



BUILDING RULES AND REGULATIONS

1. The sidewalks, halls, passages, exits, entrances, elevators, escalators and stairways of the Building shall not be obstructed by any of the tenants or used by them for any purpose other than for ingress to and egress from their respective premises. The halls, passages, exits, entrances, elevators, escalators and stairways are not for the general public, and Landlord shall in all cases retain the right to control and prevent access thereto of all persons whose presence in the judgment of Landlord would be prejudicial to the safety, character, reputation and interests of the Building and its tenants, provided that nothing herein contained shall be construed to prevent such access to persons with whom any tenant normally deals in the ordinary course of its business, unless such persons are engaged in illegal activities.

2. No sign, placard, picture, decorations, name, advertisement or notice visible from the exterior of any tenant's premises shall be inscribed, painted, affixed or otherwise displayed by any tenant on any part of the Building without the prior written consent of Landlord. Landlord will adopt and furnish to Tenant general guidelines relating to signs inside the Building on the office floors, but such guidelines will not apply to Tenant's signs that are located inside the Premises and are not visible from the exterior of the Premises. Tenant agrees to conform to such guidelines, but may request approval of Landlord for modifications, which approval will not be unreasonably withheld, conditioned, or delayed. All approved signs or lettering on doors shall be printed, painted, affixed, or inscribed at the expense of the Tenant by a person approved by Landlord, which approval will not be unreasonably withheld, conditioned or delayed.

3. The Premises shall not be used for manufacturing, distribution or for the storage of merchandise held for sale to the general public or for lodging.

4. No open flames, cooking or related activities shall be done or permitted by the Tenant on the Premises, except that use by the Tenant of Underwriters' Laboratory approved equipment for brewing coffee, tea, hot chocolate and similar beverages shall be permitted, provided that such use is in accordance with all applicable federal, state, county and city laws, codes, ordinances, rules and regulations. Landlord approved catering companies may use canned heat (Sterno) to warm food only if a fire extinguisher and designated person to operate the extinguisher is within 20 ft while lit.

5. No tenant shall employ any person or persons other than the cleaning service company or companies retained by the Landlord for the purpose of cleaning its premises, unless otherwise approved per Lease or agreed to by Landlord in writing. Except with the written consent of Landlord, no person or persons other than those approved by Landlord shall be permitted to enter the Building for the purpose of cleaning the same. No Tenant shall cause any unnecessary labor by reason of such Tenant's carelessness or indifference in the preservation of good order and cleanliness. Cleaning service will not be furnished on nights when rooms are occupied after 9:30 p.m. unless, by agreement in writing, service is extended to a later hour for specifically designated rooms.

6. Landlord may make a reasonable charge for any keys. No tenant shall have any keys made or shall alter any lock or install a new or additional lock or any bolt on any door of its premises without the prior written consent of Landlord and tenant shall in each such case furnish Landlord with a key for any such lock. Each tenant, upon the termination of its tenancy, shall deliver to Landlord all keys to doors in the Building which shall have been furnished to such tenant and mail keys.

7. The freight elevator shall be available for use by all tenants in the Building, on a first come first serve basis during normal business hours between 8 a.m. – 6 p.m. Tenants must provide at least 24 hour notice for all freight and loading dock requests via Landlord work order system. After-hours requests may be subject to additional security related fees. Landlord shall have the right to prescribe the weight, size and position of all equipment, materials, furniture or other property brought into the Building, consistent with the Building structural design parameters. Heavy objects shall, if reasonably considered necessary by Landlord in light of Building structural design parameters, stand on wood strips of such thickness as is necessary to properly distribute the weight. Palette jacks/skids are not permitted on any elevator. Landlord will not be responsible for loss of or damage to any such property from any cause and all damage done to the Building by moving or maintaining such property shall be repaired at the expense of Tenant.

8. No tenant shall use or keep in its premises or the Building any kerosene, gasoline or inflammable or combustible fluid or any other material other than limited quantities thereof reasonably necessary for the operation or maintenance of office equipment, or, without Landlord's prior written approval, use any method of heating or air conditioning other than that supplied by Landlord. No tenant shall use or keep or permit to be used or kept any foul or noxious gas or substance in its premises or permit or suffer its premises to be occupied or used in a manner offensive or objectionable to Landlord or other occupants of the Building by reason of noise, odors or vibrations, or interfere in any way with other tenants or those having business therein.

9. Landlord shall have the right, but without liability to any tenant, to change the street address of the Building.

10. Landlord reserves the right to exclude from the Building between the hours of 6:00 p.m. and 8:00 a.m. and at all hours on Saturdays, Sundays and legal holidays all persons who do not sign in and out on a register in the lobby of the Building showing the name of the person, the premises visited and the time of arrival and departure and comply with any and all other security procedures as Landlord may establish from time to time. Tenant shall have the right to access the Premises 24 hours a day, 7 days a week using its proximity card in harmony with the security procedures of the Building. All such persons entering or leaving the Building during such times may be expected to be questioned by the Building security personnel as to their business in the Building. Landlord shall not be liable for damages for any error with regard to the admission to or exclusion from the Building of any person. In the case of invasion, mob, riot, public excitement or other circumstances rendering such action advisable in the Landlord's opinion, Landlord reserves the right to prevent access the Building during the continuance of the same by such action as Landlord may deem appropriate, including closing doors.

