

General rules



HIGH TECH
CAMPUS
EINDHOVEN



Important information

Department	Phone number	Email
Security HTCE Information point (general)	+31(0)40 – 230 54 41	meldpunt.security@hightechcampus.com
Security HTCE (only in case of emergency)	+31(0)40 – 230 54 44	
Campus Information Center / Service Desk	+31(0)40 – 230 56 00	services@hightechcampus.com
HTCE Badge Office & Support	+31(0)40 – 230 55 11	
HTCE Site Management (CSM)	+31(0)40 – 230 55 00	info@hightechcampus.com
Conference Center HTCE	+31(0)40 – 230 57 00	conferencecenter@hightechcampus.com
Environmental Desk (CVM)		cvm@hightechcampus.com

For up-to-date information on restaurants and catering, shops, sports facilities, mail and parcel service and child daycare, please visit the website: www.hightechcampus.com

General

General

- Residents, suppliers and visitors entering HTCE are deemed to know the General Rules.
- Residents, suppliers and visitors entering HTCE do so at their own risk.
- Residents, suppliers and visitors wanting to enter HTCE can do so undisturbed from 06:30 to 23:00h on working days and from 08:00 to 17:00h in the weekend. Access times may be altered whenever necessary.
- The Campus is accessible outside regular opening hours with a valid badge.
- Unrestricted access to HTCE can be revoked at any time.
- Instructions given by Security/ERT/safety personnel/traffic controllers must always be followed.
- Security personnel are authorized, if necessary, to remove persons from HTCE whenever necessary.
- Access to HTCE outside opening times without a Campus badge is only permitted in consultation with and with permission from Security personnel. All unauthorized persons must leave the Campus after opening hours.
- Pets are not permitted in general; exceptions can be made for guide dogs or with prior permission from CSM.
- It is not allowed to feed any animals within close range of The Strip.
- Security cameras are used throughout HTCE. Images are recorded and used – in accordance with the GDPR legislation – to enhance security.
- Payment at HTCE restaurants and other outlets takes place via electronic payment only (except for some of the food trucks on the Food Lab that also accept cash payments).
- Intimidation of others and all forms of undesirable behavior is prohibited.
- The consumption of alcohol other than in specific restaurants or during special events is prohibited.
- Any presence of drugs or the use thereof is forbidden.
- It is not permitted to do private business/trade or organize a petition without prior permission from CSM.
- After opening hours all people working alone need to follow the specific rules of their employer.
- All parties must comply with all legal and company legislation.
- CSM is allowed to change these General Rules at all times.
- When organizing specific events (such as activities involving open flames, lighting fire pits or using barbecues) or deploying certain equipment (such as drones), the CSM should be contacted in advance for permission.

Buildings and other structures

- Access to buildings is limited to authorized persons only.
- Persons without access rights must first report to a reception desk.
- The taking of photos and videos is not permitted inside the buildings, except for The Strip - GDPR legislation must always be taken into account.
- No buildings, except for The Strip, are open to the general public.

Transport and traffic

- The Dutch road traffic act is applicable throughout HTCE.
- The maximum speed limit on the outside ring road is 50 km/hour.
- The speed limit on High Tech Campus Eindhoven grounds is 30 km/h with the exception of the car-free area around The Strip, where a speed limit of 15 km/h applies. The car-free area is only accessible after receiving permission from Security.
- Entering the car-free area is permitted only for brief loading/unloading of goods and must be reported to Security in advance.
- During opening times traffic access can be obtained through the “Dommelpoort” (North), the “Heidepoort” (South) on the Professor Holstlaan and the “A2 poort” (highway A2/N2 access) on the West side.
- Bicycle users may also use the central entrance on the Professor Holstlaan and the bicycle bridge in the North-West corner (next to the Locatellistraat) of HTCE.
- Parking is only permitted on the designated parking spaces/parking lots and in the various parking garages.
- The parking facilities are intended only for residents, suppliers and their guests.
- “Park & Ride” or “carpool” activities not related to HTCE are not permitted.
- The maximum parking time is limited to 24 hours.
 - If there is a specific need for long term parking (only in case of business trips), please contact Security HTCE.
 - After reaching an agreement about this matter an email must be send with the following content:
 - > Licence plate
 - > Parking lot / parking garage
 - > Level
 - > Contact person with regard to the vehicle
 - > Time slot for the vehicle to be parked
- A parking permit is required to use the limited parking spaces at the buildings. Permits – on a temporary basis or in case of a disabled employee or visitor – are obtainable from the Security Manager HTCE.
- Carpooling is possible with the Swidgapp; a initiative together with Brainport Bereikbaar. With the app, you can connect exclusively with colleagues from the HTCE community who are also ready to start carpooling. The app helps you find the right match and easily coordinate where and when to meet up. Register via this link:



Download the Swidgapp from the Apple Store or Google Play, Match and Ride by following the instructions.

