

# CAMPUS REGULATIONS

OF MOSCOW SCHOOL OF MANAGEMENT  
SKOLKOVO

## CONTENTS

<b>1. TERMS AND DEFINITIONS .....</b>	<b>3</b>
<b>2. DESCRIPTION OF CAMPUS OF MOSCOW SCHOOL OF MANAGEMENT SKOLKOVO .....</b>	<b>3</b>
<b>3. GENERAL PROVISIONS .....</b>	<b>4</b>
<b>4. BINDING GENERAL REGULATIONS FOR CAMPUS VISITORS.....</b>	<b>5</b>
<b>5. CAMPUS ACCESS RULES.....</b>	<b>7</b>
<b>6. CAMPUS SAFETY REGULATIONS .....</b>	<b>9</b>
<b>7. LIABILITY.....</b>	<b>9</b>
<b>8. SPECIAL REGULATIONS .....</b>	<b>10</b>
<b>9. FINAL PROVISIONS .....</b>	<b>11</b>

## 1. Terms and Definitions

1.1. Unless any other definition or meaning arises out of the wording stated hereinafter, the terms listed below shall have the following meanings for the purposes of these Regulations:

“**Regulations**” shall mean this regulatory act as well as other regulatory acts binding upon all the Visitors and Contractors on the territory of the Campus of Moscow School of Management SKOLKOVO which are publicly available on the Internet at [www.skolkovo.ru](http://www.skolkovo.ru).

“**Campus of Moscow School of Management SKOLKOVO**” or “**Campus**” shall mean a landscaped space with the area of about 25 ha comprising a park, in-season skating rink, restaurants and buildings - main building, Urals Building (engineering and technical center), 14 cottage-like buildings, Kavkaz Building, 4 entry checkpoints, two outdoor parking lots and one underroof parking.

“**School**” shall mean Moscow School of Management SKOLKOVO. One of the leading private business schools within Russia and CIS, founded in 2006 at the initiative of business community.

“**Management Company**” shall mean SKOLKOVO Management LLC, being a lawful owner of the Campus, managing and maintaining the Campus.

“**SKOLKOVO**” shall mean Moscow School of Management SKOLKOVO, SKOLKOVO Management LLC, SKOLKOVO Association as well as other legal entities incorporated by SKOLKOVO Association, both jointly or severally.

“**Contractor**” shall mean any legal entity present on the territory of the Campus and being a party to an agreement entered into with SKOLKOVO other than any of SKOLKOVO legal entities.

“**Visitor**” shall mean any individual present on the territory of the Campus.

“**SKOLKOVO Event**” shall mean an event engaging a wide range of Visitors, held on the territory of the Campus under a SKOLKOVO contractor’s order, with the participation of its invitees or arranged by SKOLKOVO for Visitors (presentations of educational programs, conferences, round-table discussions, forums etc.).

“**Hotel**” shall mean SKOLKOVO hotel complex consisting of Tien Shan and Pamir Hotels located in the main building of the Campus and cottage-like houses.

“**Website**” shall mean SKOLKOVO official website on the Internet at [www.skolkovo.ru](http://www.skolkovo.ru).

1.2. Unless the context requires otherwise, all the above definitions used in the Regulations in the singular may include the plural and vice versa. All headings of the articles are for convenience only.

## 2. Description of Campus of Moscow School of Management SKOLKOVO

2.1. The Campus is intended to secure activity of the School as well as to hold SKOLKOVO Events, to accommodate Visitors in the Hotel, to lease out some spaces of the Campus as well as to render other services associated with the School’s activity.

2.2. The Campus is a private area. SKOLKOVO shall be entitled at its own discretion to establish, amend, cancel the Regulations as well as to provide or restrict access of a Visitor to the Campus territory in cases and in accordance with the procedure not inconsistent with agreements entered into by SKOLKOVO.

2.3. The main building of the Campus and cottage houses are located at the address: 100 Novaya st., Skolkovo village, Odintsovsky District, the Moscow Region, Russia, 143026.

