



BNP PARIBAS

GENERAL TERMS OF USE OF THE HOSPITALITY ZONE AT THE BRANCH OF BNP PARIBAS BANK POLSKA S.A.



I. General provisions

1. These general terms of use of the Hospitality Zone (hereinafter referred to as the "Terms") define the operation and use the hospitality zone, referred to in section II of the Terms (hereinafter referred to as the „Hospitality Zone“), at dedicated branches of BNP Paribas Bank Polska S.A. with its registered office in Warsaw (01-211), ul. Kasprzaka 10/16, entered into the Register of Entrepreneurs of the National Court Register, kept by the District Court for the capital city of Warsaw in Warsaw, 12th Commercial Division of the National Court Register under number 0000011571, share capital of PLN 84,238,318.00, wholly paid up (hereinafter referred to as the "Bank").
2. Persons entitled to use the Hospitality Zone at the Bank branches shall be the clients of the Bank and persons who are not clients of the Bank who express their will to use the Hospitality Zone (hereinafter referred to as the "User"), after reading the Terms in electronic form and accepting them.
3. The User shall use the Hospitality Zone for free.
4. The User shall be allowed to use the Hospitality Zone only during business hours of the Bank branch with the Hospitality Zone. Opening hours of dedicated Bank branches offering the Hospitality Zone may vary.



II. Hospitality Zone

1. The Hospitality Zone at dedicated Bank branches, referred to in section I.1. of the Terms, shall comprise the following elements:
 - a. An area offering places for work with equipment (electrical sockets, multiports, office supplies),
 - b. Meeting rooms with equipment (equipment for video conferencing, electrical sockets, multiports, office supplies)
 - c. "Let's Support Neighbourhood Business" board,
 - d. Kids' Corner,
 - e. Area with beverages,
 - f. Equipment for printing information and materials,
 - g. Access to Wi-Fi,
 - h. Partner's Corner.
2. The Bank shall provide the Hospitality Zone at dedicated Bank branches, however the quantity, type and/or scope of individual elements in the Hospitality Zone, referred to in section 1 above, may vary at the Bank branches offering the Hospitality Zone.
3. The lack of any element of the Hospitality Zone or the equipment thereof, unavailability of any element of the Hospitality Zone, inability to use a specific device in the Hospitality Zone, for any reason whatsoever, and the use of any element of the Hospitality Zone and the equipment thereof, at any Bank branch offering the Hospitality Zone, shall not constitute grounds for the Users to assert any claims against the Bank.



III. Places for work

1. The Bank provides the Area with places for work within the Hospitality Zone.
2. The use of places for work is possible if such places are available at that time, however it is not possible to reserve such a place earlier or check availability of such a place outside the Bank branch offering the Hospitality Zone where the place is located.
3. The time of use of the place for work depends on the User's needs, subject to section I.4 of the Terms.



IV. Meeting rooms

1. The Bank offers Meeting rooms within the Hospitality Zone.
2. The use of a Meeting room at the Bank branch where the Hospitality Zone with Meeting rooms is located is possible only after making a reservation at such a branch or at the telephone number of such a branch no earlier than one week in advance. The User shall make the reservation by giving his or her name, surname and contact telephone number. The Bank does not guarantee the availability of the Meeting room at all times during the working hours of the Bank branch where the Hospitality Zone with Meeting rooms is located nor does it guarantee seating places for more people than the number currently available at the branch.
3. If the User opts out of the use of the Meeting room, the User is obliged to cancel in advance the Meeting room reservation by phone or in person.