- Bicycles may only be parked in the designated areas in the parking garages; the limited facilities in front of the various buildings can be used for HTCE bikes and for visitors arriving on bike.
- The maximum allowable charging time at a charging station is one business day (maximum 8 hours).

Other rules applying to specific discipline can be found in the sections on Emergencies, Safety and Security.

General

Lakes and other waterways

- Swimming, skating and fishing is prohibited without prior permission from CSM.
- It is not permitted to use the lakes and other waterways or other HTCE areas for recreational purposes without prior permission from CSM.

Sport

Employees of High Tech Campus-based companies are free to use the outdoor sports facilities (Philips Sportbos).

Visit the website:

www.hightechcampus.com

Events/promotional activities

- The use of fire pits or barbecues (open flames) must be reported in advance to Security. Open fires must be at least 10 meters away from a building, and fire extinguishers must be available on site.
- Creating a nuisance is not allowed (such as loud music).
- Placing tents, pop-up concepts, promotional material (banners, sandwich boards) or handing out flyers is permitted, provided it is requested and approved by CSM.

Contact marcom@hightechcampus.com

Environment

For all HTCE residents the following rules are applicable:

- It is the tenant's responsibility to operate within the applicable environmental permit. A change in activities must be reported to the Environmental Desk (CVM) (CVM).
- It is not permitted to dispose of a hazardous chemical substance through the drains or sewers.
- It is not permitted to dilute chemicals for the purpose of disposal.
- Prevent the emission of gasses/vapors to the atmosphere.
- Bioactive materials may not be used without permission.
- Incidents which (could) lead to soil contamination should always be reported to Security HTCE directly.
- The chemical centre in building HTC 2 should be used for the collection and disposal of any chemical waste.

For more information visit our website:

www.hightechcampus.com

All environmental incidents and hazardous situations must be reported. This is a local requirement. Send an email to cvm@hightechcampus.com with the subject line "Report Incident" and include the following information in the email:

- First name
- Last name
- Phone number
- Email address
- Company name
- Date of incident
- Time of the incident
- Describe the incident or hazardous situation in detail
- Describe the action to be taken
- Attach a photograph if necessary

HTCE tries to be as sustainable as possible and therefore tries to limit energy consumption as much as possible. Please join us in preventing energy wastage by:

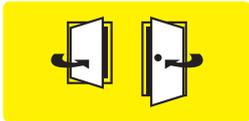
- Switching off computers, monitors, printers and all other equipment in your working environment when not in use;
- Switching off lights when not needed;
- Reduce heating where possible;
- Using energy efficient transport on/to HTCE where possible;
- Minimize the use of disposable items (such as beverage cups).

Any other waste streams should be notified via Facilitor so that our waste service provider can collect and dispose of the waste in a targeted manner.

Emergencies

In the event of an emergency call **+31(0)40 – 230 54 44** (24/7 available).

The Security officer on duty has direct contact to the (external) fire brigade, ambulance, police and other first aid services. In the event of an emergency that affects all those present on Campus grounds, CSM informs individuals through narrowcasting (TV Screens in common areas), the ERT organization present on site in the buildings, and the website: www.hightechcampus.com

NOODGEVALLEN		EMERGENCIES
WAARSCHUW OMGEVING BEL ALARMNUMMER Meld: wat er is waar het is wie u bent		WARN OTHERS CALL EMERGENCY NUMBER State: what happened where you are who you are
	+31(0)40 – 230 54 44	
BRAND Probeer te blussen		FIRE Try to extinguish
Sluit ramen en deuren		Close windows and doors
ONTRUIMING Neem de trap		EVACUATION Use stairways
Verlaat gebouw via de kortste vluchtroute		Leave the building via shortest escape route
VERZAMELPLAATS Foodcourt The Strip		ASSEMBLY POINT Foodcourt The Strip
ONGEVAL Lokale EHBO-er helpt bij kleine ongevallen		ACCIDENT Local First-aid contact will assist in small accidents
		

Please do not call 112 as this number bypasses all emergency services on HTCE. If the Security personnel is not informed, they will not be able to direct the external emergency services when they do arrive. Loss of precious time may then be the case.

