

Code of Conduct for entering server rooms

1. Bringing highly inflammable, explosive, poisonous, or radioactive materials, acids or bases, or containers filled with pressurized gas into the Serverius facilities is prohibited.
2. Entering the Serverius facilities under the influence of alcohol or other psychedelic or intoxicating substances that could affect the motor skills and/or mental condition of individuals is prohibited.
3. Visitors must behave within the Qirus/Serverius facilities in accordance with prevailing standards of decency.
4. Visitors must take the shortest route to arrive at the customer equipment of Client.
5. Bringing fluids into the secured computer space is prohibited.
6. Smoking or using open flame in the secured computer space is prohibited.
7. Taking food and drink into the secured computer space or consuming them there is prohibited. Consuming food and drink is solely permitted in Client area on the ground floor of the Serverius building.
8. Loitering in computer spaces other than those where the customer equipment of Client is housed is prohibited. Entering an adjoining, secured computer space is expressly forbidden.
9. Access doors to secured computer spaces must, except upon entry, be closed at all times.
10. Operating or moving equipment where the party is not the owner, lessor, or lessee thereof is prohibited.
11. Moving cables, directly or indirectly, to [a location] where the party is not the owner, lessor, or lessee thereof is prohibited.
12. Customer equipment may only be placed in the equipment case(s) allocated by Qirus and work may only be performed on Client's own customer equipment within the computer spaces designated therefor.
13. Visitors may only use the allocated power supply. If disruptions in this power supply occur, they must be reported to Qirus without delay.
14. Customer or other equipment placed or used within the Qirus/Serverius facilities must meet the Dutch standards in effect for fire and electrical safety, and electromagnetic protection, including the ESD safety standards and requirements laid down by the ESDA (Electrostatic Discharge Association).
15. The installation and safety instructions of the manufacturer must always be complied with when installing, maintaining, and operating customer equipment.
16. In no case may packaging materials be taken into the computer spaces. Equipment must be unpacked in the staging area situated between the office and the computer areas. Small waste can be placed in the container in the staging area. Large boxes and other materials must be taken back outside the building by customer.
17. Instructions from Qirus/Serverius employees must be complied with at all times.
18. Laying cables and/or wiring by or on behalf of Client outside the equipment cases is expressly forbidden. This must always be done by employees of or personnel appointed by Qirus/Serverius.
19. On entering the building and server room Qirus customer always has a cell phone whose number is known to Qirus (also written in the customer panel).

Safety regulations

1. When entering the secured computer space where customer equipment of Client is located, the following must be verified: a) How doors unlock; b) The presence and location of the fire detector(s); c) The presence and location of the fire extinguisher(s); d) Which alternative exits and escape routes exist and where.
2. The secured computer space at Qirus/Serverius is equipped with a smoke detection system
3. In case smoke develops in the customer equipment of Client, visitors are obliged to perform or refrain from the following acts: a) Attempting to stop the development of smoke by switching off customer equipment; b) Leaving the secured computer space and reporting to one of the employees of Qirus/Serverius. In no case may the defective customer equipment be switched on again.

4. In case of an incipient fire, Client will take the following actions: a) Immediately contact the responsible Qirus/Serverius employee via the Qirus/Serverius breakdown or alarm number; b) Attempt to extinguish an incipient fire. In the event Client fails in the latter attempt, he/she will immediately proceed to the reception where Client will wait for further instructions from the fire department and/or the responsible Qirus/Serverius employee.
5. If Client notices smoke developing or fire, he/she must immediately: a) Warn the responsible Qirus/Serverius employee; b) Leave the building.
6. Injury prevention: a) Avoid any act or behavior that could result in your own or another person's injury; b) In the event of an increased risk of injury in the execution of work in the secured computer space, visitors are requested to notify the reception or a Qirus/Serverius employee;
7. Danger of electrocution: a) Work on equipment or wires, where there is a risk they will come into contact with the power supply voltage, may only be carried out by qualified individuals in accordance with the standard NEN 3140; b) Electrical shocks caused by power supply voltage or electrostatic discharge must be reported to a Qirus/Serverius employee immediately.

General Company Rules for access to server spaces

1. In order to gain access to the facilities of Qirus/Serverius, each person must possess a valid personal ID, mobile telephone (the number of it is attached to the access card) and access pass.
2. An issued access pass is strictly private and should not be used by any another (so its forbidden to use 1 access pass for multiple persons).
3. Individuals under 16 years of age may gain entry to the premises only under the supervision of an adult.
4. Access doors to the data floor must, except upon entry, remain closed at all times;
5. Access to areas or equipment other than where your property is located is explicitly forbidden.
6. Access can be denied in the event of a violation.

Facilities

1. You must show your access pass when is is requested by Qirus/Serverius personnel or other Fair security personel.
2. Keep the data floor tidy and cleaned up.
3. Keep the monitor trolleys tidy and complete. After use, return them to the proper location (A/B).
4. Do not put large waste in the waste bin, but take it home with you.
5. Visitors may only use the allocated power supply.
6. Removing floor tiles without the explicit consent of Qirus/Serverius personnel is prohibited.
7. The entrance door must be closed at all times in a cold corridor set-up.
8. When Client is leaving, all doors should be checked.

Contingencies

1. Critical defects must be reported via the noc telephone number. All other defects and abuse must be reported via info@qirus.eu;
2. The loss or theft of an access pass must be reported immediately via info@qirus.eu.
3. The Access Manager will be held responsible for all costs ensuing from non-compliance with the Company Rules.

Sanctions

1. If you violate the Company Rules, you could receive an official warning and recovery time will be billed to Client.
2. In the event of a serious violation or multiple violations of the Company Rules, you could temporarily or permanently be denied [access] to the Qirus/Serverius facilities.
3. Intentionally or unintentionally expressing aggression and/or causing injury to persons or damage to property is prohibited and may result in you being denied [access] to the Qirus/Serverius facilities.