

HUCKLETREE

*Gather,
kindly*

Huckletree
Community
Guidelines

Last updated
October 2022

INTRODUCTION

Building a community like Huckletree takes conscious effort, common ground and shared understanding.

We need everyone to play their part to make this the most impactful ecosystem we can. That's why we've created Community Guidelines for every member or guest of Huckletree to explain how to use our shared services and acceptable community behaviour when you're working or gathering within one of our Hubs.

These guidelines are supplementary to our Membership Terms and Conditions and we ask that every member and guest reads through.





First up, Respect Policy

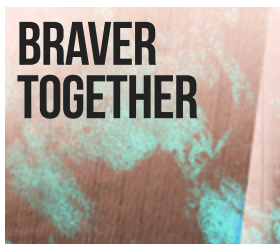
Huckletree strives to create a space where everyone feels able to access their workplace without fear of feeling marginalised, harassed or unwelcome.



We have a Zero Tolerance Policy concerning acts of racism, sexism, homophobia, biphobia, transphobia, disablism or prejudice based on age, ethnicity, nationality, class, gender, gender presentation, language ability or religious affiliation. By entering or working from any of our Hubs, you agree to treat all people equally and without prejudice or presumptions.

Any conduct that creates an intimidating, hostile, or offensive environment for anyone else within our spaces will not be tolerated. In addition to the above, this additionally includes acts of sexual harassment and abuse of power. Please alert one of our Community Team members if you feel that either you, or someone else within our Hubs, has been put in a vulnerable position. Our Community Team members are trained to handle circumstances where this Respect Policy has been breached.

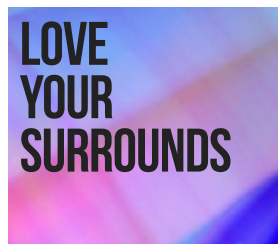
Our Beliefs



You can't change the world alone, but together we can go further. Let's inspire one another and build things made to last.



Not all innovation is built equally, so share what you know and create opportunities for others.



Treat our team, our community and our planet with care, decency and citizenship.



Connections happen by design, not by chance. Be open to every introduction or invite.



Especially when the going gets tough.

Rules for all members



MEMBER ACCESS

1. Access to your home Huckletree hub is 24/7 and our team is on-site to support you during the hours of 9 am – 6 pm Monday to Friday (except during bank holidays & Christmas period). We may alter the access to your home Huckletree Hub (or any other Huckletree Hub) at any time at our reasonable discretion.
2. Access to hot desks, breakout spaces, and common areas is on a first-come, first-served basis and there may be times when space is not available.
3. You may be allocated an access card to access our Huckletree Hubs, and/or a key to access your Private Studio. Lost swipe cards will be charged per item, quotes for keys can be provided on request by the Community Team and will vary depending on the Hub. Swipe cards may only be used by the individual to whom they're assigned.
4. Please do not make any copies of any keys, access cards or other means of entry to the Huckletree Hub, nor lend, share, or transfer any keys or access cards to any third party unless authorised in advance.
5. On your last day, you should return all keys and swipe cards. If any are not returned you will be liable for charges that will be taken from your Company's Security Retainer (equivalent to the cost of the key and/or swipe card).
6. You are responsible for any items provided to you by the Community Team for temporary use, and are liable for replacement fees should any such items get lost, stolen, or destroyed.
7. Your Team Admin is responsible for ensuring that all of your Team Members comply with all House Rules and with all rules, policies and/or procedures that are specific to your Workspace, and you that in the event of any costs, penalty or fine resulting from any damages to the Workspace or the breach of any such rules, policies and/or procedures, your Company will be responsible for paying such costs, penalties or fines.

VISITORS

1. You may bring up to 2 visitors into your Huckletree Hub at any one time for a maximum of two hours (for meeting purposes) and it's your responsibility to ensure they comply with these rules. Visitors may work from the breakout areas and are not permitted to work from any open-plan desks.
2. If you are a Private Studio member you may also have as many visitors as there is the capacity for in your office. Additional visitors should remain inside your Private Studio and are not permitted to work from any open-plan desks.
3. If you wish to invite a visitor for longer than the allocated two hours, you must either book a meeting room or purchase Day Passes through your Membership Portal. Visitors with valid Day Pass bookings may work from the Hot Desking areas within the Hubs.
4. All visitors must be pre-registered via the Membership Portal and on arrival, sign in with our Front-of-House team. For Health & Safety reasons, please do not bring visitors into the space without signing them in.
5. Once signed in, Members are responsible for receiving their visitors from the Front-of-House. Members are also responsible for making their visitors aware of any health and safety procedures.
6. Visitors may be given an Access Card to use for the day, please return this to Front-of-House before 5.45 pm otherwise you may incur charges to your account.

