

**PROTOCOL FOR THE WE TAKE CARE MULTI-PURPOSE ROOM  
WORLD TRADE CENTER BARCELONA BUILDINGS**

## **Objective**

The purpose of these regulations is to define the use of the ground floor WE TAKE CARE multi-purpose room for World Trade Center Barcelona tenants.

## **Scope of application**

The use of the WE TAKE CARE room is limited to employees of the WTCB's tenant companies. Its use **is not authorised** for the following persons:

- Family and friends of WTCB workers
- Outsourced and contract workers

Respectful behaviour must be observed in the room.

Use implies:

- Preserving and maintaining the cleanliness and order of the facilities
- Reporting any shortcomings detected via the email [pac@wtcbarcelona.es](mailto:pac@wtcbarcelona.es).

## **Access to the WE TAKE CARE room**

Access to the room is via mobile phone and will be granted upon receipt of the access form (ANNEX I).

## **WE TAKE CARE room schedule**

The WE TAKE CARE room will be open from 8 am to 7 pm, from Monday to Friday (excluding public holidays). During any activities programmed by the World Trade Center Barcelona marketing department, the use of the space will be restricted to the participants of that activity.

## **Audiovisual rules**

The room is equipped with audiovisual technology. Under no circumstances may the audiovisual equipment be used or manipulated in any way, unless expressly authorised.

The computer equipment in the room and its connections must be used in accordance with the regulations in force, ensuring that they are used correctly and exempting the owner and/or the manager from any action that may cause damage or loss to third parties.

## **Food rules**

The room may not be used as a dining room and alcoholic beverages may not be consumed there.

## **Rules of use**

1. It is not permitted to place furniture, advertising or similar items in a way that obstructs the escape route or fire extinguishing equipment.
2. It is not permitted to place any type of furniture, advertising or similar items, including signs, in communal areas.
3. It is forbidden to tamper with light boxes, cabinets and locks, computer racks and the air-conditioning.
4. The noise level must be respected at all times so as not to cause a nuisance to other occupants.
5. The consumption of narcotics and alcohol is not permitted in the room.
6. The user undertakes to leave the spaces in perfect working order at the end of each period of use.
7. Smoking is not allowed in the room.
8. Activities that are unhealthy, unlawful or endanger the safety and integrity of persons and/or the building are not permitted.
9. In any event, the property reserves the right to report any misuse by the tenant or user, who will be responsible for the costs of repairing the space, thus guaranteeing its proper use for the rest of the tenants and users of the World Trade Center Barcelona building.

## **Sanctions**

Failure to comply with these regulations by users will result in the possible application of the following depending on the type of 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.
- Permanent withdrawal of access to the WE TAKE CARE room.