

## **General Manager's Directive No 12 of 14 March 2019**

### **Pesti Vigadó Nonprofit Kft.**

#### **Access Card Regulations**

In respect of the Pesti Vigadó listed property, it is a priority task of Pesti Vigadó Nonprofit Kft. ('Pesti Vigadó nKft.' or the 'Company'), as the company responsible for the maintenance and operation of the property, to protect the property and to maintain its condition and, as a part of this, to ensure that access to the building and the related rights, and the use of the property, are appropriately regulated. To ensure these objectives are fulfilled, the Company's general manager has taken steps to issue the following general manager's directive.

#### 1. Brief overview of the access control system

The primary function of the access control system is to ensure that the building and the individual rooms are accessed by persons who are specifically authorised to do so. Another important function of the access control system is to control movement within the building, thus providing effective protection with respect to the personal belongings of employees and visitors. All control units are access units employing IP-based communication, and equipped with a 230V AC uninterrupted power supply. The functioning of the system is ensured by Pesti Vigadó Nonprofit Kft's Building Management Team. The control units within the building are connected to an Ethernet network, through which they are managed by a control computer. It is on the control computer that cards are defined, in accordance with the provisions set out in the regulations.

#### 2. Location of the various access points

The scanning devices of the access control system are installed at the following access points:

GF 022 library back door

GF 024 library

GF South, Door 0B.2

GF North, wheelchair lift

Basement passage to canteen

Basement P04 building services

Basement P98 distribution switchboard

Floor 1.5 122 technical room

Floor 1 113 office

Floor 1 southern stairway, staff room

Floor 1 North, 116 building management office

Floor 2 225/1 artists' dressing room

Floor 2 226/1 artists' dressing room

Floor 2 227/1 artists' dressing room

Floor 2 231 office  
Floor 2 232 snack bar next to the exhibition space  
Floor 2 232 snack bar staff entrance  
Floor 2 South, Door 2b.2  
Floor 2 North, wheelchair lift  
Floor 3 312 artists' dressing room  
Floor 3 313 artists' dressing room  
Floor 3 316 artists' dressing room  
Floor 3 318 artists' dressing room  
Floor 3 321 artists' dressing room  
Floor 3 South, offices, corridor  
Floor 3 North, wheelchair lift  
Floor 4 414 Secretariat  
Floor 4 416 Chairperson's office, entrance  
Floor 4 416 Chairperson's office, to boxes  
Floor 4 416 Chairperson's office, panorama corridor  
Floor 4 430/1 artists' dressing room  
Floor 4 431/1 artists' dressing room  
Floor 4 432/1 artists' dressing room  
Floor 4 South, Door 4b.2  
Floor 4 South, office corridor  
Floor 4 North, wheelchair lift  
Floor 5 515 dressing room  
Floor 5 517 waiting room  
Floor 5 531a technical room  
Floor 5 South, Door 5B3  
Floor 5 South, office corridor  
Floor 5 South, Interactive activities room  
Floor 5 North, technical room  
Floor 5 North, wheelchair lift  
Floor 6 628 building services  
Floor 6 South, Door 6B.1

Floor 6 North, 621 building services

Floor 6 North, wheelchair lift

### 3. Types of access cards

#### ***D = employee card***

Employee cards are issued to the employees of Pesti Vigadó Nonprofit Kft. With the exception of the operational areas, this type of card grants entry via all access points in the building. These cards are issued with full access rights, are handed over in person against an acknowledgement of receipt, and may be taken out of the building.

Time limit: none

Colour code: Pantone 207 (maroon)

Marking: D

#### ***DÜ = employee building-management card***

Employee building-management cards are issued to the staff members of Pesti Vigadó Nonprofit Kft's Building Management Team. Due to the nature of their work, these employees must have access to all areas of the building. The card enables entry via all the access points. These cards are issued with full access rights, are handed over in person against an acknowledgement of receipt, and may be taken out of the building.

