendor at least 72 hours in advance.

HAZARDOUS MATERIALS: If Hazardous Materials are present, the related work shall be performed in accordance with recommendations of the National Institute of Occupational/Safety and Health (NIOSH), the requirements of the Occupational Safety and Health Administration (OSHA) asbestos standard, and Landlord's Hazardous Materials Operations and Maintenance Manual. Unless approved by Landlord in writing, all asbestos-related work shall be done before or after the Building's normal business hours, achieving clean air prior to commencement of the Building's normal business hours.

If requested by Owner's Agent, Vendor shall provide and retain on the job site Safety Data Sheets (SDS) for all chemicals being used, with copies provided to Owner's Agent. Deliveries of hazardous materials require prior approval from Owner's Agent.

No inflammable, combustible or explosive fluid, chemical or substance shall be brought or kept upon the Premises

INCIDENT REPORTING: In case of an accident, involving personnel or property, Tenant and Vendor shall inform Owner's Agent immediately. Notification shall state the location of the accident, and any actions taken.
[Insert Property Specifics, If Applicable]

LOST OR STOLEN ITEMS: Owner's Agent shall not be responsible for any loss, theft, disappearance of, or damage to, personal property, however occurring.

Vendor is responsible for security of its own materials and equipment.

NUISANCES: Vendor shall not generate any objectionable noise, vibration, or other offensive conduct while at the property. Work performed shall not interrupt or disturb building operations.

The use of Radios, CD players or similar pieces of equipment, used in such a way that can disrupt others, are not allowed.

Unnecessary noise resulting from the performance of the work is not permitted during business hours. All core drilling and resetting required for construction of partition and electrical or plumbing work that interferes with neighboring customers is restricted to non-business hours (i.e. after 8:00 am and prior to 10:00 am. Monday through Friday, and prior to 9:00 am and after 1:00 pm on Saturdays) and shall be undertaken only in accordance with directions of the Owner.

PATH OF TRAVEL: Sidewalks, doorways, vestibules, halls, stairways, and other similar areas shall not be obstructed by Vendor or used by Vendor for any purpose other than ingress and egress. No rubbish, litter, trash, or material shall be placed, emptied, or thrown in those areas. Corridor doors, when not in use, shall be kept closed and free of obstructions.

Public areas are to be kept clean at all times. Vendor shall not clutter or block hallways, exits, service elevator lobbies or electrical closets. Failure to do so will result in Owner's Agent's clean up at Vendor's and Tenant's joint and several cost. Upon completion of the work, the Contractor shall promptly remove all rubbish, tools, equipment and surplus materials from and about the Leased Premises and shall leave such premises clean and in good condition to the satisfaction of the Owner.

PLUMBING: Plumbing fixtures and appliances shall be used only for the purposes for which designed and the expense of any breakage, stoppage or damage resulting from the violation of this rule shall be borne by the Vendor.

The water and wash closets and other plumbing fixtures shall not be used for any purposes other than those for which they were constructed, and no sweepings, rubbish, rags, or other substances shall be thrown therein. All damages resulting from any misuse of the fixtures shall be borne by the tenant who, or whose servants, employees, agents, visitors or licensees, shall have caused the same.

RECYCLING & TRASH: Vendor shall comply with the Building's trash and recycling guidelines. Electronic waste (E-waste) must not be disposed of in the Building's trash or recycling stream. E-waste must be collected and disposed of via an EPA certified e-waste recycler.

If needed for a large delivery or trash removal, scheduling for non-business hour usage must be coordinated through the management office at least 48 hours in advance. All removals, or the carrying in or out of any safes, freight, furniture or bulky matter of any description must take place during the hours which Landlord or its Agent may determine from time to time.

RESTRICTED AREAS: Vendors are to restrict themselves to the work area and designated areas.

Vendor is to use specified restrooms only. Use of restrooms on Tenant floors is not allowed.

Vendor's use of equipment, lunchrooms, vending machines, copiers, telephones, etc. in occupied space is not allowed. Construction personnel are not to eat or congregate in front of the building or in any building common area.

RISER ACCESS: Vendors are prohibited from installing any equipment in any riser room, utility and equipment rooms or any other rooms not leased to Vendor without Owner's Agent's prior approval. Contact the building Owner's Agent, if applicable.

SCOPE OF WORK: All cost required to support the project on behalf of tenant including but not limited to building engineering, security, elevator, dumpster, parking, maintenance, or after-hours costs shall be the responsibility of the Tenant and is to be paid at Owner's Agent's prevailing rate for labor and materials.

No work shall be performed that would alter the building's exterior appearance or common areas without Owner's Agent's approval.

No changes to the perimeter window treatment are permitted unless pre-approved by Owner's Agent at its sole discretion. No awnings or other projections shall be attached to the outside walls of the Building without the prior written consent of Landlord. No drapes, blinds, shades, or screens shall be attached to or hung in, or used in connection with any window or door of the Premises, without the prior written consent of Landlord. No showcases or other articles shall be put in front of or affixed to any part of the exterior of the Building, nor placed in the halls, corridors or vestibules without the prior written consent of Landlord.

SECURITY AND LIFE SAFETY: Vendor will comply with Building Security, Emergency Preparedness and Fire and Life Safety Protocols. Vendor takes responsibility for the understanding and implementation of Building Protocols related to their personnel and for the locations involved in their scope of work.

Vendor will comply with all Local, State and Federal safety and health regulations (including OSHA) that pertain to any work, in this Locality/Municipality and the Building.

Vendor shall take special measures to prevent false alarms and inform Owner's Agent in a timely manner if such an event occurs.

No work shall take place to disconnect or alter any Fire or Life Safety equipment without prior Owner approval. All approved daily work to Fire/Life Safety System may begin only once Building Engineer has provided authorization. Contractor shall not leave the premises until the Fire Alarm System is back to normal operating condition and the building engineer has walk the space to confirm there are no leaks.

Vendor will view the online life safety training video specific to the building and location. For access contact the Building Office.

SIGNAGE: Signs, advertisements or notices shall not be affixed to windows, doors or other parts of the Building and real Property or placed at the location involved in their scope of work unless approved by Owner's Agent.

Except as otherwise provided in the body of the Lease, no sign, advertisement, notice or other lettering shall be exhibited, inscribed, painted or affixed by any vendor on any part of the outside or inside of the Premises or Building without the prior written consent of Landlord.

SMOKING: Vendors shall not smoke or permit smoking anywhere in the Building or the Real Property except in any Owner's Agent-designated smoking area located outside. Smoking includes smokeless tobacco, pipes, cigarettes, cigars, electronic cigarettes, personal vaporizers, and nicotine delivery systems.

Smoking is prohibited within any portion of the Building, within twenty-five (25) feet of the exterior of the Building or the parking garage.

SOLICITING: Canvassing, selling, soliciting, or distribution of handbills or any other written materials in the Building or on the Real Property is prohibited, and Vendor shall cooperate to prevent the same.

UNION AFFILIATION: Vendor to verify Union affiliation, if requested by Owner's Agent.

VENDOR IDENTIFICATION: All Vendors shall wear company supplied identification and may be required to wear building supplied building passes.

WEAPONS: Weapons are prohibited in all areas of the Building and the Real Property.