



Code of Conduct

Use of Services in ZED

You agree that when participating in or using the Services, you will not:

- Use the Services in connection with contests, pyramid schemes, chain letters, junk email, spamming or any duplicates or unsolicited messages (commercial or otherwise);
- Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others;
- Publish, post, upload, distribute or disseminate any inappropriate, profane, defamatory, obscene, indecent or unlawful topic, name, material or information on or through ZED Coworking servers.
- Upload, or otherwise make available, files that contain images, photographs, software or other material protected by intellectual property laws, including, by way of example, and not as a limitation, copyright, trademark laws (or by rights of privacy or publicity) unless you own or control the rights thereto or have received all necessary consent to do the same.
- Use any material or information, including images or photographs, which are made available through the services in any manner that infringes any copyright, trademark, patent, trade secret, or other proprietary right of any party; Upload files that contain viruses, Trojan Horses, Worms, time bombs, candlebots, corrupted files, or any other similar software or programs that may damage the operation of another computer or property of another coworker.
- Download any file that you know, or reasonably should know, cannot be legally reproduced, displayed, performed, and or/distributed in such manner.
- Restrict or inhibit any other user from using and enjoying the Services.
- Violate any code of conduct or other guidelines which may be applicable for any particular Service (including the Building Rules).
- Harvest or otherwise collect information about other, including email addresses, without the authorization or consent of the disclosing party.
- Violate any applicable laws or regulations; or
- Create false identity for the purpose of misleading others.

Participation in or Use of Services

You acknowledge that you are participating in or using the Services at your own free will and decision. You acknowledge that ZED Coworking does not have any liability with respect to your access, participation in, use of the Services, or any loss of information resulting from such participation or use.



Exclusion of Incidental, Consequential and Certain Other Damages

To the maximum extent permitted by the applicable law, in no event shall ZED Coworking or its subsidiaries (whether or not wholly-owned), affiliates, divisions, and their past, present and future officers, agents, shareholders, members, representatives, employees, successors and assigns, jointly and individually be liable for any direct, special, incidental, indirect, punitive, consequential or other damages whatsoever (including, but not limited to damages for: loss of profits, loss of confidential or other information, business interruption, personal injury, loss of privacy, failure to meet any duty (including of good faith or of reasonable care, negligence, and any other pecuniary or other loss whatsoever) arising out of or in any way related to the participation in or inability to participate in or use of the services, the provision of or failure to provide services, or otherwise under or in connection with any provision of the Agreement, even in the event of the fault, tort (including negligence), strict liability, breach of contract or breach of warranty of ZED Coworking, and even if ZED Coworking has been advised of the possibility of such damages.

Limitation of Liability and Remedies

Notwithstanding any damages that you might incur for any reason whatsoever (including, without limitation, all damages referenced above and all direct or general damages), the entire liability of ZED Coworking or its subsidiaries (whether or not wholly-owned), affiliates, divisions, and their past, present and future officers, agents, shareholders, members, representatives, employees, successors and assigns under any provision of this T&C and your exclusive remedy for all of the foregoing shall be limited to actual damages incurred by you based on reasonable reliance up to \$2,000. The foregoing limitations, exclusions and disclaimers, including the previous sections) shall apply to the maximum extent permitted by applicable law, even if any remedy fails its essential purpose.

ZED COWORKING SPACE POLICY

1. Fee (deposits and late policy)

- a) For monthly memberships, all membership payments are due on the first business day of each month. (Note: Not Applicable for Yearly Membership Dues)
- b) The user will be required to pay deposit equivalent to one month rent of the monthly office fee upon entering into the Agreement unless a different amount is specified on the front of the Agreement. Any remaining balance on deposit will be returned no later than thirty (30) days after termination.
- c) Methods of payment accepted include cash, check, credit or debit card (VISA or Mastercard.)
- d) **Refund policy**: Membership fees are **non-refundable** once the payment is processed. Refunds may be issued for security deposits when there are no services or



maintenance that would apply to the deposit and no additional outstanding fees. Refunds may also be issued upon occurrence of a clerical error.

- e) Lost Pedestal Box key (only for dedicated desks and private office): \$25
- f) Late Fee for Membership Dues: \$25
- g) Cleaning, Damages and Repairs: Actual Cost of Repair/Restoration + 5% Surcharge
- h) Mailbox Service for Non-assigned Members: \$50

2. Meeting room

- a) The usage of the media room/meeting room is strictly reservation-based. An unauthorized user with no reservation may be asked to vacate the room.
- b) The time of usage ranges from minimum one hour up to four (4) hours unless special arrangements are made in advance per your request.
- c) While using the meeting room, we expect to see proper etiquette. EX) Clean up your stuff after using meeting room.

3. No Pet Policy

- a) We love pets! However, our space is not ideal to keep pets inside. We strongly encourage not to bring pets.

4. Notice

- a) Thirty (30) day cancellation notice is required for all memberships.
- b) We reserve the right to adjust rates and change membership plans with a thirty (30) day written notice to members.

5. Mail and shipment receiving (hot desk no address given)

- a) Dedicated desk, private office and coworking memberships include unlimited mail reception. ZED Coworking will receive letters, sign for packages, and place them in reserved space unless otherwise instructed.
- b) ZEDCOWORKING will keep Member mail with until Member is able to pick it up. Pick up time is limited to regular business hours.
- c) ZED COWORKING is not liable for receiving mails for non-members and members who are *not* enrolled in the mail plan
- d) We will stop taking mails if the Member does not retrieve the mail within thirty (30) days.

6. Common area/Kitchen usage

- a) Use Mug cups- ZED cares about the planet.
- b) Please use the common area clean and organized.
- c) Don't touch the item in the refrigerator unless it is labeled FREE
- d) Foods are only limited to the kitchen area. Don't bring your food out to the open space

7. Printer Policy

- a) Color: 70 cent per page

8. Business Hours

- a) "Regular Business Hours" are from 9:00 a.m. to 5:30 p.m.



- b) Members with dedicated desks and private office will have access to the building for 24 hours