11. The directory of the Building will be provided for the display of the name and location of the tenants and a reasonable number of the principal officers and employees of tenants, and Landlord reserves the right to exclude any other names therefrom. Any additional name which Tenant shall desire to place upon said directory must first be approved by Landlord,

and, if so approved, a charge will be made therefor.

12. No curtains, draperies, blinds, shutters, shades, film screens or other coverings, hanging or decorations shall be attached to, hung or placed in, with any window of the Building without the prior written consent of Landlord. In any event, with the prior written consent of Landlord, such items shall be installed on the office side of Landlord's standard window covering and shall in no way be visible from the exterior of the Building.

13. No tenant shall obtain for use in its premises, ice, drinking water, food, beverage, towel or other similar services, except at such reasonable hours and under such reasonable regulations as may be fixed by Landlord, unless otherwise consented to by Landlord.

14. Each tenant shall see that the doors of its premises are closed and locked and that all water faucets, water apparatus and utilities are shut or turned off before such tenant or such tenant's employees leave its premises, so as to prevent waste or damage, and Tenant shall be responsible for any default or carelessness in this regard and shall make good all injuries sustained by other tenants or occupants of the Building or Landlord. On multiple-tenancy floors, all tenants shall keep the doors to the Building corridors closed at all times except for ingress and egress; provided however, subject to compliance with Laws and insurance requirements, doors in interdisciplinary zones may remain open during periods when such interdisciplinary zones are in use.

15. The toilet rooms, toilets, urinals, wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed, no foreign substance of any kind whatsoever shall be thrown 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 employees or invitees, shall have caused it.

16. No tenant shall sell, or permit the sale at retail, of newspapers, magazines, periodicals, theater tickets, liquor, narcotics, illegal substances, tobacco in any form or any other goods or merchandise to the general public in its premises, nor shall any tenant carry on, or permit or allow any employee or other person to carry on, the business of stenography, typewriting, word processing, barber or manicure shop, an employment bureau or agency, or for a public finance (personal loan) business or any similar business in or from its premises for the service or accommodation of occupants of any other portion of the Building, nor shall the premises of any tenant be used for manufacturing of any kind, or any business or activity other than that specifically provided for in such tenant's lease. Landlord acknowledges and agrees that Tenant will be provided business services for and in support of its Industry Partner relationships and that such business services provided to Tenant shall not be prohibited by virtue of this rule.

17. No tenant shall install any radio or television antenna, loudspeaker or other device on the roof or exterior walls of the Building without Landlord's written consent.

18. There shall not be used in any space, or in the public halls of the Building, either by any tenant or others, any hand trucks except those equipped with rubber tires and side guards or such other material handling equipment as Landlord may approve.

19. No bicycles, scooters or vehicles of any kind shall be brought by any tenant into the Building or kept in its premises; provided however, Tenant may have robotic vehicles with rubber tires (or other provisions to prevent damage to flooring) within its Premises. Hand trucks and metal carts are not permitted on passenger or parking garage elevators.

20. No pets or other animals of any kind (except service animals) shall be brought by any tenant into the Building or kept or permitted by Tenant to be kept in or about its premises.

21. Each tenant shall store all its trash and garbage within its premises. No material shall be placed in the trash boxes or receptacles if such material is of such nature that it may not be disposed of in the ordinary and customary manner of removing and disposing of trash and garbage in the City of Atlanta without being in violation of any law or ordinance governing such disposal. All garbage and refuse disposal shall be made only through entryways and elevators provided for such purposes and at such times as Landlord shall designate. All boxes marked for disposal must be broken down.

22. Canvassing, peddling, soliciting, and distribution of handbills or any other written materials in the Building are prohibited, and each tenant shall cooperate to prevent the same.

23. The requirements of the Tenants will be attended to only upon application by telephone, electronic mail, Landlord's online work order system, or in person at the office of the Building. Employees of Landlord shall not perform any work or do anything outside of their regular duties unless under special instructions from Landlord.

24. Smoking of any kind, including, without limitation, so-called e-cigarettes or other vapor delivery devices, is prohibited in the Building and parking garage facility. Smoking on Landlord's property outside of the Building and garage is restricted to areas that may be designated by Landlord for that purpose.

25. The use of mobile phones or other electronic equipment by tenants and their employees and guests in the common areas of the Building must be done in a manner that the volume is not audible in the space of any other tenant, or otherwise disruptive of the use of the common areas by other persons.

26. No firearm(s) shall be brought into the Building or the Premises by any tenant or tenant employee.

27. No noise, including the playing of any musical instruments or devices, radio or television, which in the judgment of the Landlord, might disturb other tenants in the Building shall be made or permitted by tenant.

