

Rules and Regulations Holland House Mexico

Any employee, member, user of Holland House Mexico services, provider or otherwise affiliated person to Holland House Mexico is compelled to accept the terms and conditions stated in this document. That is;

1. To act in good faith and in the best interest of HHM
2. To be aware and uphold the office rules as established by HHM and MBP (appendix 1).
3. To be aware and agree to HHM privacy statement (appendix 2).
4. To be aware and uphold the guidelines of the Reforma 180 Building Administration (Document available upon request).
5. To be aware and uphold the guidelines of parking space Reforma 180 (Document available upon request).

Failure to comply to these rules and regulations may lead to disciplinary actions, including loss of membership and removal from Holland House Mexico Offices.



Carin Verbree

Manager Holland House

09 April 2019

Appendix 1: Office rules HHM and MBP

General information

Address: Av. Paseo de la Reforma 180, Piso 20, Col. Juárez, Del. Cuauhtémoc, CP.06600, CDMX, México

WiFi: Name: MBP; password: welcomembp

Telephone Soft Switch: 55-5025-8685

Direct numbers: 55-5025-869X (substitute X with the last digit of your extension)

Example: ext. 103, direct phone number: 55-5025-8693

Control Access

As a visitor, you will always need to announce your presence by ringing the front door bell. In case you have hired a physical workspace, please ask for assistance to an HHM employee. You will need MB Administration Department to help you create fingertip pad access to your workspace. Office doors should be closed at all times.

Workspaces

HHM offers both flexible and fixed workspaces, that are allocated by HHM staff, pending availability. Please reserve your workspace with HHM staff or through the online platform. Flexible workspaces are to be left clean and empty at the end of the contracted time.

Memberships include a number of flex workspace hours a week, which can be accumulated up to one calendar month. It is not allowed to utilize the flex workspaces for private meetings.

Meeting rooms

If you wish to book a private meeting room, you can do so on the HHM online platform, or by emailing HHM staff. Payment prior to the use of the room is required. Please include the number of participants, time and date in your request, as well as requirements for coffee break.

Lunch & Coffee area

HHM is equipped with a small kitchenette, meant only for storage of food and preparation of drinks. It is not allowed to eat inside HHM offices. You can use the MBP lunch area for this. There is a kitchen area where you can sit, read or relax. Please make sure to wash your dishes after using them. Keep the fridge clean and in order, do not leave food in there to rot. The cleaning staff cleans the refrigerator once a week and will throw away any food kept in the fridge every Thursday.

Smoking, alcohol and use of drugs is strictly prohibited in the office and office building, with the exception of specific events (cocktail networking events, Friday afternoon drinks).

Medicines

In case of any sudden sickness or accident, there's a medicine cabinet at the administration area with basic drugs.

Parking

You can make use of the available valet parking in the building. Guidelines can be found in appendix 4.

Printers

HHM currently makes use of the printer available at MBP. There is one 1 black & white printer Xerox VersaLink B7025/B7030/B7035. Please ask HHM staff for installation instructions.

If paper in the printer runs out, please refill it using the paper next to the printer or ask MBP Administration Department for extra paper.

We aim to care for the planet, so we encourage you to print only the very necessary documents and always use them. Do not leave them on the printer. Use the green container to recycle used paper.

Office support

The cleaning staff has been a dedicated and exemplary part of MBP and HHM for a long time. Please make sure to always interact in a respectful manner with them. Please keep the areas you visit clean and organized.

Emergencies

In the event of an emergency, please remain calm and follow the instructions of the MBP brigade. Please get familiar with the evacuation routes, the positions of the extinguishers and the map of the office area.