VISITORS

- Members may not be separated from their visitors while they're within the premises or allow their visitors to remain within Huckletree when they leave.
- For security reasons, we do not allow members to bring visitors into the Hubs during out-of-hours (after 6 pm, before 9 am, over the weekend or during Bank Holidays and other holiday periods).

OPEN PLAN ETIQUETTE (INCLUSIVE OF RESIDENT DESK, HOT DESK, BREAKOUT & KITCHEN AREAS):

- Please use these areas with due regard to the rights and interests of other users, including reducing your or your team's noise levels (this includes using headphones for calls through your computer, phone, and for music), having regard for the amount of space you and your team are using and your use of the electrical facilities & wireless connections. If you are making too much noise, you may be asked to reduce your noise levels. We encourage members to use the phone booths for lengthier, noisier or private calls. Phone booths are available for use at any time, without prior booking.
- Please don't use the open-plan areas to conduct large formal meetings and be

MEMBERSHIP PORTAL USAGE

- Huckletree expects that Members will respect the dignity of other members and Huckletree staff and not harass or degrade others. Content that threatens or is abusive to others will be reported to Huckletree immediately.

aware that we may ask you to move into a meeting room (at your expense) should we discover you are using the spaces inappropriately or preventing other members and their visitors from enjoying the space.

- Please don't spread out personal belongings in a way that may stop members from working from residing desks.
- Please keep the space you are using tidy and clear of rubbish and any obstructions.
- Please make use of the kitchen areas only for consuming snacks and avoid food that has a strong smell.

RESIDENT DESKS

- We operate a 'clean desk' policy at Huckletree. Members are expected to keep their space and surroundings clean and tidy, and in a state that does not obstruct the daily cleaners from performing their duties nor negatively impact any potential tours of the Hub.
- Desks should not be used as storage space. Boxes or other such items must not be stored underneath or around your desks. Community Teams reserve the right to remove any items that are stored as such. If you require extra storage space, please contact the Community Teams to discuss options.

HOT DESKS

- We may withhold access to the Hot Desk areas if we believe your use of the space is impeding other members from having fair use of the space. If we're concerned that you are using the Hot Desk areas in this way we will discuss with you the potential upgrading of your membership to a resident desk.
- Please do not set up a desktop computer or large monitor screens in the Hot Desk area. If you wish to set up a permanent computer station, please contact your Community Team regarding an upgrade to a Resident Desk.

HOT DESKS

3. Please do not keep your belongings on any desks in the Hot Desk area after you have finished using the desk for the day. Our cleaning team will clear this area of any items left overnight, and these may be discarded. We accept no liability for items removed from the Hot Desk area and we will have no responsibility to you for any such disposal or destruction regardless of the value of those belongings.

BREAKOUT SPACES / KITCHEN AREAS

1. Please be considerate of the wider environment, other members, and our all-star cleaning team when using our breakout or kitchen areas, and always clean up after yourself.
2. Please place your dirty crockery and cutlery in the dishwashers after use, and use all appliances with care.
3. Please only store your food & drink items in the fridges and cupboards that are labelled for member use and ensure that you remove any out-of-date food from these where necessary. Our cleaning teams clear perishable foods from the fridges and cupboards on Friday evenings and completely clear out them once a month. Our cleaning and community teams reserve the right to remove any out-of-date or offensive items from the members' fridges at any time.
4. For hygiene reasons, Members' food left in communal cupboards should be kept in airtight containers at all times. Our cleaning and community teams reserve the right to remove any food in open containers.



Meeting Room Guidelines

BOOKING MEETING ROOMS

1. Meeting rooms must be booked in advance via your Member Portal. If you are unable to access your Portal, please inform a member of the Community Team.
2. Use of the meeting rooms is subject to availability and for a minimum period of 15 minutes.
3. There may be mandatory intervals enforced between room bookings to ensure our cleaning team are able to clean & sanitise the rooms where possible between uses. Please support the team by clearing up after yourself when using a meeting room.
4. You accept that all your employees whose names are included in your Team list on the Member Portal are able to book rooms on behalf of your business. If you wish to remove these rights for your team members, your Team Admin can do so through the Portal.
5. If you are found using a meeting room without a booking or beyond your allotted booking time, the Community Team reserves the right to ask you to leave and/or charge your account for the full amount of usage without notice.

