

Security & Property Protection Policies (1.0 @ 10/04/16)

tl;dr – The part you’re probably looking to read

One or two keys per units will be provided by default, along with one mailbox key (where required) and one keyfob for common elements (where required). Keycodes will be provided as necessary. Extras, changes and replacements will be levied a fee per the Ancillary Price list (Available through the Tenant Portal at tenant.stiplosek.com)

No locks can be added or changed on the facility without our permission.

Common areas are all under video surveillance, both inside and out. Should you require the footage to be reviewed, you will be levied a fee per the Ancillary Price list. That is to say: please tell us immediately when you require review, and narrow down the window of search time as much as possible.

Note that due to the number of cameras on site, we cannot guarantee more than a couple of days of recording capacity, nor can we guarantee perfect uptime due to the fallible nature of technical systems. Secondly, although the bulk of the areas are covered by surveillance, some areas are not, or the view can be blocked by cars or other objects.

Introduction

In any property there is a need to balance the accessibility and use of facilities with the need to provide a safe and secure environment. The owner, property manager and tenants work in a cooperative relationship to provide access through mechanical and electronic means to facilitate secure, safe and optimal use of the facilities. This policy seeks to address access concerns while maintaining the most appropriate level of security.

Proprietary Statement

All locks, keys, electronic access cards, access codes, surveillance and monitoring systems are the sole property of Stiplosek Properties (except where installed by the Tenant). Stiplosek Properties reserves the right to change locks, keys and access codes as needed. No one may place a lock on a Stiplosek Properties facility, interior or exterior, that is not on an approved system without the permission of the property manager or his/her designee. All keys, access codes and access cards must be returned to Stiplosek Properties upon termination of Lease or key loan period.



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Issuance of Keys, Fobs & Lock Codes

Tenants will be issued keys to Stiplosek Properties facilities based upon need of access. Tenants may issue copies of keys to employees as necessary, and must track all parties to whom keys are issued.

Keys for facilities issued to contractors or employees for reasons of repairs, maintenance, inspection or other legitimate purposes may be authorized by the property manager. The property manager accepts all responsibility for the issuance, use and return of these keys.

Non-tenant and non-owner personnel, vendors and contractors shall not be issued keys on a permanent basis. Contractors, vendors and other personnel may be authorized to sign keys out from the tenant or property manager for the term required. Only property managers or tenants may authorize the issuance of keys.

Employees who are issued master keys as part of their job requirements should store those keys in a secure area in a locked box. Master keys to facilities shall not be removed from facilities on a regular basis and should be returned to the secure lock box at the end of the work day. Exemptions to this rule may be made on an individual basis based upon compelling need.

Lost or Stolen Keys

All lost or stolen keys must be reported to the property manager. Requests to replace lost or stolen keys must be made to the property manager or his/her designee. Requests should be in writing and describe the facts surrounding the loss; in particular, the location of the loss, whether or not there were Stiplosek Property identifiers attached to the key, and the area that the key accessed. Based on the factors involved the property manager or his/her designee will make a decision to replace the key or require the lock changed. All costs incurred such as labor and parts for re-keying shall be assumed by the individual, or tenant who has lost keys. Contractors who lose assigned keys will be financially accountable for the costs of lock changes that are required.

Return of Keys

Upon termination of a relationship with Stiplosek Properties, employees, contractors and tenants must return their keys to the property manager.

Keys that are issued to employees by a tenant remain the responsibility of that tenant until returned to the Property Manager. It is suggested that tenants seek a means of key accountability from employees. Should a number of keys be unaccounted for, the property manager may require a lock change for security reasons. If this occurs from a lack of



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accountability of a tenant's issued keys, the financial responsibility will be the tenant's. Annual audits may be conducted by the property manager.

Electronic Access

- Tenants, employees and contractors may be issued an electronic access card or code. Administrative control of the electronic access system shall be the responsibility of the property manager.
- Stiplosek Properties retains the right to change access levels and deny access to facilities based upon security issues
- Electronic access fobs & cards not returned at the termination of the Lease will be subject to a \$150 fee levied against the Security Deposit.

