

May, 2017

BUILDING RULES AND REGULATIONS
ONE DAG HAMMARSKJOLD PLAZA

BUILDING ENTRANCE DOORS

The Building entrance doors are located on 47th and 48th Streets and will be open on non-holiday weekdays between the hours of 7:00 AM – 7:00 PM, Monday through Friday. After 7:00 PM and on Saturdays, Sundays and holidays, tenants may enter the Building through either entrance by using their Building electronic access card at the card readers.

BUILDING ACCESS

All tenants must use their electronic access card at the turnstiles to access the passenger elevators. New employees of tenants must request an access card via Angus (or such other building management system as prescribed by Building Management).

Tenants are required to pre-register their visitors via Angus. Visitors may enter the Building through the 47th or 48th Street entrances and must register at the Building lobby security desk. Visitors entered in Angus must show proper photo identification to the Building lobby security prior to proceeding to the tenant's premises. Once cleared by security personnel, the visitor will be provided a visitor pass for access through the turnstiles. Tenants will be notified by the Building lobby security of all unregistered visitors, who will either need to be registered by the tenant via Angus or be escorted by the tenant from the lobby to the tenant's premises.

Note: Visitors, contractors and delivery persons MUST check-in with the Building lobby security.

ANGUS

Angus is a service request management tool that enables tenants to easily initiate and track service and maintenance requests via an internet browser. Tenants shall be trained on its use by Building Management. Authorized tenant representatives shall be provided with username/passwords to access the system.

The following logon address should be used:

<http://www.ng1.angusanywhere.com/Tenant/189703/main/Default.aspx>

Angus Customer Service Support:

Mon - Fri, 8 am to 8 pm ET

Toll Free: 1-888-274-1696

Email: support@angus-systems.com

PACKAGE PASSES

Any employee of tenant removing materials, equipment, packages, personal items, etc., must have an original Outgoing Material Pass issued by Building Management and signed by an authorized representative of the tenant, whose signature must be submitted to Building Management to be kept on file. Copies of Outgoing Material Passes will NOT be accepted. The white portion of the pass must be presented to the Building lobby security or loading dock security. The yellow portion of the pass should be retained by the tenant for their file.

MESSENGERS

Non-uniformed messengers and delivery services are prohibited from delivering packages or other items directly to a tenant's premises. All messenger deliveries must be dropped off at the Building Messenger Center located at the 48th Street side of the Building lobby. The Building Messenger Center is open on non-holiday business days from 8:00 AM to 6:00 PM. At other times, tenants will be called when a delivery arrives, whereupon, the tenant MUST come to the Building lobby security desk to pick up their delivery and/or drop off a package. Tenants are not permitted to leave any packages, keys, personal belongings, etc. at the Building lobby security desk, as we do not assume responsibility for any items.

Certain delivery services, such as UPS, FedEx, DHL and USPS, have to access the Building during normal business hours.

Approved messengers or delivery persons will not be permitted to bring a handcart or other heavy equipment or supplies through the Building lobby or onto the passenger elevators. All deliveries of this nature must be made through the loading dock freight elevator.

Regular mail is delivered daily during normal business hours Monday through Friday by the US Postal Service directly to each tenant. A USPS mailbox is located in the Building Messenger Center. USPS collects outgoing mail as per the posted times.

FOOD DELIVERIES

Tenants must pick up all food deliveries at the Building Messenger Center. Large food deliveries (e.g., catering) must be delivered through the loading dock.

PETS AND BICYCLES AND ROLLERSKATING/BLADING

Pets are not permitted in the Building, except for seeing eye dogs. Bicycles, rollerskating/blading, segways, or other similar types of equipment are not permitted to be used in the Building. Bicycles or other similar types of equipment may not be chained on the Building handrails, gates or lampposts. Bicycles or other similar types of equipment chained on the Building handrails, gates or lampposts will be cut and such items will be discarded from the property, and we do not assume responsibility for the discarding of such items.

