



## **WORKPLACE Rules**

Dear Visitors,

Westend Shopping Center welcomes you at „WORKPLACE” community office space. We hope that our new service will provide you efficient working hours.

Please, during your stay make sure you comply with both the general House Rules and the following specific rules in order that our community office space (hereinafter: “Workplace”) stays a calm and safe place for all our visitors.

- 1) Using Workplace is free of charge. In order to enter, a coupon which is available in the “Rewards” section of Westend mobile application needs to be redeemed on site which is checked by our hostess at the entrance who also help our visitors in using the app if necessary.
- 2) By entering Workplace, visitors acknowledge and accept the Workplace Rules detailed in this document.
- 3) The purpose of Workplace is that visitors, according to their needs would be able to take a seat and do office work using their own devices.
- 4) Eating and drinking is prohibited in the area of Workplace.
- 5) Opening hours of Workplace: From Monday till Sunday 09:00-19:00.
- 6) During their stay at Workplace visitors must comply with the current health regulations especially, but not exclusively they are obliged to wear a mask always covering visitors’ both mouth and nose while using Workplace. Visitors are required to bring a type of mask specified by law. Please use the hand sanitizers available at the entrance of Workplace upon arrival.
- 7) The Operator regularly cleans and disinfects the tables and chairs in the area of Workplace.
- 8) The Operator provides electricity and internet connection for each workstation.
- 9) The Operator makes one color printer available for the visitors of Workplace which allows them to print 50 pages/visitor/day. (The printer can be used by connecting a flash drive and a unique user specific code. Visitors has to bring their own flash drives; the codes are given out by the hostess.
- 10) The Operator shall not be liable for valuables left in the Workplace.
- 11) In further issues that are not specified in this Policy, but are related to the usage of Workplace, the provisions of House Rules of Westend Shopping Center and the Privacy Statements made for Westend mobile application and the electronic surveillance system operating in the Shopping Center shall apply. They are available online on the website of the Shopping Center, [www.westend.hu](http://www.westend.hu) and also in printed version at the Information Desk.