BOOKING MEETING ROOMS

- Free monthly meeting room allocation is offered to some membership types. This allowance is capped per calendar month and the amount is subject to prior agreement with the General Manager. You may not sell or donate your conference room credits to other members, non-members or third parties.
- This allocation is refreshed on the 1st of each month, and may not be rolled over from month to month.
- If you wish to purchase more credit, you can do so via your Member Portal. Any additional purchased credit will not expire until it's used.
- You will be responsible for any equipment that you borrow from our Front-of-House (e.g. phone chargers), and/or liable for damage caused to such equipment and the cost of any equipment not returned to Front-of-House by 6pm on the day that it is borrowed.

CHANGES TO MEETING ROOM BOOKINGS

- If you wish to make any change to your booking, you can do so via the Member Portal up to 24 hours before the booking date and time. If you wish to modify a booking within the 24 hours period, this is at the discretion of the Community Team. If applicable, we will let you know about any changes to the fee payable in respect of such booking or anything else arising as a result of your requested change.
- There may be occasions where, due to circumstances beyond our control, your booking may be affected. We reserve the right to make any changes necessary to your booking until such time as we're able to resume normal performance.
- If we need to change your booking, we shall notify you of such change as soon as we can and you shall be entitled to cancel your booking accordingly. In such an instance, no charge will be payable. If you have already paid, the value of the booking will be returned to your account as credit.

CANCELLATION OF MEETING ROOM BOOKINGS

- We operate a no refund policy for all meeting room bookings. If your booking is cancelled within 24 hours or less prior to the date of the booking, 100% of the fee for that booking shall be payable via cash or credits.
- If a booking is cancelled 24 hours before the booking date and time, a credit will be added to your account to use against future bookings.

CATERING SERVICES

- Depending on which Huckletree Hub you have made your room or events booking, we may be able to provide catering services for your meeting. Please contact your relevant Community Team directly for more information.
- If catering services are provided by Huckletree, unless we agree otherwise at the time of a booking, any food or beverages to be consumed in a meeting room must be purchased through the catering services offered to you at the Huckletree Hub.
- If catering services are not provided by us at Huckletree or, where catering services are provided, we agree to allow you to consume food and beverages in a meeting room that have not been purchased from us, we will charge a per head 'corkage' fee for the consumption of any such food or beverages provided by you or by any third party catering service providers.
- Any amounts payable in connection with the catering services ordered or any charges applied will be payable on your booking invoice.



MAIL HANDLING SERVICE

1. For studio, resident desk and those hot desk members with mail handling service, we will accept receipt of mail and small parcels addressed to you at your home Huckletree Hub between the hours of 9 am– 6 pm on business days. Whilst we will try to safeguard the mail and parcels we receive, we cannot accept any responsibility for any damage or loss.
2. We will send out a notification to the named member provided on the postal label on the date of receipt. In the event that you fail to collect them from the Front-of-House within 24 hours of receipt, we may dispose of them or return them to the sender and will not be responsible for any costs incurred.
3. We will not accept delivery of large or heavy parcels or mail where we have concerns about the contents. These will be returned to the sender or refused delivery.
4. Front-of-House will accept mail and parcels to be collected by couriers on your behalf between the hours of 9 am – 6 pm on business days. We shall not be liable for any damage or loss arising from such dispatch (or failure to dispatch).
5. Once your Membership Agreement has been terminated, we will no longer hold any mail or packages delivered to us and you agree that we may dispose of any mail or packages and you will waive any claim or demands regarding your mail or packages delivered after the termination of your Membership Agreement.

LOCKERS & STORAGE

1. Lockers and other storage facilities may be available at your Huckletree Hub or in the wider managed building, and may be included in your membership or can be rented for an extra monthly fee.
2. In the event that you lose a key to one of our or the managed building lockers, you will be liable for the cost of replacing the lost key or whole lock if necessary. This will be charged to your team account.
3. You are responsible for the belongings that you bring with you, including anything you choose to store in our lockers
4. We reserve the right to inspect and/or remove (including by force) the contents of any unit if we suspect it is being used in contravention of the terms of your Membership Agreement.
5. In the event that a Member fails to remove property from a locker or other such storage upon the termination of this Membership Agreement, we shall have the right to remove and dispose of any such property. We shall be under no obligation to notify you of any such removal and disposal and shall incur no liability for any loss or damage which you may sustain as a result of such removal and disposal. Furthermore, you agree to pay any handling fees incurred by us in the removal and disposal of your property.