For your convenience, a bicycle rack is located on the 47th Street side of the Building under the overhang near the Building plaza. Please be aware, that Building is not be responsible for stolen or vandalized property.

Please inquire with Building Management for information pertaining to the Bicycle Access Bill.

MOVING

Tenant must submit written notice to Building Management regarding the details of its move, i.e., the date, the name of the moving company, the name of the tenant, etc. If a tenant is moving out of the Building, a forwarding address must be provided. An employee of a tenant must be designated to monitor the move and be onsite during the entire duration of the move.

Reservations for the freight elevator should be made through Angus. Tenant shall specify date(s) of service. Moves must be scheduled after 6:00 PM on weekdays or at any time (for a minimum of four hours) on Saturdays, Sundays or holidays. Tenant is responsible for the cost of using the freight elevator.

The moving company must be union affiliated and must submit an insurance certificate and indemnity agreement to Building Management. Samples may be obtained from Building Management. The insurance certificate should include Workers Compensation and Employers' Liability coverage. **THE MOVE CANNOT TAKE PLACE UNLESS THESE DOCUMENTS ARE SUBMITTED AND APPROVED BY BUILDING MANAGEMENT.** It is the responsibility of both the tenant and the moving company to protect the Building. This includes the use of Masonite to protect floors and corrugated cardboard to protect walls, doors and door frames of the Building (or other methods approved by Building Management).

FREIGHT ELEVATOR

Regular Freight Delivery Hours (Monday-Friday):

8:00 AM – 5:00 PM

Regular freight delivery hours are for routine deliveries for tenants and Building Management. Regular freight usage is on a first come, first serve basis with a limit of two trips per day.

Freight Elevator Reservation Off-Hours (Monday-Friday):

6:00 PM – 8:00 AM

Freight Elevator Reservation Off-Hours (Weekends and Holidays):

Saturday 7:00 AM– Monday 8:00 AM (minimum of four hours)

To use the freight elevator during off-hours, a reservation must be scheduled through Angus. The earlier a reservation is made, the greater the likelihood of freight elevator availability.

Charges for the use of the freight elevator during off-hours, holidays or weekends are the responsibility of tenant. Please contact Building Management for the current hourly rates for this service.

Any move or delivery that will require more than two trips on the freight elevator must be scheduled during off-hours or on a Saturday or Sunday.

If usage of the freight elevator is required for a Saturday, Sunday or holiday, the minimum charge will be four (4) hours.

FIRE SAFETY/EAP TRAINING PLAN

All tenants will receive fire safety and Emergency Action Plan (EAP) training during semi-annual fire drills, which are conducted at the Building. Tenants must designate personnel to serve as a Fire Warden(s), Deputy Fire Warden(s) and Searcher(s) for their respective floor(s). All warden team members are required to sign in daily at the Building lobby security desk. Any questions relating to fire safety may be directed to the Fire Safety Director at 212-752-4911.

INSURANCE

All tenants are required to provide a valid certificate of insurance in accordance with their lease agreement. A certificate of insurance must be maintained during the lease term, and updated certificates must be submitted to Building Management prior to their expiration date.

VENDORS/CONTRACTORS

Before any outside vendor or contractor is permitted access to the Building, Building Management must be notified in advance as to the nature of the visit. Once the work is approved,

Building Management will provide to the vendor or contractor a sample of certificate of insurance requirements and an indemnification agreement which the vendor or contractor will need to submit before any work commences.

CONSTRUCTION

All construction plans must be reviewed by Building Management. Building Management will issue a letter detailing construction requirements prior to commencement of any work. At tenant's expense, Building Management may utilize its consultants for review of construction plans.

Building Management will provide tenant with a list of Building approved general contractors and subcontractors. All general contractors and subcontractors retained by tenant must maintain adequate levels of insurance as prescribed from time to time by Building Management and evidenced by insurance certificates approved by Building Management.