Urals Building (Engineering and Technical Center) is located at the address: 45 Skolkovskoye sh., Moscow, Russia, 121353.

2.4. Public spaces of the Campus include open access areas for all Campus Visitors, inter alia the park, public catering facilities, fitness club, recreational areas of the main Campus building, common use staircases, staircase landings, elevators, escalators, lavatories as well as other spaces from time to time designated by the Management Company as spaces for common use by all Campus Visitors. All other areas may be accessed only by pass holders depending on the conditions for granting access to certain Visitors.

2.5. The below facilities are at the disposal of Visitors on the Campus territory including but not limited to:

- the Hotel;
- public catering facilities (restaurants, bars, cafes, canteen);
- fitness club;
- day spa;
- beauty parlour;
- skating rink;
- sports ground;
- parking lot;
- e-Mobility charging station;
- children's playground;
- cloakroom (during only in the cold season);
- WI-FI - guest network.

2.6. Rules for rendering services stipulated by cl. 2.5. hereof may be established by service operators.

2.7. These Regulations do not establish conditions for the provision of the above services. The scope and list of such services may from time to time be amended at the discretion of SKOLKOVO.

### 3. General Provisions

3.1. These Regulations were developed for the purpose of harmonizing relations between all stakeholders and are aimed at making Campus Visitors feel comfortable. The Regulations contain answers to a majority of questions of interest to Visitors. However, in case of occurrence of any problems related to day-to-day activities of the Campus and not included in the Regulations, please address the Management Company.

3.2. The fact of entering the Campus by a Visitor acknowledges that he/she has read the Regulations, agrees to them in full, accepts them and assumes to unfailingly comply with them. In case of disagreement with the Regulations in full or in part the Visitor must immediately leave the Campus.

3.3. These Regulations are meant to:

- create a favorable environment within the Campus;
- ensure qualitative service for Campus Visitors;
- maintain order on the Campus territory;
- create a maximum level of comfort and security for all Campus Visitors;
- ensure uniformity of rules of conduct on the Campus territory;



- impose liability for non-compliance with the Regulations and explain the conditions of its occurrence.

3.4. Telephone numbers and e-mail addresses for contacting the Management Company are available on the Website.

3.5. The Campus is a private property, wherefore the Management Company shall, on its own and in compliance with the principles of inviolability of private ownership, freedom of contracts, good faith and free disposition principles, determine the contents of the Regulations and the conditions of staying on the Campus territory by Visitors (Articles 1, 10, 14, 209 of the Civil Code of the Russian Federation).

3.6. These Regulations are available on the Website, at entry checkpoints, at the check-in counter of the main Campus building (green entrance lobby), at public catering facilities, in cottages as well as at other places at the discretion of the Management Company.

3.7. The Management Company shall take all reasonable measures to secure safe and comfortable stay of Visitors in the Campus.

3.8. These Regulations apply equally to all Visitors and Contractors.

#### 4. Binding General Regulations for Campus Visitors

4.1. Visitors must:

4.1.1. comply with the Regulations, recommendations, requirements, precautions placed in the form of sign plates, inscriptions on the Campus territory as well as fulfill requirements of employees of the Management Company and SKOLKOVO Security Service in terms of compliance with the Rules of Conduct on the Campus territory;

4.1.2. before entering the Campus territory, make familiar with these Regulations;

4.1.3. comply with these Regulations as from time to time amended and restated by the Management Company;

4.1.4. wear clean and neat clothes consistent with their occupation, choose business or smart-casual style looks;

4.1.5. when visiting SKOLKOVO Events, adhere to the dress code adopted for a SKOLKOVO Event;

4.1.6. respect honour, dignity and rights of other Visitors, comply with legal provisions, generally accepted moral and ethical standards and moral principles, behave in a respectful and tactful way in relation to other Visitors including SKOLKOVO employees and Campus maintenance staff as well as persons liable for maintaining order within the Campus;

4.1.7. not allow breach of public order, in particular, use of foul language;

4.1.8. comply with traffic regulations, traffic signs and road surface marking while driving around the Campus territory;

4.1.9. comply with rules of access to, driving around and parking on the Campus territory which are available at entry checkpoints and at the check-in counter of the Hotel;

4.1.10. comply with occupational, fire safety regulations, health protection rules and regulations and conform to sanitary, environmental standards and public order rules.

