



3 June 2020

Dear Valued Tenant,

RE: Reopening Tuesday 9 June 2020 - End of Trip Facilities at Twenty8 Freshwater Place, Southbank

We wish to advise of the reopening of State-of-the-Art End of Trip ("EOT") Facilities at Twenty8 Freshwater Place on Tuesday June 9, 2020.

Due to the implications of COVID -19 additional measures have been put in place when using EOT Facilities.

These will include new rules detailed overleaf around EOT customer use, storage of personal items, maximum capacity of bathrooms areas, no towel service or shared hair styling tools and additional cleaning and provision of disinfectant wipes and hand sanitisers.

Further information on safe EOT operations can be found at Safework Australia under Workplaces.

We would ask that each EOT customer read this important letter to understand the changes. The use of the facilities must be in line with current Terms of Use including the new initiatives in #4. Additional Measures – Covid 19. All locker users allocated or casual will be required to be a current tenant onsite employee and current building portal members as current Terms of Use will be displayed on this system. This letter and Terms of Use should be cascaded to Tenant's active EOT employees.

The Building Owner together with the Building Management team hope the facilities will encourage all tenants to again embrace wellbeing in their corporate setting.

We again thank you for your patience and cooperation. Should you have any questions after reviewing this letter please do not hesitate to contact the building's Customer Relationship Manager Tracy Bezzant

Email Tracy.Bezzant@ap.jll.com Telephone 0413 987 442.

Sincerely,

A handwritten signature in black ink, appearing to read "Irene Moutafis", is positioned below the word "Sincerely,".

Irene Moutafis

Office Administrator - Freshwater Place Commercial

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Terms of Use - End of Trip Facilities

The current terms of use of the facility are noted below for all users abiding by these rules is a requirement of the use of the facility. Any tenants not complying can have access restricted:

End of Trip Facilities means collectively and separately, the change rooms including drying room, the bicycle racks, showers and locker facilities that service the Building located in the Basement of the Building and forming part of the Common Areas;

#.1 Use

- a) The Building contains the End of Trip Facilities.
- b) The End of Trip Facilities are shared by the Building occupants.
- c) The employees of the Tenant are permitted to use the End of Trip Facilities.
- d) The employees of the Tenant must not use the End of Trip Facilities in a manner that is offensive, causes nuisance or endangers persons or property of any nature.
- e) Any damage to the End of Trip Facilities caused or contributed by the employees of the Tenant (whether directly or indirectly) must be rectified by the Tenant at its Cost in a timely manner.
- f) Use of the End of Trip Facilities is subject to this Lease and the Rules.
- g) All EOT locker users allocated or casual EOT customers will be required to be a current tenant onsite employee and current building portal members on the then current portal for the building as current Terms of Use will be displayed on this system.

#.2 Risk

The Tenant acknowledges and agrees that:

- a) the Landlord bears no risk and owes no liability to the Tenant or the employees of the Tenant or any other person directly or indirectly connected with the Tenant or the employees of the Tenant in respect of their use of or presence in the End of Trip Facilities; and
- b) the Landlord may close the End of Trip Facilities at any time with no notice in its absolute discretion.

#.3 Closure of End of Trip Facilities

The Tenant acknowledges and agrees that the Landlord may close the End of Trip Facilities at any time with no notice in its absolute discretion, provided that such closure applies to all tenants of the Building and that the End of Trip facilities are re-opened as soon as reasonably possible.

#4. Additional Measures – Covid 19

The Tenant acknowledges and agrees to the following additional measures and rules in place when using End of Trip Facilities by all tenants and End of Trip customers. The employees of the Tenant End of Trip customers must also abide by the maximum number displayed at facilities and wait for entry if this is reached at peak times.

- a) The employees of the Tenant must abide by social distancing and other current health and Government directions when using facility.
- b) The employees of the Tenant must swipe access card in and out of bathroom areas.
- c) The employees of the Tenant must bring their own towel and hair styling and drying tools when using the EOT facilities.
- d) The employees of the Tenant must not store any personal items including clothing in any airing cupboards, drying room or around the End of Trip Facilities. Strictly no clothing must be left in bike cages. Employees of the Tenant can only store personal items including towel and hair styling tools in their own locker or take those items away with them after use of the End of Trip Facility.
- e) The employees of the Tenant must follow good hygiene including washing hands, use disinfectant wipes and hand sanitisers. Disinfectant must be disposed of in the bins to ensure everyone's safety.
- f) The employees of the Tenant must use flip signs to advise once a shower has been used.