

### (A) Access Cards:

1. Every employee working in the premises must have an activated access card & proper I-Card issued in his/her name.
2. New joiners, till access card is not made for them, need to enter his/her details in TMS's (Tenant Management System) visitor portal and he/she needs to enter as visitors.
3. Employees must have to punch their access card while every entry or exit at the all gates, barriers, turnstiles and doors every time.
4. Access card sharing and tailgating is not allowed.
5. When any of your employee leaves/resigns the company his/her access must be de-activated in TMS within the same day and access card should be returned to us physically.
6. Lost access card need to be reported promptly to QuarkCity Team for temporary deactivation, so that it can't be misused. Access card can be re-issued after depositing prescribed fees only after respective admin request in tms.

### (B) Visitors:

1. All visitors' details must be entered in TMS in prior with all required information (including vehicle/driver details if visitor is using vehicle/taxi).
2. Every visitors need to stop at the gate to get the visitor pass. You need to escort the visitor from the gate.
3. For VIP visitors, please follow "VIP Visitor Procedure" which are mentioned below :
  - Put entries in TMS's visitor portal with all required details (including driver & vehicle details, if any).
  - Also send an e-mail at [helpdesk@implaza.com](mailto:helpdesk@implaza.com) regarding VIP visit schedules.
  - Make ensure to escort your VIP Visitors from Gate.
  - Arrange to get/collect visitor passes for all VIP visitors from gate and ensure to reach at Gate before the visitor reached there.
  - Make ensure that the visitor gate passes must be with the employee who would be coming to escort the VIP visitors, as passes would be required to show to the security at their entry.
  - VIP visitors while exit, hand over their visitor passes to security.

### **(C) Parking & Traffic Rules:**

1. One employee can register maximum 2no's of vehicles against his name.
2. Only registered vehicles can be allowed to enter the premises only after getting the parking sticker pasted on the vehicle.
3. Vehicle sharing is not allowed.
4. Pillion rider/lifters are not allowed to enter on the vehicles. Lifters need to enter as pedestrians after punching their access card on the turnstile at gate.
5. Vehicles must be parked properly in parking slots. Improper parking, blocking gates, doors, Fire Hydrants etc is strictly prohibited.
6. Speed limit within the premises is 15 KMPH.
7. Also the premise is "No Overtaking Zone" AND "No Honking Zone".
8. You must follow the signage displayed at various locations for traffic control etc.
9. Parking beyond employee's office hours is not permitted.

### **(D) General:**

1. The whole premise is a "No Smoking Zone". Carrying of use of such items (cigarettes, tobacco, liquor etc) is strickly not allowed.
2. Courier boys are not allowed to enter the premises to deliver or collect couriers. You need to make your own arrangements to pick or give couriers of your organizations, to the courier boys at gate.
3. Ensure to keep clean the premises. Littering like:
  - a) Spitting Paan or Gutka in the premises or urinals, washbasins etc.
  - b) Throwing toffee wrappers, sachets or disposable bottles/cups/cans etc.
  - c) Throwing chewing gum in urinal or any other unwarranted place.
  - d) Throwing fruit peels, seeds and unused food items etc.
  - e) Improper use of WC Seats, Urinals etc.
4. Use all common facilities (washroom accessories, elevators, punch card readers, turnstile, green area etc) with good adequate and care.
5. Shouting, laughing loudly and creating noise etc at common places is not allowed.
6. Access to un-occupied building areas, stairs, refuge area etc and other secluded places is prohibited.
7. Plucking flowers or leaves, walking on grass, jumping fence etc are prohibited.