Time limit: none

Colour code: Pantone Process Blue (medium blue)

Marking: DÜ

#### ***K = accompanied visitor card***

This is one of the types of visitor cards, and may be issued to visitors who are only entitled to access the building if accompanied. They do not in themselves open any of the access points, as they only “work” together with the card of an authorised escort. The visitor scans the card at the scanning point in the presence of the escort, and after this, the escort scans his/her card; only then does the access point open. The reason this is needed is to ensure that the access control system registers which areas the visitor has accessed, and who was accompanying him/her while he/she was there, as the visitor is not able to move about the building alone. The card is issued at the service gate on arrival and is handed back in there when the visitor leaves, with this being recorded in the card log. The card may not be taken out of the building.

Time limit: none

Colour code: Pantone 3268 (turquoise)

Marking: K

***KN = unaccompanied visitor card***

This is the other type of visitor card. It is issued to persons who are allowed to move about the building unsupervised and unaccompanied. Once issued, it provides unfettered access to all visitor and office areas, but does not provide access to the operational areas. The card is issued at the service gate on arrival and is handed back in there when the visitor leaves, with this being recorded in the card log. The card may not be taken out of the building.

Time limit: none

Colour code: Pantone 354 (green)

Marking: KN

***VIP = Very Important Persons***

VIP cards are for persons of particular significance or who are otherwise very important (“Very Important Persons”). VIP cards are issued to categories of person determined in writing by the general manager of Pesti Vigadó Nonprofit Kft., and a limited number are also issued to members of the police authorities in cases approved by the operations manager. They are issued at the service gate, where they are also returned after use. Only the cards authorised by the managing general manager for long-term use may be taken out of the building; in other cases, the VIP cards received at the service gate on a one-off basis may not be taken out of the building. The card provides for unlimited movement within the building, via all access points.

Time limit: none

Colour code: Pantone 873 (gold)

Marking: VIP

***VIP ORGANISER = Very Important Person Organiser***

VIP ORGANISER cards are issued to persons that are of particular significance or who are playing a very important role in the management of an event. They may be authorised and issued at the request of the appointed staff member of Pesti Vigadó Nonprofit Kft. responsible for organising the event, to employees of the Lessee or the Lessee’s agent, in the number approved by such staff member. The issue of the card, and its return following use, takes place at the Service Gate, and this is recorded in the card log. The card provides for unlimited access to the artists’ dressing rooms and, in the case of the passages off the staff stairwell, via all access points.

VIP ORGANISER cards issued on a one-off basis may not be taken out of the building.

Time limit: none

Colour code: Pantone 873 (gold)

Marking: Printed label saying VIP ORGANISER

***All Access = Card providing full access and instructional rights / Guest of honour***

‘All Access’ cards are also for persons of particular significance or who are otherwise very important (“Very Important Persons”). For categories of person determined in writing by the general manager of Pesti Vigadó Nonprofit Kft., it provides for unlimited access via all access points of the building. They afford full rights to the holder, are issued against an acknowledgement of receipt, and may be taken out of the building. The users of the card are fully authorised to issue instructions to the Company’s employees and to its subcontractors.

Time limit: none

Colour code: Pantone 137 (yellow)

Marking: ALL VIP

***BE = Supplier card***

Supplier cards provide access to a group of persons conducting work within the Pesti Vigadó building under a service or supply contract. For each trade, the card grants access to the relevant work area, with limited or unlimited access rights, with these rights being determined in writing on a case-by-case basis. The cards are issued in person, at the request of the authorised manager of the subcontractor, against an acknowledgement of receipt. The card may be taken out of the building.

Time limit: none, or with individual settings as requested by the suppliers of Pesti Vigadó Nonprofit Kft.

Colour code: Pantone 645 (light blue)

Marking: BE

***BEI = Supplier card, temporary***

This type of supplier card provides access for a specific period to a group of persons conducting work within the Pesti Vigadó building under a service or supply contract. The card grants one-time access for a limited time period. The cards are collected and handed back at the service gate, with this being recorded in the card log. They may be taken out of the building for the duration of the work, transportation or loading.

Time limit: none, or with individual settings as requested by the suppliers of Pesti Vigadó Nonprofit Kft.