4.1.11. examine an escape map, know where the nearest emergency exits and emergency firefighting appliances are as well as understand detailed fire safety regulations which are available at the check-in counter of Pamir Hotel in the green entrance lobby of the main Campus building;

4.1.12. observe precautions when using household cleaning products, flammable and combustible liquids (avoid any spills, excessive heating or fire exposure), other fire-hazardous substances and materials;

4.1.13. observe precautions when using electrical appliances and electrical equipment (use them strictly for the intended purpose pursuant to operation manual, switch them off after operation);

4.1.14. comply with the Law of the Moscow Region “On Peace and Calm of Citizens on the Territory of the Moscow Region”.

4.2. Unless otherwise agreed by the Management Company or stipulated by agreements with SKOLKOVO, use of the Campus territory by Visitors and Contractors for holding any events and carrying out any activity is prohibited, in particular:

4.2.1. for carrying out educational activity;

4.2.2. for rendering medical services;

4.2.3. for rendering psychological services (counseling, psychological practices etc.);

4.2.4. for carrying out political activity, establishing an office of a political party etc.;

4.2.5. for carrying out religious activity, establishing an office of a religious organization etc.;

4.2.6. for holding any events (meetings, flash mobs, promotional events, fund raising etc.);

4.2.7. for sale of alcoholic products;

4.2.8. for carrying out activity in breach of requirements of Russian legislation (in particular, licensable activities without a license) and/or moral standards and principles;

4.2.9. for carrying out activity in the manner contravening Russian legislation;

4.2.10. in the manner which may cause or causes damage to the Campus (in whole or in part) or which may result or results in a bodily injury.

4.3. It is prohibited on the Campus territory:

4.3.1. to smoke at places not marked by “smoking area” signs and not equipped with special cigarette receptacles;

4.3.2. to fire salutes and to shoot fireworks, if not agreed with the Management Company, to use any pyrotechnic products, in particular, for household use;

4.3.3. to cut, break trees, bushes, to pluck flowers, to trample the lawn;

4.3.4. to catch and to feed fish or to bathe in the pond;

4.3.5. to drop litter outside litter bins;

4.3.6. to visit the Campus with animals;

4.3.7. to use foul language, to behave aggressively;

4.3.8. Visitors under the influence of alcohol and/or drugs are prohibited to enter the Campus territory;

4.3.9. to create noise, loud sounds, vibrations, lighting effects which may cause inconvenience to other Visitors;

4.3.10. to carry out on the Campus territory any activity not agreed by SKOLKOVO or in breach of conditions agreed with SKOLKOVO;

4.3.11. to use Campus premises as well as other property on the Campus territory in contravention of designated purpose;

4.3.12. to make inscriptions and to paste up ads, posters and other information and/or advertising content materials without written consent of SKOLKOVO;

