

**PROTOCOL FOR ACCESS TO CHANGING ROOMS AND SHOWERS  
WORLD TRADE CENTER BARCELONA BUILDINGS**

## **Objective**

The purpose of these regulations is to define the use of the ground floor changing rooms for World Trade Center Barcelona tenants.

## **Scope of application**

This regulation applies to all tenants who apply to use the changing rooms and fill in the webform.

The use of the changing rooms is limited to employees of WTCB's tenant companies. Its use **is not authorised** for the following persons:

- Family and friends of WTCB workers
- Outsourced and contract workers
- Visitors to tenants

Respectful behaviour must be observed in the changing rooms. Their usage implies the proper use of the facilities:

- Preserving and maintaining the cleanliness of the facilities
- Reporting any shortcomings detected by means of the digital button panel available in each changing room.

## **Access to the changing room service**

Any tenant wishing to use the changing rooms must fill in the form on the XXXX website (to be filled in only once) so that the management can activate their permissions.

## **Access to changing rooms**

Access to the changing rooms is by means of a badge which you will be issued with together with a locker key.

## Changing room schedules

The schedule for the use of the changing rooms and lockers is as follows:

### Monday to Friday from 8 am to 9 pm

This timetable is subject to changes due to works or other incidents, and the tenants will be notified in advance, as long as the circumstances so permit.

## Hygiene rules

The following hygiene rules are detailed in order to guarantee the best experience for all users:

1. Eating is not permitted in the changing area.
2. Glass containers and sharp material may not be brought into the changing area.
3. You must wear rubber sandals (flip-flops) to walk around the entire zone, including the changing area, lockers and showers.
4. Waxing, shaving, nail clipping and hair dyeing are not permitted in the changing rooms.

## Dress code

The following dress code is provided so that the use of the changing rooms does not impinge on the normal functioning of the building:

1. It is forbidden to change in areas such as corridors, toilets and, in general, in any other part of the building that is not a changing room.
2. It is forbidden to leave the changing rooms in your underwear or with a bare torso.
3. You must be completely dry when you leave the changing room, including your shoes.

## Use of lockers

To collect their locker key, authorised tenants must go to reception, where our staff will assign them a key; this must be returned to reception at the end of use. If the key is returned outside reception opening hours, it must be left in the mailbox at the entrance to the changing room.

The following rules regarding the use of the lockers are detailed in order to ensure their correct use, and to optimise their use by the greatest possible number of users:

1. All clothing and personal belongings must be deposited in the lockers, and you must carry the key with you during your stay in the facility. No responsibility

will be taken for the loss of objects deposited inside the lockers, nor for any belongings left outside the locker.

2. No more than one locker can be occupied per user.
3. **The user must vacate the locker, removing the objects deposited in it, once its use has ended, before 9 pm each day.**
4. Should a user lose the key to their locker, the security staff will proceed to open it once the user has described the personal belongings contained in the locker; they will then identify themselves by showing their ID card. The loss or breakage of the locker key implies the replacement of the entire lock. This will therefore entail a cost of 40 euros. In the event of non-payment, access to the changing rooms will be withdrawn until the amount is paid to the management.
5. Every day all objects left in the changing room area will be removed and deposited in a lost property area, where they will not be under the responsibility of the management. There will be a period of custody for claims of one month, after which they will be disposed of.
6. To retrieve a removed or abandoned object, users must contact the Control Centre.

**The maximum permitted period of use is 3 hours.** This allows all tenants to use the locker room, as it is not a personal locker, but for sporting, leisure or toilet activities only.

### **Disciplinary regime**

Failure to comply with any of the points mentioned above shall lead to the implementation of this disciplinary regime, according to the degree of non-compliance and recurrence. Misconduct is divided into minor and serious.

#### **MINOR MISCONDUCT**

- Occupying the locker for more than 3 hours.
- Eating within the changing room facilities or consuming alcoholic beverages.
- Taking glass containers into the changing room.
- Failure to maintain the appropriate dress code outside the changing rooms.
- Misuse of facilities, including actions prohibited by these regulations.
- Engaging in uncivilised or unfriendly behaviour or in general disrupting the normal functioning of the changing rooms in particular, and the building in general, disturbing the rest of the users.

#### **SERIOUS MISCONDUCT**

- Entering the changing room without authorisation.

- Using someone else's access.

## **Sanctions**

Failure to comply with these regulations by users will result in the application of the following penalties:

### Minor misconduct

Written warning issued to the person in charge of the World Trade Center Barcelona tenant company, for their information and so they can take the appropriate action.

### Serious misconduct

Withdrawal of access to changing rooms for a period of one month.

In the event of a second serious offence within less than 6 months, permanent withdrawal of access to changing rooms.