SUPPLIER ACCESS PROTOCOL

IKERBASQUE BUILDING

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1. MANDATORY PRIOR NOTICE

All suppliers and subcontractors must notify Ikerbasque of their visit to the building at least 48 hours in advance and receive confirmation before coming.

- General contact: **donostia@ikerbasque.net** and **korta.atezaina@ehu.eus**
- Information to be sent:
  - Full name and ID number (DNI) of everyone who will be coming
  - Company
  - Whether they will be bringing a vehicle or not
  - If required: the days on which the work will be carried out and the working hours

Without this notice and confirmation, entry to the building will not be permitted under any circumstances.

All personnel entering the building to carry out work must have been notified to Ikerbasque by their company and must hold duly processed and valid Coordination of Business Activities (CAE) documentation. **Each company or supplier that is to carry out work in the building must have the corresponding Coordination of Business Activities (CAE) formalised and in force with the contracting company for which it provides the service.** Access will not be permitted to anyone whose documentation has not been regularised or validated in accordance with the established procedures.

1.1. Prior authorisation of work affecting the building or its facilities

Any works, modification, installation or intervention that may affect the building, its structural elements, general facilities, technical systems or operating conditions must have the **prior and express authorisation of Ikerbasque before the work begins**.

This obligation applies, among others, to work related to:

- Electrical installations, new circuits, panels, lines, sockets, conduits or changes in power supply.
- Telecommunications installations, data cabling, fibre, networks, racks or elements connected to the building infrastructure.
- Air-conditioning, ventilation, heating or cooling systems, or changes affecting the BMS or control systems.
- Plumbing or drainage installations, or any work involving new pipework or changes to existing pipework.
- Fire protection, detection, alarm, extinguishing, compartmentalisation or evacuation systems.

- Work on walls, ceilings, floors, façades, roofs, doors and windows or structural elements.
- Drilling, chasing, anchoring, service penetrations or any intervention on structural elements.
- Installation of machinery or equipment that may generate loads, vibration, noise, heat or humidity, or additional electrical or air-conditioning requirements.
- Any work that may affect common areas, shared facilities, safety, watertightness, insulation, accessibility or the general operation of the building.

Before carrying out the work, the contracting entity must send Ikerbasque a **project, technical report or sufficiently detailed technical documentation of the work**, depending on its scope, so that its impact on the building can be assessed in advance.

Where applicable, this documentation must include the description and scope of the work, exact location, drawings or diagrams, affected installations, characteristics of the equipment to be installed, electrical or air-conditioning requirements, execution procedure, planned protective measures and any other technical information needed to assess the intervention.

No work of this kind may begin until express approval has been received from Ikerbasque. Authorisation for a company or supplier to access the building does not, under any circumstances, imply automatic authorisation to carry out modifications to the building or its facilities.

2. RESPONSIBILITY OF THE CONTRACTING ENTITY

The entity that directly contracts the services of a company, supplier or subcontractor will be responsible for receiving it, giving it access and monitoring it while the work is carried out.

In particular, the contracting entity must:

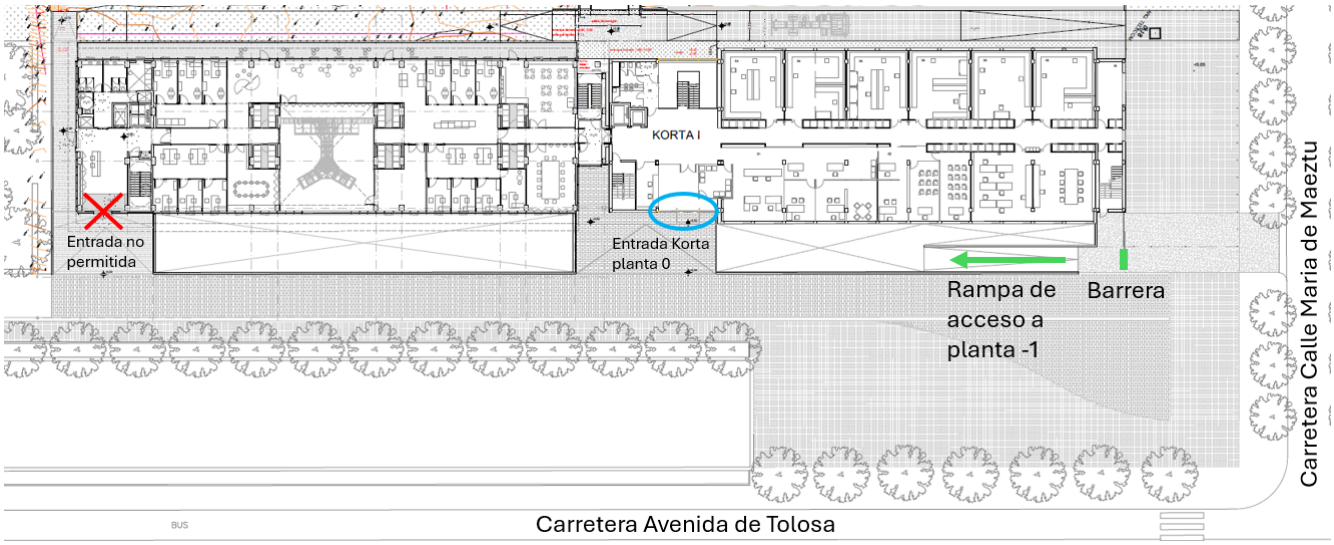
- Receive the supplier on arrival and give them access to the areas where the work is to be carried out.
- Have a contact person present or reachable throughout the intervention.
- Ensure that the supplier only accesses the spaces necessary to carry out the contracted work.
- Supervise and check the work carried out and verify that it is performed in accordance with the contract, the building rules and the applicable safety conditions.