- 4.3.13. to voice, distribute, popularize or impose information prohibited by the legislation of the Russian Federation;
- 4.3.14. to use fire and smoke effects, build open fire on the Campus territory;
- 4.3.15. to carry in or drink alcohol;
- 4.3.16. to carry in drugs, psychotropic substances and any devices for their consumption;
- 4.3.17. to carry/move into the Campus territory any weapons, ammunition, armament, pyrotechnic devices and products notwithstanding their type and purpose (except for matches, pocket-size plastic cigar lighters) including sky-rockets, flares, crackers, fires, pepper guns and pepper-spray pellets, firework sparklers and items which may be used to produce pyrotechnic products or smoke, poisonous, odorous substances, piercing and cutting objects, explosives, explosive devices, flammable liquids and substances, toxic substances and other similar items. Weapons may be carried on the Campus territory solely for employees of law-enforcement structures in their official capacity.
- 4.3.18. to obstruct or restrict access to emergency firefighting equipment, obstruct escape ways and emergency exits (including passages, corridors, wind porches, galleries, lift halls, staircase landings, staircase flights, doors) with various materials, articles, equipment, production waste, litter and other items as well as to block doors to escape ways, fix self-closing doors to stairways, corridors, halls and wind porches in the open position or remove the same;
- 4.3.19. to use electric wiring and cables with visible insulation defects, to cover electric lamps and luminaires with paper, cloth and other combustible materials as well as to use luminaires with removed globes (lampshades) required by design of luminaires, to use electric heaters without thermal protectors as well as in the absence or malfunction of heat regulators required by design. To apply non-standard (self-made) electric heaters.
- 4.3.20. to allow children to use lifting devices (elevators, escalators) and to stay on the roof of the Campus disk without adults;
- 4.3.21. to make videos of SKOLKOVO employees while they are performing their official duties.
- 4.5. SKOLKOVO shall not bear liability for valuables being left by the Visitor unattended.
- 4.6. SKOLKOVO does not provide for protection of motor vehicles on the Campus territory.
- 4.7. Visitors shall not be entitled without agreement of SKOLKOVO to use photographs, drawings, Campus design as well as name, trade marks, websites, domains and other intellectual property owned by SKOLKOVO.

## 5. Campus Access Rules

- 5.1. Visitors shall access the Campus territory at entry checkpoints 1, 2, 3, 4.
  - 5.1.1. A Visitor shall be entitled to enter the Campus territory at entry checkpoints 1, 2, 3 in motor vehicles without ordering a pass in advance;
  - 5.1.2. Entry checkpoint 1 is used solely for passing of Visitors and for vehicular entrance (no vehicular exit from the Campus territory through entry checkpoint 1 is permitted);
  - 5.1.3. Entry checkpoint 4 is used for passing and vehicular entrance of Visitors in motor vehicles as well as entry and exit of trucks, vehicles of maintenance and emergency services and other oversize vehicles;
- 5.2. Entry into the Campus territory in a motor vehicle.
  - 5.2.1. Passenger cars may access the Campus territory using permanent, temporary and single-use passes.

- 5.2.2. To access the Campus territory in a motor vehicle through entry checkpoint 4, it is required to order a pass in advance;
- 5.2.3. Parking stalls on the Campus territory are available for a fee;
- 5.2.4. Physically challenged people may use free parking lot on the Campus territory;
- 5.2.5. Basic rates for parking services are shown upon entry into the Campus territory at barrier gates;
- 5.2.6. It is prohibited to leave a motor vehicle on the Campus territory outside specially designated parking lot, violate traffic signs or parking road surface marking;
- 5.2.7. A motor vehicle is not permitted to drive over the ramp of main Campus building, lawns, bike paths, sidewalks;
- 5.2.8. Loading and unloading operations are performed at the loading dock of the main Campus building, or in other places as agreed with the authorized SKOLKOVO representative;
- 5.2.9. For violation of regulations established for motorists, fines (civil penalties) are applied as stipulated by SKOLKOVO price lists;
- 5.2.10. More detailed information on the price list for parking services as well as Rules of motor vehicles access to, driving around and parking on and application of fines on the Campus territory of Moscow School of Management SKOLKOVO is available at entry checkpoints and at the check-in counter of Pamir Hotel in the green entrance lobby of the main Campus building as well as on the Website.
- 5.3. Entry into the Campus territory without a motor vehicle:
- 5.3.1. The Campus territory may be accessed uninhibitedly on weekdays from 8 o'clock a. m. till 7 o'clock p.m. and with a pass at all other times;
- 5.3.2. In warm months and in daylight hours the Campus territory may also be accessed through equipped bike paths;
- 5.3.3. The Campus territory may be accessed without a motor vehicle in compliance with the Regulations on access control and intra-facility regimes which are at all times available on the Website.
- 5.4. A Visitor's pass shall be ordered by a person being a SKOLKOVO employee or its Contractor having legal grounds to be present on the Campus territory, via SKOLKOVO Security Service.
- 5.5. At SKOLKOVO discretion, access to the Campus territory may be restricted or denied without explaining the reasons.
- 5.6. For the purposes of security of Campus Visitors in some cases SKOLKOVO Safeguard and/or Security Service shall be entitled to request from the visiting motorist/driver to show the contents of its car trunk, passenger compartment and the other car parts and in case of Visitor's refusal to deny access of the latter to the Campus territory.
- 5.7. SKOLKOVO Security Service ensures compliance with access control regime, is a controlling SKOLKOVO unit ensuring operation of the system of restriction of access to the Campus territory and particular Campus areas.
- 5.8. In particular cases SKOLKOVO, for instance, in cases of holding SKOLKOVO Events, shall be entitled to grant free access to the Campus territory with free parking stalls.
- 5.9. Visitors shall be entitled to use public spaces. Access to other Campus areas is at any time restricted and is granted to pass holders depending on the stipulated admission requirements. In any case the Management Company shall be entitled to impose temporary or permanent restrictions of access to the areas referred to in these Regulations as public spaces or, on the contrary, grant temporary access to some Campus areas.