Any accident or incident which cannot immediately be brought under control must be reported to the emergency number.

Security HTCE, the Emergency Response Team (“BHV”) and/or the Fire Brigade can give the order to evacuate a building. Such orders must be followed immediately at all times.

Elevators may not be used during an evacuation and even can not be used during a fire alarm situation.

Please follow the instructions on the emergencies chart shown above and prominently displayed on several locations in your building. Always stay informed / up to date regarding evacuation routes and emergency provisions in your building.

Safety & Security

Access

The HTCE badge is an electronic smart card and is used to access the major part of HTCE multi tenant buildings. In single tenant buildings companies can have their own access policy and access card. Application for a HTCE badge is initiated by the HRM officer of your company. Permanent visitors (contractors) can apply for a HTCE badge through their responsible person within their organization. A Campus badge is not necessary for visitors to public areas such as restaurants, shops and the Conference Center in The Strip.

Opening hours

During opening hours (06:30h to 23:00h on working days and 08:00 to 17:00h in the weekend) the gates at all HTCE entrances are open. There will be no Security guards at the gates and residents; suppliers and visitors are free to enter and leave HTCE. Outside the stated times, the gates are closed. Persons staying at HTCE outside the stated times will be able to leave by car through the “Dommelpoort”, “Heidepoort” and “A2 poort”, which will automatically open whenever a vehicle approaches. Bicycles can only leave or enter through the central entrance (at the Professor Holstlaan) near the Information Point. Entering HTCE after opening hours is only possible to holders of valid Campus badges recognized on HTCE.

The opening hours may be altered if the need arises. When major events take place on HTCE in the evening, HTCE may close at altered times.

Arrangements for such occasions should be made through the Security Manager HTCE.

Working permits

The Campus has a system of working permits. If you have work to be executed, in some cases you need to apply for a permit at the Office Safety permit.

Information on the procedure working permits:



Visitors

HTCE residents are asked to take particular note of the following important Security issues:

- Register your visitors in advance.
- Meet your visitors in the reception area.
- Ensure that unknown persons do not enter the building together with you.
- Ask unknown persons to report to the reception desk.
- If you encounter unknown persons in your building, offer your assistance and guide them to their host or to the reception desk.
- Ensure that nothing of value is left unattended.
- Lock away valuable items such as laptops, tablets, mobile phones and other equipment.
- Report abnormalities to your local Security manager or Security HTCE.

Please note that security is everyone's responsibility!



Safety & Security

Safety at night

HTCE is located away from busy residential and social environments and will be largely deserted at night and during weekends. In order to address the need for safety and security after opening hours, HTCE has an extra security shell in the periphery of the site.

There are four elements to the extra security shell:

- Security cameras form a continuous ring around HTCE
- Security cameras and other security installations are monitored 24/7
- Access gates which can be closed at night form the entrances to HTCE
- An additional natural barrier is placed around HTCE consisting of a security ditch and shrubbery, as well as fencing along a part of the HTCE boundary.

Theft and fraud

Everyone has the responsibility to report theft and fraud. This responsibility also extends to malicious damage, sabotage, espionage, unauthorized use of computers, cyber crime, graffiti, political activism, etc.

Please report all such incidents in writing to Security HTCE or visit them at the Information Point (building HTC 47a near main entrance / bus stop Professor Holstlaan).

Malfunction/Defect

Notice a malfunction or defect in your building or on Campus grounds? Report it to the facility services manager within your company. They are able to make a report to the CSM Service Desk.

Locks and keys

Keys to locked areas should be treated as agreed per company with the Security Manager HTCE.

Photo permit

The taking of photographs or making of films inside the buildings (other than The Strip) in any form whatsoever is strictly prohibited without prior permission from the resident of that specific building. Permission from the responsible resident is also required to bring and carry photo or film equipment.

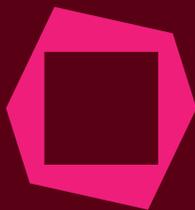
Photographs and films may only be used for the purpose for which permission was granted.

More information can be found on the website:

www.hightechcampus.com



Mai-Han Truong, Signify



HIGH TECH CAMPUS

EINDHOVEN

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