Misconduct & warnings

Any misconduct or behavior that goes against company policy, the company code of conduct, or the company's ethics code, that are outlined in this training manual and other company documents will be address with the following measures:

First occurrence: Verbal warning

Second occurrence: personal meeting to discuss the member's future in HHM

Severe cases of misconduct will lead to immediate termination of the membership. These types of misconduct include, but are not restricted to, the following:

- Smoking in the office or office building
- Use of illegal drugs in the office or office building
- Misuse and/or theft of office material and company property of any kind

- Misuse and/or theft of intellectual property
- Violence or threatening of violence
- Harassment of any kind (**see appendix 1.1**)
- Unethical conduct of any kind

Disobedience of this document and other company documents cannot be defended by inexperience, ignorance or any agreement against it and any misconduct may result in immediate cancellation of your membership with no right to receive your paid membership benefits.

Appendix 1.1 Sexual harrassment

PRONUNCIAMIENTO DE CERO TOLERANCIA AL HOSTIGAMIENTO SEXUAL Y AL ACOSO SEXUAL

En **MEXICO BUSINESS EVENTS, S.A. DE C.V. y MEXICO BUSINESS PUBLICATIONS, S.A. DE C.V.**, manifestamos nuestro absoluto rechazo a las conductas que atentan contra la integridad y la dignidad de las personas.

Asumimos el compromiso de actuar bajo el principio de ***Cero Tolerancia al hostigamiento sexual y al acoso sexual*** con el propósito de crear ambientes laborales respetuosos de la ética y dignidad y garantizar el derecho a una vida libre de violencia que, nuestra Constitución, establece como un derecho humano inalienable.

Los comportamientos de hostigamiento sexual y acoso sexual constituyen conductas impropias, no deseadas y son consideradas por quien las recibe como ofensivas, humillantes o embarazosas. Incluyen conductas verbales, físicas o ambas, relacionadas con la sexualidad y de connotación lasciva que violan el derecho a la libertad psicosexual de las personas.

En consecuencia, expresamos nuestra convicción y compromiso de actuar en el marco de las leyes, códigos y normas aplicables que, sobre el **comportamiento digno**, señalan:

Toda persona, en el desempeño de su empleo, cargo, comisión o función, debe conducirse en forma digna, sin proferir expresiones, adoptar comportamientos, usar

lenguaje o realizar acciones de hostigamiento sexual o acoso sexual, manteniendo para ello una actitud de respeto hacia las personas con las que tiene o guarda relación en la empresa. Vulneran esta regla, de manera enunciativa y no limitativa, las siguientes conductas:

- a) Realizar señales sexualmente sugerentes con las manos o a través de los movimientos del cuerpo.
- b) Tener contacto físico sugestivo o de naturaleza sexual, como tocamientos, abrazos, besos, manoseo, jalones.

- c) Hacer regalos, dar preferencias indebidas o notoriamente diferentes o manifestar abiertamente o de manera indirecta el interés sexual por una persona.
- d) Llevar a cabo conductas dominantes, agresivas, intimidatorias u hostiles hacia una persona para que se someta a sus deseos o intereses sexuales, o al de alguna otra u otras personas.
- e) Espiar a una persona mientras ésta se cambia de ropa o está en el sanitario.
- f) Condicionar la obtención de un empleo, su permanencia en él o las condiciones del mismo a cambio de aceptar conductas de naturaleza sexual.
- g) Obligar a la realización de actividades que no competen a sus labores u otras medidas disciplinarias en represalia por rechazar proposiciones de carácter sexual.
- h) Condicionar la concesión de alguna prestación a cambio de que el empleado o solicitante acceda a sostener conductas sexuales de cualquier naturaleza.
- i) Expresar comentarios, burlas, piropos o bromas hacia otra persona referentes a la apariencia o a la anatomía con connotación sexual, bien sea presenciales o a través de algún medio de comunicación.
- j) Realizar comentarios, burlas o bromas sugerentes respecto de su vida sexual o de otra persona, bien sea presenciales o a través de algún medio de comunicación.
- k) Expresar insinuaciones, invitaciones, favores o propuestas a citas o encuentros de carácter sexual.
- l) Emitir expresiones o utilizar lenguaje que denigre a las personas o pretenda colocarlas como objeto sexual.
- m) Preguntar a una persona sobre historias, fantasías o preferencias sexuales o sobre su vida sexual.
- n) Exhibir o enviar a través de algún medio de comunicación carteles, calendarios, mensajes, fotos, afiches, ilustraciones u objetos con imágenes o estructuras de naturaleza sexual, no deseadas ni solicitadas por la persona receptora.
- ñ) Difundir rumores o cualquier tipo de información sobre la vida sexual de una persona.
- o) Expresar insultos o humillaciones de naturaleza sexual.
- p) Mostrar deliberadamente partes íntimas del cuerpo a una o varias personas.