Loaning Keys, Access Codes or Access Cards

Tenants, employees, contractors, et al., may not loan or transfer assigned keys, codes or access cards. Anyone found in the possession of another's keys, cards or codes shall have the keys or cards confiscated by the property manager. Loaned access codes shall be removed from the Electronic Access system.

Lock Changes and Upgrades

Locks may be changed or upgraded as the needs of the Stiplosek Properties dictate. As part of a preventative maintenance program, property managers routinely replace worn or obsolete hardware. The property manager may decide to upgrade or change lock hardware as security reasons dictate.

Any re-keying or lock changes initiated by a tenant for any other reason will be the financial responsibility of that tenant. Where tenants upgrade the locking system, all management of costs of the new keying system are to be borne by the tenant through Additional Rent.

Responsibilities

Property Management:

- Develops, distributes, reviews, implements and enforces the Security and Property Protection Policies.
- Development of keying systems.
- Coordinates hardware replacement and upgrades.
- Maintains key control for non-tenant personnel.
- Investigates all reports of lost or stolen keys, misuse of access codes and all attempts to circumvent security systems.
- Monitors Electronic Access System for emergencies, failures, etc.



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- Conducts continuous surveys of locking mechanisms in all facilities.
- Establishes and maintains keying systems in coordination with Tenants for the purpose of security and reasonable access.
- Maintains the central key control records and privileges.
- Procures and issues all keys and locks, or allows Tenant to do so.
- Securely stores all unassigned keys.
- Performs all lock work except that being done on a contractual basis.
- Maintains records of those who have terminated their relationship with Stiplosek Properties

Tenant & employees who are issued keys:

- Must sign a key issuance record.
- Must maintain the security of issued keys.
- Must report lost or stolen keys to the property manager.
- Must pick up keys personally from the property manager
- May not lend or have duplicated any key issued to them without adequate record
- Must return all keys to Stiplosek Properties at the end of the lease period.

Tenants:

- May request keys/codes/cards to be issued for areas under their direct control
- Are responsible for all keys issued by them to employees, contractors, etc.
- Are responsible for the collection and return of keys issued by them.
- Are financially responsible for lock changes that occur due to a lack of accountability for issued keys.
- May request lock changes or upgrades in their area of direct control. The property manager shall examine the current locking system and make recommendations. Lock changes initiated by a tenant shall be the financial responsibility of the tenant.

Contractors:

- Are responsible for the safekeeping of keys while in possession of them.
- May not loan keys to other contractors.
- May not use keys to enter areas that are not part of a job.
- Must return keys to the Stiplosek Properties at the end of each workday.

Surveillance

Introduction

Stiplosek Properties utilizes video, audio and environmental surveillance as deemed necessary, solely as its discretion.



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Video security surveillance systems are used on our properties to:

1. Improve the safety and security of Landlord, Tenants, and our guests and employees
2. Protect the property, building, and all the things on and in it
3. Deter criminal activity and vandalism, and when it does occur, to study it and share it with criminal enforcement and justice providers to hold perpetrators accountable for their actions.
4. Audit usage of property, facilities and optimizing resource usage
5. Marketing and Social Media usage, but only to the extent it may be used to assist in bringing criminals to justice. In the event a person isn't easily identifiable in a recording, such recording may be used at Landlord's discretion for marketing purposes.

Stiplosek Properties recognizes that video surveillance technology has the potential for infringing upon an individual's right to privacy and although video surveillance technology may be required for legitimate operational purposes, its use must be in accordance with good judgement and relevant laws.

This Policy does not require or guarantee that a camera or recording equipment will be recording or monitored at all times. However, all common areas and exterior/perimeter should be assumed to be under surveillance at all times.