Freight elevator reservations for construction should be scheduled for off-hours or weekends for delivery of construction materials, equipment and tools as well as removal of debris.

All construction work must comply with the Building Standard Work Rules and Regulations, a copy of which may be obtained at the Building Management Office.

It is the responsibility of the construction company to protect the freight elevator, tenant's premises and common areas (inside and out), until the move or delivery is completed. All deliveries must be made through the loading dock.

Burning/welding MUST be performed after normal business hours. Building Management MUST be notified 48 hours in advance. A Hot Works permit will be required and will be issued by Building Fire Safety Director. The contractor must possess a valid Certificate of Fitness and present the same to the Fire Safety Director when applying for a Hot Works permit.

RUBBISH

In addition to regularly scheduled rubbish removal, 1/2 yard containers must be requested from Building Management for any excess waste (boxes, paper, or trash) and non-ordinary bulk rubbish (furniture, desks, shelves, etc.). Arrangements should be made with Building Management via Angus. Please contact Building Management to inquire about the current rate for this service.

Rubbish must never block building exits or path of egress on any floor. If rubbish is found at a tenant exit, it will be removed and billed as excess trash.

Equipment packaging is considered bulk rubbish and must be separated from normal trash. Arrangement for pickup must be made with Building Management via Angus. Please contact Building Management to inquire about the current rate for this service.

RECYCLING

Sustainability Program at One Dag Hammarskjold

To comply with all NYC Recycling Rules, all bins throughout tenant spaces must be clearly labelled to clarify accepted contents, and recycling program guidelines must be posted in centralized spaces throughout all tenant spaces. All tenants must have sufficient trash and recycling bins within their spaces to separately capture the following material streams:

Paper

This bin should be used for DRY mixed Paper. Mixed paper includes ALL types of paper, such as: white office paper, colored paper, envelopes, post-it notes, magazines, etc.

Cardboard

All small cardboard materials should be placed inside the standard paper recycling bins. All larger cardboard boxes and other items should be flattened and placed in designated areas (such as by the freight area) for collection by the janitorial staff.

Glass/Metal/Plastic/Beverage Cartons

Bottles and cans need to be recycled in centralized GMP labeled bins. Acceptable items include: empty glass, aluminum, and plastic bottles and cans, milk/drink cartons and yogurt containers. Please ensure all items are empty of contents before recycling.

Trash

This includes all food, liquids and oily/messy food-related packaging, as well as any other items that are not recyclable in the other streams.

Hazardous Waste

In accordance with NY State laws, all hazardous waste (such as electronic waste and universal waste) must be separated from the standard waste stream and disposed of via a licensed hazardous waste hauler. Tenants are responsible for disposal of all hazardous waste generated within their spaces. Arrangements are to be made with Building Management through Angus.

Bin setup

- Each desk should have one deskside bin; and this bin should be used for paper only.
- Pantry area(s) and central areas on work floors should have 3 bins to capture the 3 streams (paper; GMP; trash).

CLEANING SERVICES- BASE BUILDING

Cleaning will be provided as per the specifications set forth in tenant's lease. All additional services (i.e. carpet shampoo, pantry cleaning, etc.) may be scheduled through the Building's cleaning contractor and must be paid directly by tenant.

EXTERMINATING SERVICES

All tenants are required to have a routine pest control program for its premises. Exterminating is a directly chargeable service that should be scheduled through the Building's cleaning contractor.

FLOOR DIRECTORY

On multi-tenant floors, the landlord will provide at no cost to tenants a single space in the floor directory board for the name of the tenant. Tenant shall submit to the landlord in writing the exact name to be used for the directory.

At tenant's request and upon landlord's review and approval, one Building standard sign may be installed at tenant's entryway, at tenant's sole cost, in an area approved by landlord. Tenant shall retain the services of the Building's sign contractor for this purpose. RESTORATION OF THE AREA UPON REMOVAL OF THE SIGNAGE IS TENANT'S RESPONSIBILITY.