Al promover la observancia de esta regla, se busca asegurar que el personal que labora en **HOLLAND HOUSE MEXICO, MEXICO BUSINESS EVENTS, S.A. DE C.V. y MEXICO BUSINESS PUBLICATIONS, S.A. DE C.V.**, sea tratado con respeto y que las autoridades de la empresa actuemos en consecuencia con el papel vigilante y guardián que nos corresponde. Por ello, se difundirá información mediante campañas permanentes y se tomarán medidas efectivas que garanticen un ambiente de Cero Tolerancia a la violencia sexual.

En contrapartida, el personal de **HOLLAND HOUSE MEXICO, MEXICO BUSINESS EVENTS, S.A. DE C.V. y MEXICO BUSINESS PUBLICATIONS, S.A. DE C.V.**, tiene la obligación de conocer el Protocolo para la prevención, atención y sanción del hostigamiento sexual y el acoso sexual y conducirse acorde a la Regla de integridad sobre el comportamiento digno.

Exhortamos a todo el personal de **HOLLAND HOUSE MEXICO, MEXICO BUSINESS EVENTS, S.A. DE C.V. y MEXICO BUSINESS PUBLICATIONS, S.A. DE C.V.**, a sumarse a la campaña de Cero Tolerancia al hostigamiento sexual y al acoso sexual.

Declaration of non-discrimination

A todos nuestros empleados, clientes, proveedores y usuarios:

En **HOLLAND HOUSE MEXICO, MEXICO BUSINESS PUBLICATIONS, S.A. DE C.V. y MEXICO BUSINESS EVENTS, S.A. DE C.V.**, no se discrimina por motivos de raza, religión, orientación sexual, condición física o socioeconómica ni por ningún otro motivo, entendiéndose por discriminación la negación, exclusión, distinción, menoscabo, impedimento o restricción de alguno o algunos de los derechos humanos de las personas, grupos y comunidades en situación de discriminación imputables a personas físicas o morales o entes públicos con intención o sin ella, dolosa o culpable, por acción u omisión, por razón de su origen étnico, nacional, lengua, sexo, género, identidad indígena, expresión de rol de género, edad, discapacidad, condición jurídica, social o económica, apariencia física, condiciones de salud, características genéticas, embarazo, religión, opiniones políticas, académicas o filosóficas, identidad o filiación política, orientación o preferencia sexual, estado civil, por su forma de pensar, vestir, actuar, gesticular, por tener tatuajes o perforaciones corporales o cualquier otra que tenga por efecto anular o menoscabar el reconocimiento, goce o ejercicio, de los derechos y libertades fundamentales, así como la igualdad de las personas.

Para cualquier queja por discriminación, favor de enviar un correo a cv@hollandhousemexico.com, al@mexicobusinesspublishing.com o jp@mexicobusinesspublishing.com, la cuál será atendida de manera anónima e inmediata.



Appendix 2. Privacy policy

[Http://www.hollandhousemexico.com/](http://www.hollandhousemexico.com/)

It is [Http://www.hollandhousemexico.com/](http://www.hollandhousemexico.com/)'s policy to respect your privacy regarding any information we may collect while operating our website. This Privacy Policy applies to www.hollandhousemexico.com/ (hereinafter, "us", "we", or "www.hollandhousemexico.com/"). We respect your privacy and are committed to protecting personally identifiable information you may provide us through the Website. We have adopted this privacy policy ("Privacy Policy") to explain what information may be collected on our Website, how we use this information, and under what circumstances we may disclose the information to third parties. This Privacy Policy applies only to information we collect through the Website and does not apply to our collection of information from other sources.