Colour code: Pantone 648 (dark blue)

Marking: BEI

### ***M = Artist card***

Artist cards may be issued to artists performing at the Pesti Vigadó building. There are two types of such card: those that provide access to an artist's dressing room and general cards, which do not. Both types of card are only valid in the visitor areas, with the difference that dressing room cards specify the number of the relevant dressing room that the artist is authorised to enter. General cards do not open any dressing room doors. The cards are collected and handed back at the service gate, with this being recorded in the card log. The cards should be requested at least one day before entry is required, in accordance with the list submitted by the event organiser to the security service, which list must also be notified to the Building Management Team ([uzemeltetes@vigado.hu](mailto:uzemeltetes@vigado.hu)). The card may not be taken out of the building.

Time limit: none

Colour code: Pantone 269 (violet)

Marking: M

### ***T = Event technician card***

This card is issued to event technicians working at the Pesti Vigadó building. Its specific feature is that any use or movement of the technical equipment is only permitted for persons holding this type of card. Persons holding any other type of card are not permitted to touch any technical equipment. It grants unlimited rights to the relevant areas, but does not grant access to other operational areas. It is issued against an acknowledgement of receipt and may be taken out of the building. The cards should be requested at least one day before entry is required, in accordance with the list submitted by the associate of the subcontractor providing the technical service, which list must also be notified to the Building Management Team ([uzemeltetes@vigado.hu](mailto:uzemeltetes@vigado.hu)).

Time limit: none

Colour code: Pantone 167 (orange)

Marking: T

### ***B = Security card***

The security card is a card kept in the lockable card cabinet installed at the security desk located at the service gate. The card cabinet is equipped with a clay seal. The card provides unlimited access via all access points. The card may only be issued to authorised security service personnel and such

issuance shall be recorded in the card log. This ensures that no unauthorised persons can access the card. The card may be taken out in the case of fire or other emergencies and for patrols by the night security service. The card may not be taken out of the building. The card cabinet can be locked using the negative seal held by the Building Management Team and the security service team leader.

Time limit: none

Colour code: Pantone Red032 (red)

Marking: B

#### 4. Determining access rights

The access rights are determined in writing during a preliminary discussion, following the card application process. The access level for the person concerned is determined by Pesti Vigadó Nonprofit Kft's Building Management Team on the basis of the request.

#### 5. Process of applying for a card

Cards may only be issued on the basis of a prior application. The applications must be sent by email to the shared email address of the Building Management Team. The application must specify the organisational unit that the card application concerns, the name of the legal entity or organisation without legal personality that is in a contractual relationship with Pesti Vigadó Nonprofit Kft, the data of the natural person wishing to use the card (name, ID card or passport number, mother's maiden name) and the requested access rights. The application must be checked in advance by the Building Management Team and, once approved, the email containing the application should be forwarded to the staff operating the building monitoring system. Any rejected applications are returned to the given organisational unit for corrections and completion. The access levels are set in the access management software at the building control office, on the basis of the application email. Only the staff operating the building monitoring system can access the computer. The access card is issued once this process has been completed.

#### 6. Process of card issuance

Once the access cards are configured, the finished cards are forwarded to the Building Management Team. The Building Management Team responds based on the category of cards concerned.

Cards configured for the Company's employees and for the staff of subcontractors in a long-term contractual relationship with Pesti Vigadó Nonprofit Kft. (D, DÜ, VIP, VIPT, BE, T and B-type cards) are collected, against completion of a record of handover and receipt, via the organisational unit concerned. Temporary visitor and supplier cards (categories K, KN, BEI, M, T and VIP) may be collected from the guards on duty at the Service Gate, with receipt recorded in the card log. The members of the security team are responsible for fully documenting card issuances and for verifying the correctness of data.

#### 7. Card return process

Cards are returned in two different ways. For cards according to categories, the cards should be returned to the Building Management Team together with the record of handover and receipt. Occasional suppliers and guests should hand in their cards to the security staff on duty at the

Service Gate, and this should be recorded in the card log. The security staff is responsible for fully documenting the return process. Cards designed for repeated use should be stored with security; they may not be reissued until further measures are taken, or until another request is received.