5.10. It is prohibited to use public spaces, service and emergency corridors, staircases for placing inappropriate items.

5.11. SKOLKOVO Security Service shall be entitled not to admit to and to turn out from the Campus territory any persons who in the opinion of SKOLKOVO/SKOLKOVO Security Service may cause damage to SKOLKOVO or pose threat to security, reputation or interests of SKOLKOVO, the Campus and Visitors without explaining the reasons.

## 6. Campus Safety Regulations

6.1. In case of emergency (including but not limited to fire, flooding, malfunction or failure of utility systems, alarm actuation, wrongful acts, posing threat to life/health of humans), the Management Company, employees of utility service providers, emergency response services, supervisory and law enforcement structures are entitled to forthwith obtain uninhibited access to any premises including Hotel rooms as well as to suspend a SKOLKOVO Event and to require immediate vacation of any premises or Campus territory on the whole to prevent or manage such emergencies or their consequences and the Visitor must obey the relevant requirements.

6.2. A Visitor must forthwith notify the Management Company/SKOLKOVO Security Service of:

- incidents and extraordinary circumstances which result or may result in a threat to life/health of humans;
- cases of breach of public order and generally accepted code of conduct;
- suspicious persons;
- facts of detection of suspicious items, smoke spread or fire;
- technical problems;
- any damage to the Campus which have become known to it.

6.3. In case of receipt of information about fire and/or evacuation, also via an alert system, Visitors must leave the building through the nearest emergency exit and go to the assembly point (outdoor parking lot near the main Campus building). To leave the building, one should use escape staircases, it is prohibited to use elevators. It is permitted to go back to the building solely after it is permitted by SKOLKOVO Security Service or utility service provider, which may also be announced on a speakerphone.

6.4. Any issues related to the Campus territory security shall be addressed via SKOLKOVO Security Service.

6.5. Public spaces of the Campus are equipped with state-of-the-art centralized security alarm, video surveillance, access restriction and alert systems.

6.6. Video surveillance and video registration are activated on the Campus territory.

## 7. Liability

7.1. In case a Visitor inflicts pecuniary damage to the Campus (including but not limited to damage to interior/exterior finish, interior design elements, furniture, equipment, utility systems, site improvements), the Visitor may be imposed third-party liability for the purposes of reimbursement of inflicted losses in accordance with the procedure stipulated by current legislation of the Russian Federation.

7.2. In case of false fire alarm caused by a Visitor (including but not limited to use of electrical appliances; when smoking in the premises; activating signaling devices under the influence of alcohol and/or drugs), the Management Company shall be entitled to request from the Visitor to pay a fine of 5,000 (five thousand) rubles.

7.3. For each case of violation of cl. 4.3. of the Regulations, a fine is imposed in the amount of 5,000 (five thousand) rubles to be paid by the Visitor in excess of SKOLKOVO losses.