This Privacy Policy, together with the Terms and conditions posted on our Website, set forth the general rules and policies governing your use of our Website. Depending on your activities when visiting our Website, you may be required to agree to additional terms and conditions.

- Website Visitors

Like most website operators, [Http://www.hollandhousemexico.com/](http://www.hollandhousemexico.com/) collects non-personally-identifying information of the sort that web browsers and servers typically make available, such as the browser type, language preference, referring site, and the date and time of each visitor request. [Http://www.hollandhousemexico.com/](http://www.hollandhousemexico.com/)'s purpose in collecting non-personally identifying information is to better understand how [Http://www.hollandhousemexico.com/](http://www.hollandhousemexico.com/)'s visitors use its website. From time to time, [Http://www.hollandhousemexico.com/](http://www.hollandhousemexico.com/) may release non-personally-identifying information in the aggregate, e.g., by publishing a report on trends in the usage of its website.

[Http://www.hollandhousemexico.com/](http://www.hollandhousemexico.com/) also collects potentially personally-identifying information like Internet Protocol (IP) addresses for logged in users and for users leaving comments on <http://www.hollandhousemexico.com/> blog posts. [Http://www.hollandhousemexico.com/](http://www.hollandhousemexico.com/) only discloses logged in user and commenter IP addresses under the same circumstances that it uses and discloses personally-identifying information as described below.

- Gathering of Personally-Identifying Information

Certain visitors to [Http://www.hollandhousemexico.com](http://www.hollandhousemexico.com)'s websites choose to interact with [Http://www.hollandhousemexico.com/](http://www.hollandhousemexico.com/) in ways that require [Http://www.hollandhousemexico.com/](http://www.hollandhousemexico.com/) to gather personally-identifying information. The amount and type of information that [Http://www.hollandhousemexico.com/](http://www.hollandhousemexico.com/) gathers depends on the nature of the interaction. For example, we ask visitors who sign up for a blog at <http://www.hollandhousemexico.com/> to provide a username and email address.

- Security

The security of your Personal Information is important to us, but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security.

- Links To External Sites

Our Service may contain links to external sites that are not operated by us. If you click on a third party link, you will be directed to that third party's site. We strongly advise you to review the Privacy Policy and terms and conditions of every site you visit.

We have no control over, and assume no responsibility for the content, privacy policies or practices of any third party sites, products or services.

- [Www.hollandhousemexico.com/](http://www.hollandhousemexico.com/) uses Google AdWords for remarketing

[Www.hollandhousemexico.com/](http://www.hollandhousemexico.com/) uses the remarketing services to advertise on third party websites (including Google) to previous visitors to our site. It could mean that we advertise to previous visitors who haven't completed a task on our site, for example using the contact form to make an enquiry. This could be in the form of an advertisement on the Google search results page, or a site in the Google Display Network. Third-party vendors, including Google, use cookies to serve ads based on someone's past visits. Of course, any data collected will be used in accordance with our own privacy policy and Google's privacy policy.

You can set preferences for how Google advertises to you using the Google Ad Preferences page, and if you want to you can opt out of interest-based advertising entirely by cookie settings or permanently using a browser plugin.

- Protection of Certain Personally-Identifying Information



Http://www.hollandhousemexico.com/ discloses potentially personally-identifying and personally-identifying information only to those of its employees, contractors and affiliated organizations that (i) need to know that information in order to process it on

Http://www.hollandhousemexico.com/'s behalf or to provide services available at

Http://www.hollandhousemexico.com/'s website, and (ii) that have agreed not to disclose it to others. Some of those employees, contractors and affiliated organizations may be located outside of your home country; by using Http://www.hollandhousemexico.com/'s website, you consent to the transfer of such information to them. Http://www.hollandhousemexico.com/ will not rent or sell potentially personally-identifying and personally-identifying information to anyone. Other than to its employees, contractors and affiliated organizations, as described above,

Http://www.hollandhousemexico.com/ discloses potentially personally-identifying and personally-identifying information only in response to a subpoena, court order or other governmental request, or when Http://www.hollandhousemexico.com/ believes in good faith that disclosure is reasonably necessary to protect the property or rights of Http://www.hollandhousemexico.com/, third parties or the public at large.