TENANT COMPLAINTS, INQUIRIES AND REQUESTS FOR SERVICE, SCHEDULING, REPAIRS, ETC.

All tenant complaints, inquiries and requests for services, scheduling, repairs and other like matters should be submitted through Angus. Building Management will then dispatch the proper personnel (building engineers, porters or outside contractors) in response to a complaint, inquiry or request.

In order to manage and facilitate responses, all such complaints, inquiries and requests should be submitted via Angus.

Please be aware, that if any tenant submits a complaint, inquiry, or request in any other manner, a charge of \$5.00 will be imposed. The foregoing charge will be waived if Angus access is not possible during an emergency (i.e. fire, water leak or other imminent danger to life or property).

ADDITIONAL BUILDING RULES AND REGULATIONS

1. The sidewalks, entrances, driveways, passages, courts, elevators, vestibules, stairways, corridors or halls shall not be obstructed or encumbered by any tenant or used for any purpose other than for ingress or egress. There shall not be used in any space, or in the public hall of the Building, either by tenant, contractor, vendor or others in the delivery or receipt of merchandise, any hand carts, except those equipped with rubber tires and sideguards. If said premises are situated on the ground floor of the Building, tenant thereof shall further, at tenant's

expense, keep the sidewalk and curb in front of said premises clean and free from ice, snow, dirt and rubbish. Landlord reserves the right to control and operate the public portions of the Building, the public facilities, as well as the facilities furnished for the common use of the tenants, in such manner as landlord deems best. Tenants shall not throw or litter (including, but not limited to, cigarette butts) on any sidewalks, entrances, driveways or passages of the Building.

2. The restrooms and plumbing fixtures shall not be used for any purposes other than those for which they were designed or constructed and no sweepings, rubbish, rags, acids or other substances shall be deposited therein, and the expense of any breakage, stoppage or damage resulting from the violation of this rule shall be borne by the tenant who, or whose agents, employees or visitors, shall have caused it.

3. No carpet, rug or other article shall be hung or shaken out of any window of the Building and no tenant shall sweep or throw or permit to be swept or thrown from its premises any dirt or other substances into any of the corridors or halls, elevators, or out of the doors or windows or stairways of the Building, and tenant shall not use, keep or permit to be used or kept any foul or noxious gas or substance in the premises, or permit or suffer the premises to be occupied or used in a manner offensive or objectionable to Building Management or other occupants of the Building by reason of noise, odors, and/or vibrations, or interfere in any way with other tenants or those having business therein, nor shall any animals (except for seeing eye dogs), fish, or birds be kept in or about the Building. Smoking or carrying lighted cigars or cigarettes in the Building is prohibited. Tenant, its agents, employees or invitees shall maintain order in the Premises and the Building, shall not make or permit any improper noise in the Premises or the Building or interfere in any way with other tenants, or those having business with them. Nothing shall be thrown by Tenant or its agents, employees or invitees, out of the windows or doors, or down the passages of the Building. No rooms shall be occupied or used as sleeping or lodging apartments at any time.

4. No awnings or other projections shall be attached to the outside walls of Building.

5. No signs, advertisement, notice or other leveraging shall be exhibited, inscribed, painted or affixed by any tenant on any part of the outside of the premises or the Building or on the inside of the premises if the same is visible from the outside of the premises without the prior written consent of Building Management. In the event of the violation of the foregoing by any tenant, Building Management may remove same without any liability, and may charge the expense incurred by such removal to tenant or tenants violating this rule.

6. No additional locks or bolts of any kind shall be placed upon any of the doors or windows by any tenant, nor shall any changes be made in existing locks or mechanism thereof. In the event of a violation of the foregoing, Building Management may remove such locks or bolts or use force to gain access, and all actions and necessary repairs in connection therewith shall be made at tenant's cost. Each tenant must, upon the termination of his tenancy, restore to Building Management all keys of stores, offices and toilet rooms, either furnished to, or otherwise

procured by, such tenant, and in the event of the loss of any keys, so furnished, such tenant shall pay to Building Management the cost thereof.