4. If the User does not appear at the Bank branch where the Hospitality Zone with Meeting rooms is located, despite reserving the Meeting room, the Meeting room reservation expires after 20 minutes and the Bank is allowed to make the Meeting room available to another User.
5. The time of using the Meeting room is up to 3 hours at any given time.
6. The Meeting room reservation may be cancelled by the Bank branch where the reserved Meeting room is located, no later than 2 business days before the reserved date.
7. The Users of the Meeting room may use the equipment of the Meeting room and the equipment of the Area with places for work.
8. Pursuant to Article 24(1) of the Personal Data Protection Act of 29 August 1997 (Journal of Laws 2016.922, as amended) and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (UE OJ L.2016.119.1), which applies from 25 May 2018, BNP Paribas Bank Polska S.A. with its registered office in Warsaw (01211), ul. Kasprzaka 10/16 (KRS 0000011571) is the controller of the User's personal data, referred to in section 2 above. The Bank processes the indicated personal data solely for the purpose of the Meeting room reservation and to contact the User regarding the Meeting room reservation. In connection with the processing of the indicated personal data by the Bank, each of the Users has the right to access, rectify, delete, restrict processing, transfer and object to the processing of their data. Each User provides his or her personal data on a voluntary basis, but if the User fails to provide them, the Bank shall be unable to make the Meeting room reservation and contact the User regarding the Meeting room reservation that has been made. The User has the right to file a complaint regarding the unauthorised processing of personal data with the competent supervisory body for the protection of personal data. The Bank appointed the Data Protection Officer who may be contacted by sending an e-mail to the following e-mail address: iodo@bgzbnparibas.pl.



V. Printing materials

1. In the Hospitality Zone, the Bank makes it possible for the User to print, using the printers at the Bank branch where the Hospitality Zone is located, information and materials posted on the Bank's website, a maximum of 10 pages.
2. The Bank provides free paper for printing, referred to in section 1 above.



VI. Beverages

1. At the Bank branch where the Hospitality Zone with the beverage area is located, the Bank allows the Hospitality Zone Users to take selected beverages.
2. These beverages include: water, coffee, tea and additions to beverages such as sugar or milk for coffee. The choice of available beverages is determined by the Bank.



VII. Kids' Corner

1. In the Hospitality Zone, the Bank provides a Kids' Corner for children/charges of Users at the Bank branch offering the Hospitality Zone with a Kids' Corner.
2. During their stay at the Kids' Corner, the children shall be supervised by their parents/guardians.
3. The Bank shall not be responsible for the use by children staying at the Kids' Corner of equipment/toys that are not adjusted to their age and capacity.
4. Parents/guardians of children staying at the Kids' Corner shall be required to ensure that children use the equipment/toys in accordance with their intended use.



VIII. "Let's Support Neighbourhood Business" board

1. In the Hospitality Zone, the Bank provides a place for posting advertisements regarding business activities, including activities in the field of corporate social responsibility (CSR), in the form of the "Let's Support Neighbourhood Business" board.
2. Advertisements posted on the "Let's Support Neighbourhood Business" board may only refer to the business activities of the person posting the advertisement or a person acting on their behalf.
3. Advertisements posted on the "Let's Support Neighbourhood Business" board may not refer to any activities competitive to those carried out by the Bank, in particular banking, financial or insurance intermediation activities.
4. The Bank is not responsible for the content of advertisements posted on the "Let's Support Neighbourhood Business" board.
5. Advertisements posted on the "Let's Support Neighbourhood Business" board may not include any content that is or may be deemed unlawful, in particular that may infringe personal rights, intellectual property or involve illegal activities, etc. The Bank shall be entitled to remove an advertisement from the "Let's Support Neighbourhood Business" board, without having to indicate the reason for the removal.
6. The advertisement may not exceed one page of the A-4 format, and the period of posting of the advertisement on the "Let's Support Neighbourhood Business" board may not exceed 3 months. The Bank is not responsible for removing the advertisement before the expiry of the specified period by other Users using the "Let's Support Neighbourhood Business" board.
7. After 3 months from the posting of the advertisement on the "Let's Support Neighbourhood Business" board, the person who posted the advertisement should remove it. If the advertisement has not been removed, the Bank shall be entitled to remove the advertisement from the "Let's Support Neighbourhood Business" board.
8. The date of posting of the advertisement on the "Let's Support Neighbourhood Business" board should be noted on the reverse side of the advertisement.



IX. Partner's Corner

1. In the Hospitality Zone, the Bank provides a place for the presentation of products offered by the Bank's Partners, in the form of the Partner's Corner.
2. Products presented at the Partner's Corner cannot constitute a competitive offer in relation to any products and services offered by the Bank or relate to financial activities and insurance intermediation.