28. Nothing shall be done or permitted in the Premises, and nothing shall be brought into or kept in Premises, which would impair or interfere with any of the Building services or the proper and economic heating, cooling, cleaning or other servicing of the Building or the Premises, or the use or enjoyment by any other tenant of Premises, nor shall there be installed by any tenant any ventilating, air conditioning, electrical or other equipment of any kind which, in the judgement of the Landlord, might cause any such impairment or interference.

29. In furtherance of the foregoing, each tenant at its expense shall cooperate with Landlord's cleaning from time to time of the exterior windows of the Building, including upon request by Landlord, the temporary removal by any tenant of any personal property, equipment

or other item (whether or not attached or affixed to the Building) located near any of the exterior windows of the Building.

30. Tenant shall not permit any food odors emanating within their Premises to seep into other portions of the Building.

31. No acids, vapors, chemicals or other materials shall be discharged or permitted to be discharged into the waste lines, vents or flues of the Building which may damage them. The water and wash closets and other plumbing fixtures in or serving the Premises shall not be used for purpose other than the purpose for which they were designed or constructed, and no sweepings, rubbish, rags, acids or other foreign substances shall be deposited therein. All damages resulting from any misuse of the fixtures shall be borne by the tenant who, or whose employees, agents, visitors, or licensees, shall have caused the same.

32. No tenant shall lease desk space or permit the licensing of desk space in the premises demised to such tenant.

33. All movers used by any tenant or occupant of the Building shall be appropriately licensed and shall maintain adequate insurance coverage (proof of such coverage shall be delivered to Landlord prior to movers providing service in and throughout the Building). No tenant shall move, or permit to be moved, into or out of the Building or the premises demised to such tenant, or move any heavy or bulky matter without specific approval of Landlord. Tenant shall protect the Premises, including all finishing work from damage or soiling by Tenant's movers and contractors and shall pay for extra cleaning or replacement or repairs by reason of Tenant's failure to do so.

34. Tenant's Premises and building common areas shall not be used for lodging or sleeping or for any immoral or illegal purposes.

35. Freight, furniture, business equipment, merchandise and bulky matter of any description shall be delivered to and removed from the Premises only on the freight elevators and through the service entrances and corridors, and only during hours and in a manner approved by Landlord. Landlord reserves the right to inspect all freight to be brought into the Building and to exclude from the Building all freight which violates any of these Rules and Regulations or the Lease.

36. Tenant, in order to obtain maximum effectiveness of the cooling system shall lower and/or close venetian or vertical blinds or shades in any premises above the ground floor as reasonably required because of the position of the sun.

37. The use of any noise causing equipment (such as air hammers or Sawzall) or drilling or cutting through or shooting fasteners into the slab between the hours of 8:00 a.m. and 6:00 p.m., Monday through Friday (except holidays), which disturbs other tenants in the Building shall be prohibited.

38. There shall not be used in the Premises any portable or desk-top space-heating device or fan device, whether electrically powered or otherwise.

39. Neither the Premises nor any portion of the Building shall be used or permitted to be used at any time for photos or for the production of any films, including in connection with the filming of any scenes for television and/or movies, without Landlord's consent in its sole and absolute discretion. If Landlord grants such consent, Tenant shall cause such photographs or

filming to comply with all applicable laws and any other conditions imposed by Landlord in connection therewith, including the prior execution and delivery of a license agreement in connection therewith prepared at Tenant's expense by Landlord's counsel.

40. Catering, alcohol consumption and storage are not permitted within the common areas of the Premises.

41. Freight elevator vestibules and safe areas of refuge shall be kept clear of all boxes, debris, garbage, storage, etc. at all times.

42. Shower access is available to members of Coda by registering via the tenant work order system at least 48 hours in advance. Lockers may only be utilized for short-term (day) use. Locks will be cut daily at 8 p.m..

43. All catering deliveries must go through the loading dock and be requested via the tenant work order system at least 24 hours in advance. Personal food deliveries may occur in the main lobby, but tenants must come to the lobby to retrieve their delivery. It is the responsibility of the food delivery vendor to call the tenant as the lobby desk will not call tenants regarding their deliveries.

44. Non-Fire proof wreaths, trees and garland violate City of Atlanta Fire Codes and are forbidden.

45. Landlord may waive any one or more of these Rules and Regulations for the benefit of any particular tenant or tenants, but no such waiver by Landlord shall be construed as a waiver of such Rules and Regulations in favor of any other tenant or tenants, nor prevent Landlord from thereafter enforcing any such Rules and Regulations against any or all of the tenants of the Building.

46. These Rules and Regulations are in addition to, and shall not be construed to in any way modify or amend, in whole or part, the terms, covenants, agreements and conditions of any lease of any premises in the Building. In the event of any conflict between these provisions and the Lease, the Lease shall control.

47. Landlord reserves the right to make changes or such other reasonable rules and regulations as in its judgement may from time to time be needed for the safety, care and cleanliness of the Building, and for the preservation of good order herein.