7. Canvassing, soliciting and peddling in the Building is prohibited and each tenant shall cooperate to prevent the same.

8. Building Management shall have the right to prohibit any advertising by tenant that specifically references or alludes to Building Management or the Building that, in Building Management's reasonable opinion, tends to impair the reputation of the Building or its desirability as a building for offices, and upon written notice from Building Management, tenant shall refrain from or discontinue such advertising.

9. Tenant shall not bring or permit to be brought or kept in or on the premises, any inflammable, combustible, explosive, or hazardous fluid, material, chemical or substance, or cause or permit any odors of cooking or other processes, or any unusual or other objectionable odors to permeate in or emanate from the premises.

10. Tenant agrees to keep all windows closed at all times and to abide by all rules and regulations issued by Building Management with respect to such services. If tenant requires air conditioning, heating or ventilation after normal business hours, tenant must make such requests to Building Management no later than 3:00 P.M. on the day when such services are required (provided however, such requests must be made no later than 3:00 P.M. on Friday prior to the weekend such services are required or by 3:00 P.M. on a normal business day prior to a holiday when such services are required), and Tenant shall be charged for such usage. Requests made for such services during a weekend or holidays must be made for a minimum of four (4) hours. Tenant shall cooperate with Building Management in obtaining maximum effectiveness of the cooling system by lowering and closing window treatments and/or drapes and curtains when the sunrays fall directly on the windows of the premises.

11. Tenant shall not move any safe, heavy machinery, heavy equipment, bulky matter, or fixtures into or out of the Building without Building Management's prior written consent, and if Building Management reasonably requires, an elevator mechanic shall be present to oversee such move at the tenant's sole cost. If such safe, machinery, equipment, bulky matter or fixtures requires special handling, all work in connection therewith shall comply with the Administrative Code of the City of New York and all other laws and regulations applicable thereto and shall be done during such hours as Building Management may designate.

12. Passenger elevators are to be used for transportation of Building occupants and guests, and not for delivery or pickup of merchandise, mail or packages.

13. Building stairwells shall be used for emergency egress and life safety drills by the Building's occupants and not convenience purposes for inter-floor travel unless otherwise directed by Landlord.

14. Smoking of cigarettes, cigars, pipes or otherwise is not permitted anywhere inside the Building or in proximity of the Building entrances.

15. Tenant shall provide Building Management with appropriate number of access cards or keys (as applicable) for entry into the premises by maintenance personnel and emergency purposes.

16. Space heaters utilizing electric utility or combustible fuel are not permitted for use in the Building.

17. Live Christmas trees or decorations are not permitted in the Building.

18. Power strips that are not UL listed or have MEA number are prohibited for use in the Building. For approved power strips, Tenant shall not excessively use same if same could overload the circuits.

19. No articles or shelving shall be within 18" of sprinkler heads.

20. Fire extinguishers shall be serviced by Tenant in accordance with New York City fire codes.

21. Landlord may require Tenant to furnish copies of preventive maintenance contracts for its critical systems (i.e. critical air conditioning units, pre-action fire alarm systems, kitchen hoods, etc.).

22. Tenant shall endeavor to install high efficiency lighting within its premises in accordance with New York City Energy Code, which is to include automatic controls, extinguish lighting and non-essential equipment when not in use. In addition, Tenant shall participate in energy curtailment initiatives when called upon by the utility company or office of Landlord.

23. Tenant shall comply with all Building Codes in the construction of its premises, including maintenance and inspection of any applicable equipment regarding its operation (i.e. recycling law, disposal of electronics, Right-To-Know law for reporting of hazardous chemicals, etc.)

24. Landlord reserves the right to make such other rules and regulations as in its judgment may from time to time be needed for the safety, care and cleanliness of the Building and for the preservation of good order therein.