7.4. For violation of rules for parking on and driving around the Campus territory, a Visitor shall, upon request of the Management Company, pay fines stipulated by the Rules of motor vehicles access to, driving around and parking on and application of fines on the Campus territory of Moscow School of Management SKOLKOVO and the price list for parking services.

7.5. In case of denial by the Visitor to pay fines, parking services or to reimburse inflicted losses, SKOLKOVO Security Service shall be entitled to refuse exit of Visitor's motor vehicle until payment and to restrict any future access of such Visitor to the Campus territory.

7.6. Fines and other civil penalties for breach of order on the Campus territory may be stipulated by other regulatory acts of SKOLKOVO, SKOLKOVO price lists as well as information plates on the Campus territory.

## 8. Special Regulations

In certain cases special regulations shall apply as stipulated by this Section 8. of the Regulations as well as other SKOLKOVO regulatory acts which are available at the check-in-counter of Pamir Hotel in green entrance lobby of the Main Building as well as on the Website.

### 8.1. Lease of Campus Premises.

8.1.1. Contractors constituting lessees of Campus premises must comply with the Regulations and provisions binding on lessees publicly available on the Website as well as bring these Regulations to the notice of their officials, governing bodies, partners, employees, representatives, agents, suppliers, executors and their contractors visiting the Campus as well as other persons present on the Campus territory at the Contractor's initiative or due to Contractor's presence on the Campus territory and bear liability for failure by such persons to comply with the stated Regulations.

### 8.2. SKOLKOVO Events.

8.2.1. Visitors being participants of a SKOLKOVO Event must comply with the General code of visitors' (guests', participants', host company and host company contractors representatives') conduct during events, which is available on the Website.

8.2.2. You may also get information on SKOLKOVO Events on the Website.

### 8.3. Hotel Visitors.

8.3.1. Visitors of the Hotel must comply with the Hotel Accommodation Regulations publicly available on the Website and at the check-in-counter of Pamir Hotel in green entrance lobby of the main Campus building as well as in hotel rooms and cottages.

### 8.4. Fitness Club.

8.4.1. Fitness club Visitors must comply with the Regulations for visiting Fitness Club of SKOLKOVO Business School publicly available on the Website and on the Fitness Club reception stand.

### 8.5. Public Catering Facilities.

8.5.1. Public catering facilities shall be open for serving Visitors within working hours reported by each of them.

8.5.2. Employees of public catering facilities must comply with sanitary regulations and rules as well as be respectful towards Visitors.

8.6. Cargo Delivery and Removal.

8.6.1. Cargo shall be delivered to and removed from the Campus territory as agreed by the Management Company on weekdays round-the-clock.

8.6.2. An authorized SKOLKOVO employee must be present during unloading/loading of cargo.

8.6.3. Cargo shall be carried into the Campus territory within hours preliminarily agreed with the authorized SKOLKOVO employee, provided that a pass was ordered in accordance with the procedure stipulated by the Regulations.

8.6.4. The Management Company reserves the right to inspect any cargo carried into/out from/placed on the Campus territory and to prohibit ingress of cargo inconsistent with these Regulations as well as cargo delivered without appropriate documentation.

8.6.5. Ingress, unloading, loading and egress of oversize cargo intended for holding Events shall be accomplished within hours and at places agreed by the Management Company.

8.6.6. Ingress/egress of cargo, oversize cargo shall be accomplished round-the-clock in compliance with the Regulations which are publicly available on the Website and are an integral part of these Regulations.

## 9. Final Provisions

9.1. These Regulations shall enter into force from the date of their approval by the Order of the CEO of the Management Company.

9.2. The Management Company reserves the right to make unilateral amendments and addenda to these Regulations. Such amendments and addenda shall enter into force as long as they are available on the Website, at entry checkpoints, check-in-counter of the main Campus building, and other places at the discretion of the Management Company.

9.3. Supervision over compliance with these Regulations is imposed on the Management Company.