



JOINT HOUSE RULES POLICY ORIENTATION

Welcome to the Uniti Fiber LLC Data Center! We hope your time here is productive and enjoyable. Please familiarize yourself with the contents of this document. Failure to comply with these requirements may result in consequences including exclusion from the site.

SAFETY

When the fire alarm sounds, evacuate through the nearest exit and proceed to a designated assembly area. Do not leave the site or re-enter the building until instructed to do so – Data Center SOP Evacuating the Facility.

If there is an emergency situation, e.g. – a tornado, move to the most interior portion of the Data Center space and DUCK, COVER and HOLD until the threat has passed.

Do not bring chemicals on site unless they are on the Authorized Use List (AUL). The AUL and Material Safety Data Sheets are maintained in the Data Center Operations office.

Understand and comply with all safety regulations relevant to your work. If you notice an unsafe condition, please bring it to the attention of your supervisor or Data Center Operations.

SECURITY

This is a secure facility. Security officers and Data Center Operations staff will not allow people into the facility unless properly authorized.

Persons issued a paper Visitor badge must be escorted by a person with a temporary or permanent access badge.

Sign into the check-in log at the beginning of your shift and sign out at the end of your shift.

Do not attempt to defeat security measures (e.g. propping open a door). Do not attempt to enter areas unless you are authorized to be there.

WORK RULES

Certain types of work have special rules associated with them:

Hot work requires a Hot Work Permit (available at the main Operations office).

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Work that may impact the fire protection system requires a fire hold and must follow Fire Hold Requests guidelines.

Work which impairs the fire protection system requires a Red Tag permit (available at the main Operations office).

Work in a Lessee's Premises must comply with the Lessee's work rules.

Work in the Data Center managed areas must comply with Appendix B - Data Center Critical Environment Work Rules.

Roof work must comply with the Roof Rules.

Work in the loading dock must comply with Loading Dock Rules.

HOUSEKEEPING

Discard of waste in the appropriate waste containers. Do not litter inside or outside the building (including cigarette butts).

Uniti Fiber LLC recycles cardboard and certain other recyclables. Place recyclable waste in appropriate containers. Break down cardboard.

Office waste and packaging waste must go in the dumpster(s) located outside the Data Center. Only non-food items are allowed.

Excess used pallets should be staged near the Loading Zone area.

All construction waste should go in the appropriate contractor-provided construction dumpster.

Clean up all work debris – including all dust, wire clippings, zip ties and any other debris.

Notify Data Center Operations or management of any housekeeping concerns.

OTHER

Smoking is not allowed inside the building, (including the roof and shell areas). Smoking is not allowed within 25 feet of any building entrance or 100 feet of the main entrance.

Firearms, weapons, and explosive devices are prohibited.

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Cameras are not allowed unless properly authorized by Building and/or Data Center management.

Food and drink are not permitted in Data Center managed equipment spaces.

Park in designated areas. Do not park in spots marked Reserved, unless it is reserved for you. Long-term parking is not permitted without Data Center Operations Management authorization.