All Stiplosek Properties staff and associates involved in the operation of this video surveillance program have been trained on this Policy and their statutory obligations in performing their duties and functions related to the operation of the video surveillance system and video surveillance program. Staff and associates may be subject to discipline if they breach this Policy or applicable privacy laws.

Video surveillance may be used for purposes relating to safety of individuals and security of buildings and property. In furtherance of these purposes, video surveillance may be used to monitor exterior and interior areas of properties where there is no reasonable expectation of privacy.

Collection, Use and Disclosure

If a video surveillance system displays such characteristics of an identifiable individual or the activities in which he or she is engaged, its contents will be considered "personal information".

Personal Information collected will be recorded and will only be used for the purposes set out herein, or as may otherwise be permitted or required by law. For example, Personal Information may be disclosed to the police or other law enforcement agencies in Canada to aid an investigation. In the event of a reported or observed incident, the review of recorded information may be used to assist in the investigation of the incident.



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Disclosure of stored footage and Personal Information will be made to authorities and relevant parties at the discretion of Stiplosek Properties, but only for the purposes listed previously.

Storage devices containing Personal Information may be shared with third party service providers who have a need to access such information and only upon them entering into an agreement to keep such information confidential and handling the Personal Information in accordance with the terms of this Policy and applicable law.

Access

The Personal Information recorded by video surveillance is subject to freedom of information and privacy laws. You have the right to access the Personal Information we hold relating to you, including on video recordings. You may request access by contacting us. Requests for Access may be denied in certain circumstances including where disclosure would interfere with a law enforcement matter or investigation or unjustifiably invade another person's privacy.

Retention

Personal Information will only be retained as long as necessary to fulfill the purposes for which it was collected pursuant to this Policy, or as otherwise permitted or required by law.

Personal Information that has not been viewed for law enforcement or public safety purposes may be retained indefinitely unless requested otherwise. Retention of recordings are limited by the capacity of installed systems and can be deleted or overwritten at any time.

Disposal

Old storage devices will be securely disposed of in a way that the personal information cannot be reconstructed or retrieved. They may include shredding, burning or magnetically erasing the personal information.

Designated Responsibilities

Stiplosek Properties will maintain control of and responsibility for the video surveillance system on its premises at all times.

Property Manager is responsible for compliance with applicable privacy laws and this Policy and is responsible for ensuring the establishment of procedures for video surveillance equipment, in accordance with this Policy and any legal requirements.



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Property Manager is further responsible for the life-cycle management of authorized video security surveillance systems, specifications, equipment standards, installation, maintenance, replacement, disposal and related requirements (e.g. signage).

Property Manager solely responsible for reasoning for implementation of a video surveillance system at the designated area.

Installation and Placement

Video cameras should only be installed in identified public areas where video surveillance is a necessary to protect safety, assets and property, including detecting and deterring criminal activity and vandalism AND to better understand property usage patterns and view property and facility conditions. Video surveillance equipment will never monitor the inside of areas where the public or employees have a higher expectation of privacy such as change rooms and washrooms. Equipment should not be focused on individuals' doors or through windows or through windows of neighbouring buildings.

Privacy intrusion should be minimized to that which is absolutely necessary to achieve Stiplosek Properties' required, lawful goals. Adjustment of the camera position will be restricted, if possible, to ensure only designated areas are being monitored.

Equipment to monitor video surveillance will be installed in a manner that restricts access to recorded data. Only personnel authorized under this Policy may access to the access area and the equipment. Monitors showing personal information captured by the video surveillance equipment will not be located in a way that that enables the public to view it.

Audit of Surveillance Policy and Practices

Stiplosek Properties will ensure that the use and security of its video surveillance program and equipment is subject to intermittent audit, reviewing of whether ongoing video surveillance is justified based on the requirements set out in this policy and what equipment and policies may need updating. Any deficiencies or concerns identified by the audit will be addressed in due course.

Notification

The public will be notified of the existence of video surveillance equipment by signs displayed at locations where normal ingress to the property occurs.