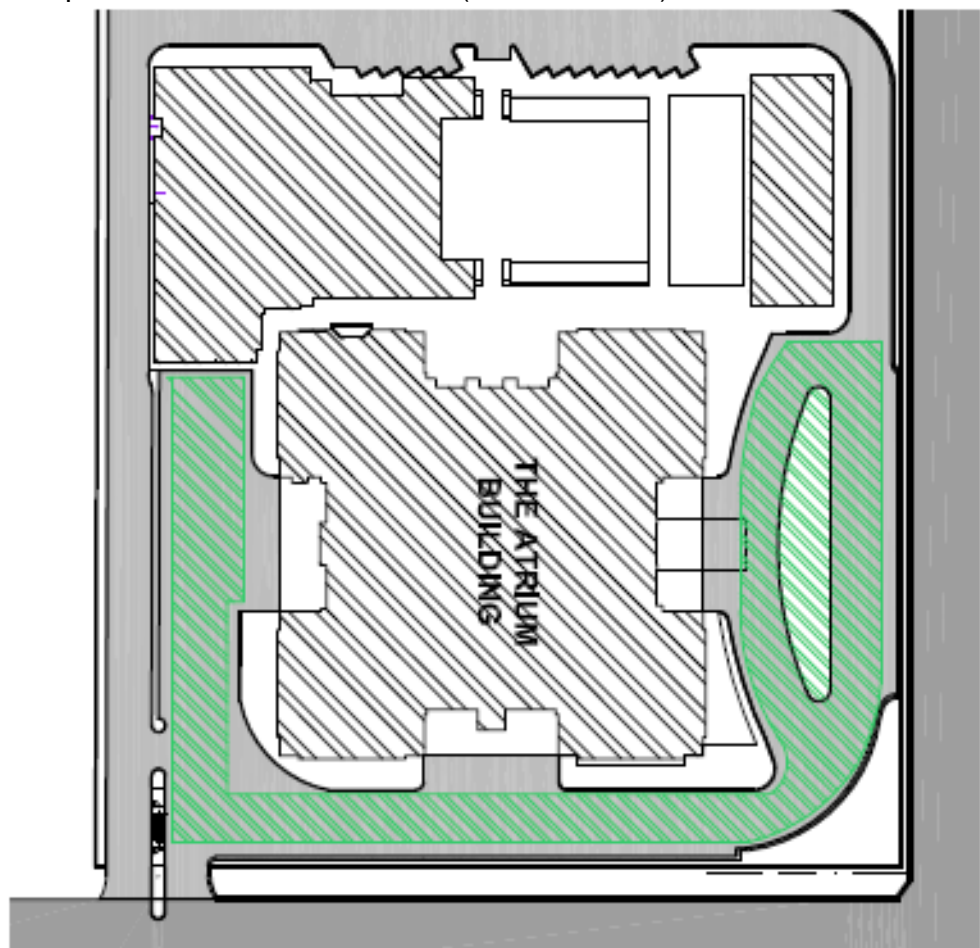
# The ATRIUM

## GENERAL RULES

### (E) Fire Safety:

For Your Safety You Should Know:

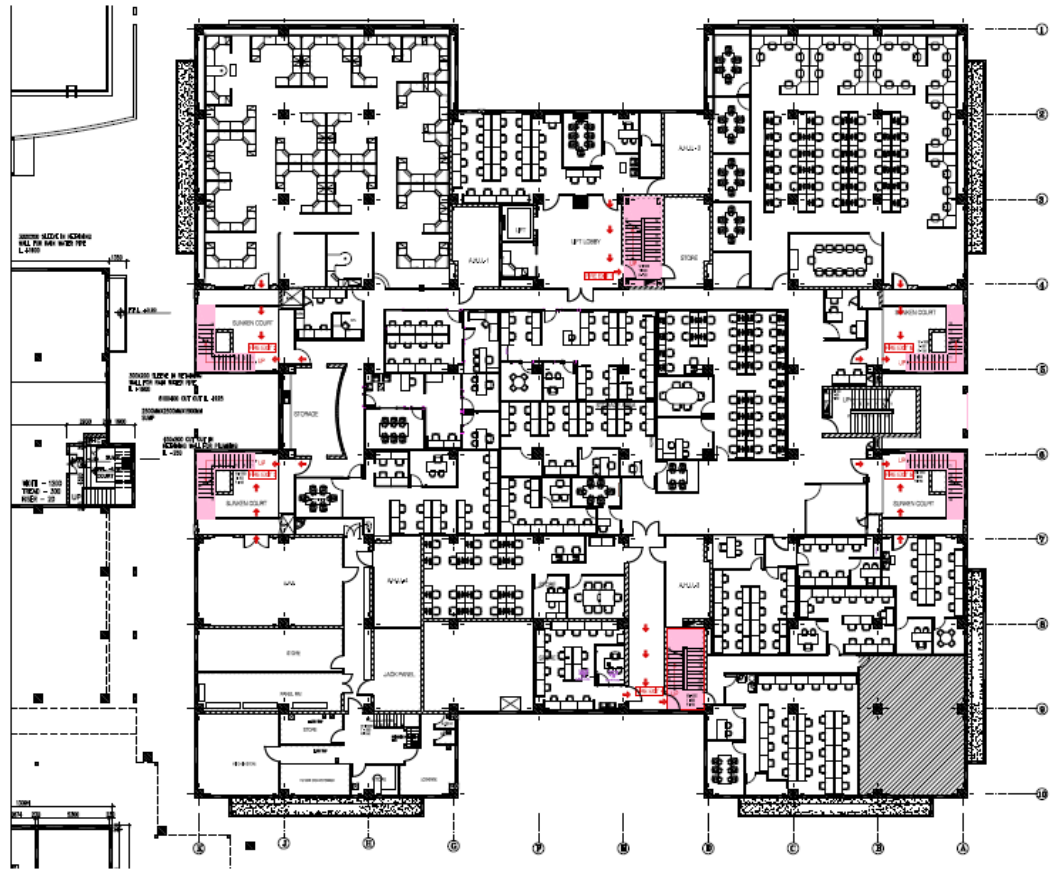
1. Manual Push Button Fire Alarm Boxes are provided on your floor. In any help required in location, you may contact fire warden.
2. You should read the operating instructions on the body of the fire extinguishers provided on your floor.
3. Escape signs has been provided at every part of building. You should get familiar with escape route up to assembly area from your seat. Also note alternative exit route also.
4. Your assembly area is on road near the gate and in front of main reception area at Ground Floor. (shared below)



EMERGENCY ASSEMBLY AREA

# The ATRIUM

## GENERAL RULES



**BASEMENT EXIT ROUTES**

5. For your protection you should report to your Fire Warden:
  - a) If any exit door is obstructed by any loose material, box etc.
  - b) If any staircase door, lift lobby door does not close completely.
  - c) If any push button fire alarm point is damaged or apparently out of order.

### **If you Discover a Fire:**

1. Break the glass of the nearest push button fire alarm and push the button. Inform BMS Room @ 0172-5096966 and Fire Safety Personnel @ 8146610161.
2. Attack the fire with extinguishers provided on your floor. Take guidance from your wardens.
3. Evacuate if your warden asks you to do so.

## GENERAL RULES

### **If you hear Evacuation Instructions:**

1. Leave the floor immediately as per exit plan displayed on the floor.
2. Report to your warden at your predetermined assembly point outside the building.
3. Do not try to use lift.
4. Do not go to cloakroom.
5. Do not run or shout.
6. Do not stop to collect personal belongings.
7. Keep the lift lobby and stair case doors shut.

### **(G) Fines for Non- adherence to Rules and Regulations:**

Above rules and regulations has been prepared keeping in mind Safety, Security and Convenience of all occupants. To help in strict implementation Management may impose a fine upto Rs. 5000.0 per incidence.