If you are a registered user of http://www.hollandhousemexico.com/ and have supplied your email address, Http://www.hollandhousemexico.com/ may occasionally send you an email to tell you about new features, solicit your feedback, or just keep you up to date with what's going on with Http://www.hollandhousemexico.com/ and our products. We primarily use our blog to communicate this type of information, so we expect to keep this type of email to a minimum. If you send us a request (for example via a support email or via one of our feedback mechanisms), we reserve the right to publish it in order to help us clarify or respond to your request or to help us support other users. Http://www.hollandhousemexico.com/ takes all measures reasonably necessary to protect against the unauthorized access, use, alteration or destruction of potentially personally-identifying and personally-identifying information.

- Aggregated Statistics

Http://www.hollandhousemexico.com/ may collect statistics about the behavior of visitors to its website. Http://www.hollandhousemexico.com/ may display this information publicly or provide it to others. However, Http://www.hollandhousemexico.com/ does not disclose your personally-identifying information.

- Affiliate Disclosure

This site uses affiliate links and does earn a commission from certain links. This does not affect your purchases or the price you may pay.

- Cookies



To enrich and perfect your online experience, [Http://www.hollandhousemexico.com/](http://www.hollandhousemexico.com/) uses "Cookies", similar technologies and services provided by others to display personalized content, appropriate advertising and store your preferences on your computer.

A cookie is a string of information that a website stores on a visitor's computer, and that the visitor's browser provides to the website each time the visitor returns.

[Http://www.hollandhousemexico.com/](http://www.hollandhousemexico.com/) uses cookies to help [Http://www.hollandhousemexico.com/](http://www.hollandhousemexico.com/) identify and track visitors, their usage of <http://www.hollandhousemexico.com/>, and their website access preferences. [Http://www.hollandhousemexico.com/](http://www.hollandhousemexico.com/) visitors who do not wish to have cookies placed on their computers should set their browsers to refuse cookies before using [Http://www.hollandhousemexico.com/](http://www.hollandhousemexico.com/)'s websites, with the drawback that certain features of [Http://www.hollandhousemexico.com/](http://www.hollandhousemexico.com/)'s websites may not function properly without the aid of cookies.

By continuing to navigate our website without changing your cookie settings, you hereby acknowledge and agree to [Http://www.hollandhousemexico.com/](http://www.hollandhousemexico.com/)'s use of cookies.

- Business Transfers

If [Http://www.hollandhousemexico.com/](http://www.hollandhousemexico.com/), or substantially all of its assets, were acquired, or in the unlikely event that [Http://www.hollandhousemexico.com/](http://www.hollandhousemexico.com/) goes out of business or enters bankruptcy, user information would be one of the assets that is transferred or acquired by a third party. You acknowledge that such transfers may occur, and that any acquirer of [Http://www.hollandhousemexico.com/](http://www.hollandhousemexico.com/) may continue to use your personal information as set forth in this policy.

Privacy Policy Changes

Although most changes are likely to be minor, [Http://www.hollandhousemexico.com/](http://www.hollandhousemexico.com/) may change its Privacy Policy from time to time, and in [Http://www.hollandhousemexico.com/](http://www.hollandhousemexico.com/)'s sole discretion. [Http://www.hollandhousemexico.com/](http://www.hollandhousemexico.com/) encourages visitors to frequently check this page for any changes to its Privacy Policy. Your continued use of this site after any change in this Privacy Policy will constitute your acceptance of such change.