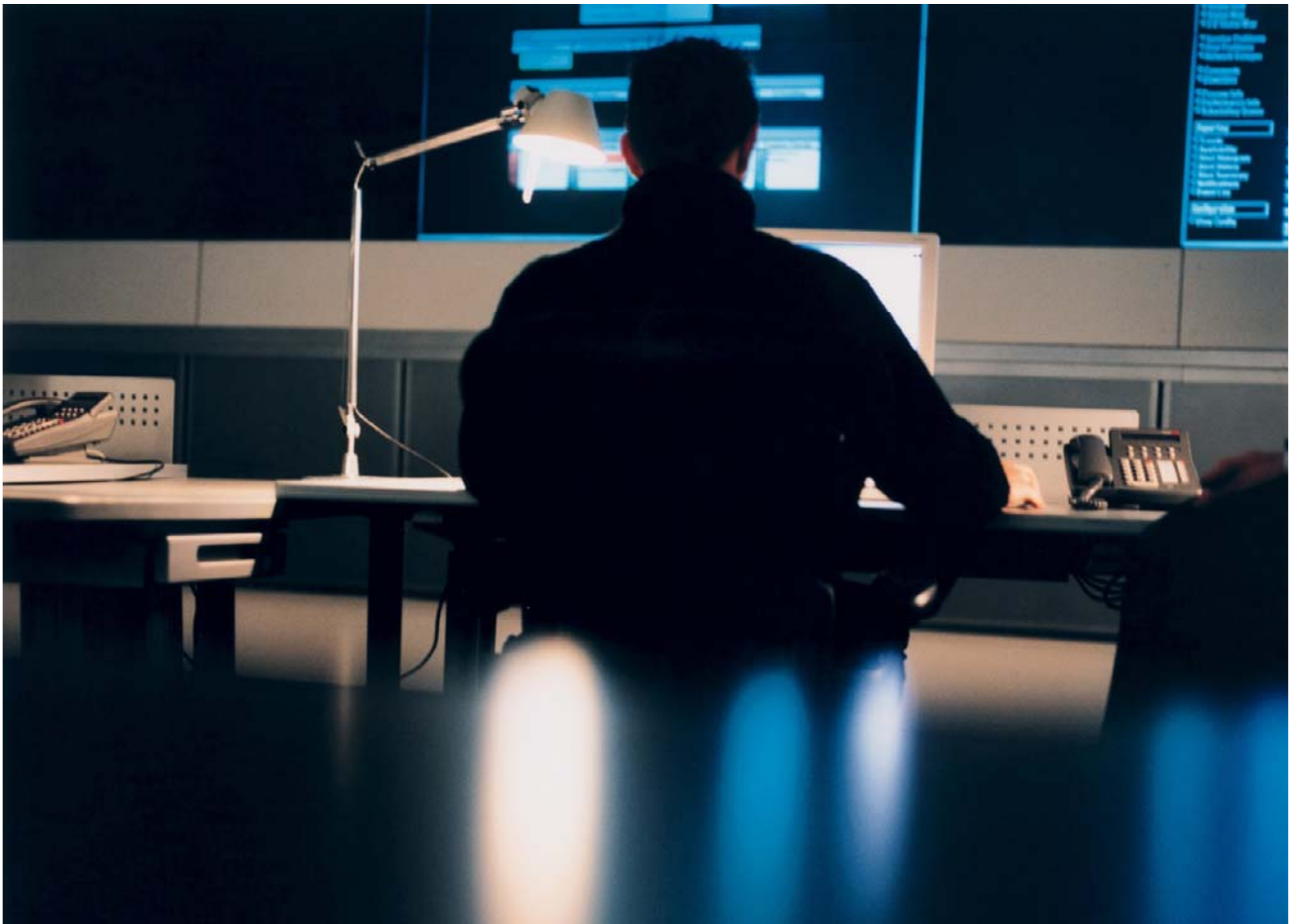


SCHUBERG PHILIS

Co-location Security and Access Procedures



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MISSION CRITICAL OUTSOURCING

Customer Co-Location Code of Conduct

- A. All Customers, business partners, and Schuberg Philisemployees agree to adhere to and abide by all security and safety measures established by Schuberg PhilisCo-Location Facilities.
- B. All Customers, business partners, and Schuberg Philisemployees shall conduct themselves in a professional manner at all times.
- C. Customer employees and/or representatives shall not interfere with or use, without authorization, any property or equipment of any other Schuberg PhilisCo-Location Facilities Customer.
- D. Customer employees and/or representatives shall not misuse or abuse any Co-Location Facilities or third party equipment or property.
- E. No children are permitted in Co-Location Areas at any time.
- F. No food or liquids are permitted on the Co-Location Floor.
- G. Smoking is prohibited in all Co-Location Areas.
- H. Customer employees and/or representatives shall keep their area free at all times of debris, paper, cardboard, packaging materials, and other refuse by placing such items in the containers provided or in a designated area for removal. Excess equipment shall only be stored in rack space leased by the Customer. Equipment or supplies are not permitted to sit on the Co-Location Floor, cage floor or on the ventilated tiles. All open floor space shall remain open and not used for storage of any items.
- I. Customer employees and/or representatives shall store all loose items and unused wire in a noncombustible container (e.g., cabling, nuts, bolts).
- J. To ensure integrity and maintenance of inventory records/control Customer employees and/or representatives must log all incoming and outgoing hand-carried equipment at the Access Point prior to entering their Co-Location.
Note: Customers may decline participation in the Schuberg Philisinventory program. A signed declaration declining is on file.
- K. Customer employees and/or representatives shall not block access to any exits, fire alarm boxes, and fire-extinguishing equipment.
- L. Customer employees and/or representatives shall not store any paper products or other combustible/flammable materials of any kind in the Co-Location Area (other than equipment manuals).

M. Customer employees and/or representatives shall not bring any Prohibited Materials into any Schuberg Philis Co-Location Facility or Co-Location Area, including:

- Photographic or recording equipment of any kind—NO cameras are permitted
- Weapons
- Explosives
- Hazardous materials
- Alcohol, illegal drugs, and other intoxicants
- Electro-magnetic devices that could interfere with computer and telecommunications Equipment
- Radioactive materials

N. When shipping items to any Schuberg Philis Facility, Customers shall have 72 hours from time of receipt at the Point of Access to claim and relocate said items to their designated Co-Location Area.