#### 8. Use of the cards

In all cases, the entry cards must be swiped through the scanners next to the access points along the through-routes before opening the door. After the door has opened and the person has passed through, the door must be closed. The building monitoring system warns of any door that has been left open. All employees using a card must use the card at the access points; it is only possible to open doors at such points using a key on the basis of a separate request, which must be notified to the Building Management Team.

#### 9. Security rules

Cards may only be issued, used and returned with the permission of the Building Management Team. In the case of any other request, the general manager's permission and instruction is required.

Identification data is required for the issuing of cards. The data should be forwarded by email by the requesting organisational unit to the group email address [uzemeltetes@vigado.hu](mailto:uzemeltetes@vigado.hu). The application received, along with the defined access rights, are forwarded by the Building Management Team to the staff of the maintenance subcontractor who records the application and produces the card with the required access settings. The data received is stored on the building monitoring computer. No persons besides the staff operating the building monitoring system and the Building Management Team may access the data. No personal data may be disclosed. Once the card has been returned the relevant data is deleted.

The data disclosed and storable in the card monitoring system shall be as follows:

- name of the legal entity or organisation without legal personality that is in a contractual relationship with Pesti Vigadó nKft.
- name of the natural person using the card, his/her mother's maiden name, number of ID card (or other identification document).

The operation of the cards is the responsibility of the Building Management Team. Any other use without authorisation may give rise to an offence procedure. The cards shall be marked as indicated in the Annex on the marking of cards. The use of cards with any other markings is prohibited and may give rise to an offence procedure. The cards shall be used with a standard olive-green plastic card case worn around the neck and marked [www.vigado.hu](http://www.vigado.hu). This is intended to assist the security service in its checking duties. The card must be shown to security upon request. An exception to the above rule on use of cards is the maintenance personnel, as wearing the card around their necks when doing certain kinds of work may result in accidents and thus is not consistent with health and safety criteria, and so in such cases they may ignore the requirement. However, they are also required to show their cards to security upon request. Lost and found cards should be handed in to the security service staff on duty at the Service Gate, which must be recorded in writing. After this, the found card must be handed over to the Building Management Team. The card is identified on the building monitoring computer and the holder of the card notified.

#### 10. Compensation procedure

Any damage or loss of a card may give rise to a compensation procedure if it is demonstrated that the state of the card changed due to improper use. Change due to proper use shall mean ordinary



wear and tear or failure of its chip system, which fact shall be established and recorded in a written report by the staff working with the building monitoring system. Any breaking, cutting or piercing of the card shall not be regarded as a change in condition resulting from proper use. In such cases, the price of the card shall be reimbursed in the amount specified in these regulations. If a card is lost or stolen, the card holder must immediately notify the Building Management Team to ensure that the card is disabled. Lost or damaged cards must be cancelled from the card monitoring system, the relevant data deleted, and then replaced as part of the process described above.

Amount to be reimbursed: HUF 5,000 / card

Replacing a damaged or lost card: HUF 5,000 / card

11. Annexes to these regulations:

Card application form

Access level setting form

Acknowledgement of receipt of card

Form to record damage or loss of card

Card registration form

Card log / For guests

Card log / For subcontractors, suppliers and others

This general manager's directive shall enter into force on the day it is issued and shall remain in force until withdrawn; the Company's general manager may amend it within his/her discretionary powers.

The general manager of Pesti Vigadó nKft. shall ensure that this general manager's directive is available to those in a contractual relationship with the Company prior to the conclusion of the contract, as well as during the term of the contract; to Lessees, it shall be available as Annex 2 to the General Terms and Conditions related to lease contracts for the provision of a venue for hosting events in the building of Pesti Vigadó; for employees of the Company, it shall be available for perusal at the start of their employment and throughout the period of their employment.

Budapest, 14 March 2019

Dr. Barbara Molnár, née Szunyi, signed  
general manager