3. The Bank's partner, referred to in section 1 above, who is interested in presenting their product at the Partner's Corner shall contact the Bank branch where the Hospitality Zone with the Partner's Corner is located, and file a request in this regard. The Bank shall select the Partner and products to be presented at the Partner's Corner and shall be entitled to refuse the presentation of the product, in particular in the manner or on the date expected by the Partner, without the need to indicate the reason for such a refusal.
4. The time of presentation of the product at the Partner's Corner shall depend on the interest from other Bank's partners, but it cannot exceed the period of two weeks for one Bank's partner.
5. It shall not be allowed to present at the Partner's Corner any products that are food, zoological, chemical, hazardous or explosive products, emit sound, odour, light etc., that could interfere with the work of the Bank branch, where the Partner's Corner is located, any products that are dangerous or cannot be presented on the basis of mandatory provisions of law due to the specific properties of these products, or products with high value. In the case of products with high value, it shall only be possible to present the packaging of such products.
6. The Bank shall not be liable for the loss of any product presented at the Partner's Corner, its theft, destruction or unauthorised use by third parties for whose actions or omissions the Bank is not liable on the basis of mandatory provisions of law.



X. Access to Wi-Fi

1. The Bank shall provide access to Wi-Fi at the Bank branches where the Hospitality Zone with access to Wi-Fi is located.
2. It shall be possible to use Wi-Fi network access after logging in to the Wi-Fi network indicated by an employee of the Bank branch where the Hospitality Zone with access to Wi-Fi is located.
3. The Bank shall not be liable for the use of the Wi-Fi network, in particular for the temporary lack of access to the Wi-Fi network or poor Wi-Fi connection.
4. The detailed terms of use of the Wi-Fi are set out in the Regulations of the Wi-Fi network provider at the Bank branches where the Hospitality Zone with access to Wi-Fi is located, after logging in to the Wi-Fi network indicated by the employee of this branch.



XI. Responsibilities and housekeeping rules

1. The Users shall:
 - a. adhere to the Terms;
 - b. respect people using the Hospitality Zone (and its elements);
 - c. respect the Bank's property located in the Hospitality Zone and in particular elements of the Hospitality Zone, and respect the property of other Users and other persons staying at the Bank branch with the Hospitality Zone;
 - d. remain quiet and not to disturb with their behaviour the use of the Hospitality Zone by other Users;
 - e. repair any damage caused to the property of the Bank, located in the Hospitality Zone and in the elements of the Hospitality Zone and at the Bank branch with the Hospitality Zone, and to repair any damage to the property of other Users of this Area and other persons staying at the Bank branch, and to repair any personal injury caused to other Users or other persons staying at the Bank branch;
 - f. keep confidential the data of other Users and their activities, disclosed during the use of the Hospitality Zone and/or its elements, and those of other persons staying at the Bank branch.

2. The Users shall not be authorised to:
 - a. use the Hospitality Zone (and its elements) under the influence of alcohol, intoxicants or to smoke, use other stimulants or use devices imitating cigarettes, use devices emitting excessive noise or odour or to bring alcohol, drugs or any stimulants to the Bank branches with the Hospitality Zone;
 - b. bring in and consume in the Hospitality Zone (and its elements) any food and beverages that may cause damage to the property of the Bank, other Users of this Area and other persons staying at the Bank branch;
 - c. bring in and use in the Hospitality Zone (and its elements) any dangerous objects or any objects or devices that may cause personal injury or damage to the property of the Bank, other Users of this Area and other persons staying at the Bank branch, or cause any difficulties or disruptions in operations of the Bank branch;
 - d. provide the Wi-Fi access password to third parties.
3. In the case of non-compliance with the Terms, the User shall not have the right to continue to stay and/or to use the Hospitality Zone, and the Bank shall be entitled to request that the User violating or not complying with the Terms leave the Bank branch. In such case, the Bank shall reserve the right to refuse to provide such User with the use of the Hospitality Zone (and the elements of this Area) at any other time.
4. Subject to the remaining provisions of these Terms, the Bank shall exercise due diligence in providing adequate security measures within the Hospitality Zone in terms of security of the Users staying there, however the Bank shall not be liable for any items, documents or other property brought by the Users to the Hospitality Zone or for damages caused by other Users or other persons staying in the Bank branch to the detriment of any User.
5. The Bank shall not be liable for any breach of the confidentiality of Users' information and documents, in particular by other Users or other persons staying at the Bank branch.