- Accompany the supplier, or ensure that they are properly supervised, when access to common areas, technical installations or restricted areas is required.
- Make sure that, once the intervention is finished, the affected areas are properly closed, tidied and in suitable condition.

Ikerbasque will not be responsible for receiving, accompanying or supervising suppliers contracted by other entities, nor for opening doors or interior accesses of the building for them. Notifying Ikerbasque in advance of the access does not mean that its staff will take care of receiving or attending to the supplier.

3. BUILDING ENTRANCES

The building has two possible entrances:



1. Entrance through the main door of the **Korta building** (Floor 0) – For the exclusive use of GUREAK Vending.
2. Access through the south door located on **floor – 1** – all other suppliers and subcontractors.

3.1. Vehicle access for loading/unloading

Access to floor -1, also known as the sunken courtyard, is reserved exclusively for **loading and unloading**. Once the material has been unloaded, the driver must

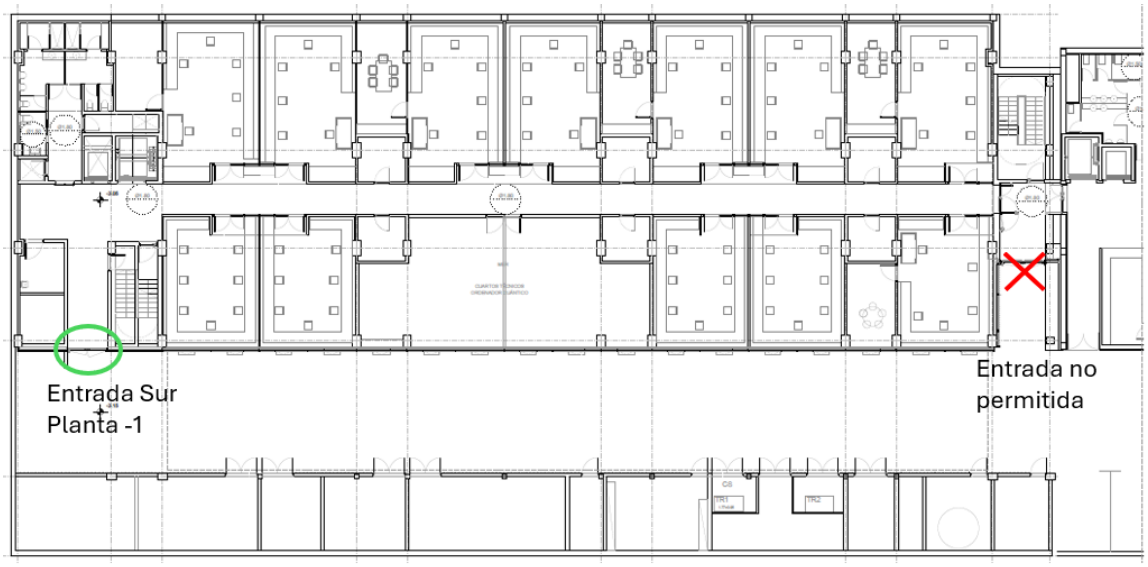
remove the vehicle and park it on the public road before entering the building to start work. Prolonged parking will not be permitted and vehicles may not be left in unauthorised areas.

Access to this floor is via the ramp marked in green on the plan included above. **Entry is limited to light vehicles** no higher than 2.5 metres.

If the material is transported in **heavy vehicles**, such as trailers or lorries, or in any other **vehicle exceeding the maximum height** permitted, it must be unloaded at street level. The material must then be moved down to floor -1 using whatever auxiliary equipment or machinery the company considers necessary to descend the access ramp.

Important considerations:

- Ikerbasque does not have any equipment, machinery or means of transport for handling or moving materials.
- Under no circumstances will materials be allowed in or out through the access doors on floor 0.



3.2. Procedure for driving down to the courtyard on floor -1:

1. The driver must approach the **barrier** and use the **intercom**, which connects to the reception of the Korta building (the building next to Ikerbasque).



2. The driver must state they are coming to work at, deliver



material to or collect material from the Ikerbasque building, and on behalf of which company.

3. Reception staff will check whether the visit is scheduled and confirmed by Ikerbasque.

4. If the visit is confirmed, the barrier will be raised and access to the doors of the underground courtyard will be allowed.

5. Once down, park the vehicle until loading/unloading is finished in the area shown below:

