

**1. BUILDING ACCESS:**

- Members and leaseholder occupants have access to the CREB<sup>®</sup> Campus during regular business hours: Monday–Friday, 8:15 a.m.–5:00 p.m. (excluding holidays).
- Guests must always be accompanied by a CREB<sup>®</sup> member, staff member, or leaseholder occupant.
- Only authorized members and leaseholder occupants may access the CREB<sup>®</sup> Campus outside of regular business hours.
- Access to certain areas may be restricted or changed without notice when necessary.

**2. SAFETY AND SECURITY:**

- Emergency exits and evacuation routes must always remain clear.
- Surveillance cameras are in operation throughout the premises for safety and security.
- Members, leaseholder occupants and their guests use the premises at their own risk.

**3. EMERGENCY PROCEDURES:**

- All visitors should familiarize themselves with emergency procedures, including fire evacuation routes and first aid protocols.
- Emergency contact information and procedures are prominently displayed throughout the premises.
- In an emergency, members, occupants and guests must follow the instructions of designated emergency personnel.

**4. CAMPUS CONDUCT:**

- Respectful behavior toward members, staff, visitors, contractors, and property is mandatory.
- Harassment, discrimination, or any form of misconduct will not be tolerated.
- Members, occupants and guests must avoid disruptive or offensive actions, including loud phone conversations and inconsiderate use of shared spaces.
- Cleanliness and hygiene must be maintained in all areas, including individual workspaces.
- Strong perfumes, colognes, or lotions should be avoided, as they can cause allergic reactions or discomfort.

**5. IT AND DATA SECURITY:**

- All individuals accessing CREB<sup>®</sup> Campus Wi-Fi or IT services (e.g. printers) must adhere to CREB<sup>®</sup>'s Internet Acceptable Use Policy and other applicable IT guidelines.

**6. FACILITY MAINTENANCE:**

- Members and leaseholder occupants are encouraged to report any maintenance issues promptly to the facilities management team during regular business hours.
  - Recycling and waste disposal guidelines should be followed to support sustainability efforts.
  - Coffee and other refreshments may be provided, when possible, but these services may be unavailable without notice.
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**7. ALCOHOL AND SUBSTANCE USE:**

- Alcohol may only be served and consumed at CREB<sup>®</sup>-sanctioned events.
- Recreational marijuana and illegal substances are strictly prohibited on CREB<sup>®</sup> premises.
- Smoking and vaping are only permitted in the designated areas outdoors.

**8. KITCHEN USAGE:**

- All visitors must clean up after themselves and dispose of waste properly.
- Food left overnight will be discarded.

**9. PHONE ETIQUETTE:**

- Use headphones or a microphone when on phone calls and avoid speakerphone.
- Use headphones for listening to music or watching videos.

**10. BATHROOM MAINTENANCE:**

- Notify staff during regular business hours if bathroom supplies are low or attention is needed.

**11. MEETING AREAS:**

- Meeting rooms and private member offices must be booked through the online system. The person with the reservation has priority access.
- All members and leaseholder occupants are required to book any private spaces they use via the online system.

**12. SOLICITATION OF ASSOCIATES:**

- As per CREB<sup>®</sup> Rule 3.01, solicitation of associates is prohibited during Board-organized real estate meetings, functions, educational courses, seminars, and on Board property or venues booked by the Board for such purposes.
- The CREB<sup>®</sup> Campus is a professional environment and is not to be used for soliciting associates.

CREB<sup>®</sup> reserves the right to request any member, occupant or guest who violates the Code of Conduct to vacate the Campus. Failure to abide by staff directions may result in a review of the Member/Visitor's behaviour.