PRINTING

1. Free monthly printing credit allocation is capped at 60 credits per calendar month per any one Team (dependent on Membership Type and subject to any alternative written agreement).
2. This allocation is refreshed on the 1st of each month, and may not be rolled over from month to month.

PRINTING

3. If you wish to purchase more credit, you can do so via your Member Portal. Any additional purchased credit will not expire until it's used.

FITNESS / WELLNESS EQUIPMENT, AREAS & EVENTS

1. For Hubs with fitness/wellness equipment & areas, any member wishing to use these needs to be inducted and should sign a waiver form with the Front of House team.
2. For Hubs that host fitness/wellness events, any member wishing to use these needs to be inducted and should sign a waiver form with the Front of House team.
3. Fitness/wellness areas must not be used for any type of meetings and be aware that we may ask you to move into a meeting room (at your expense) should we discover you are using the spaces inappropriately or preventing other members and their visitors from enjoying the space.
4. Fitness/wellness areas may be designated as 'quiet' or 'tech-free' zones. Please respect these requests or you may be asked to leave the area.

PARKING AND BIKE STORAGE

1. If parking spaces are available in your Huckletree Hub, these spaces may be chargeable unless specified on your membership agreement. Spaces are offered on a first-come, first-serve basis. If your Hub is in a managed building, you must comply with all parking regulations set by the building management.
2. If bike storage is available in your Huckletree Hub, these spaces may be chargeable unless specified on your membership agreement. Spaces are offered on a first-come, first-serve basis.
3. Cars & Bikes are left in these areas at your own risk. We will not accept any responsibility for damages or losses.

BATHROOMS AND SHOWERS

1. Please treat these areas with respect by:
2. Removing towels and personal items from shower rooms after use.
3. Leaving bathrooms clean and tidy. Any items other than toilet roll should not be flushed down the toilets.

HEALTH AND SAFETY

1. Members must not do anything that compromises their own safety or that of others while within the Huckletree space.
2. Members must undergo safety training before use of speciality facilities, which will form part of their induction, and must adhere to this training at all times.
3. Members must immediately report any injury, potential risk, or danger that they're aware of to a member of the Huckletree team including any worn or damaged equipment to a member of the Huckletree team
4. Huckletree reserves the right to ask members to remove any stock or other items that it, at its sole discretion, determines may be obstructive to other members or represent a health and safety risk.
5. Fire alarms and evacuations outside of the weekly alarm testing must be treated as a real-time emergency and the correct evacuation procedure followed to vacate the building.
6. All members should read and abide by the Out of Hours / Lone Working policy

HEALTH AND SAFETY

relevant to the Hub that they're working from.

7. With the exception of events planned by the Community Team, group social activities in communal areas are not allowed to take place in the Hubs after 6 pm and before 8.30 am. Any exceptions to this must have written consent from the General Manager of the Hub. We reserve the right to apply any relevant charges in relation to

the unauthorised use of the space (such as cleaning)

8. If you have not been provided with any of the relevant health and safety information or documentation, please contact your community team.
9. The use of any Huckletree Hub to conduct or pursue any illegal or offensive activities is strictly prohibited, and weapons of any kind or any

other offensive, dangerous, hazardous, inflammable or explosive materials are strictly prohibited in any Huckletree Hub. If you become aware of weapons in a Huckletree Hub, contact a member of your Community Team immediately.

10. Please be advised that for security reasons, we may, at our discretion, regularly record areas in a Huckletree Hub via CCTV.

MINORS / CHILDREN (UNDER THE AGE OF 18)

1. Members should complete a Parent / Guardian Authorisation and Liability Waiver and return this to the Community Team before bringing a minor/child into a Huckletree Hub.
2. Children under the age of 8 must be supervised by a responsible

adult (over the age of 18) in Huckletree Hubs at all times.

3. If you bring a minor/child into a Huckletree Hub, you are responsible for ensuring that they do not disturb others when in the space. Huckletree reserves the right to recuperate funds for

damages caused by you / your Company's Security Retainer if necessary.

4. You shall be solely and fully responsible for ensuring that no alcohol is consumed by any minors in the applicable jurisdiction.

DOGS AND OTHER PETS

1. Before bringing any dog or other pet into a Huckletree Hub please check with the relevant Community Team prior to arrival. Note that there are various properties where animals are not allowed due to lease restrictions.

2. Only Private Studio and Resident Desk members are allowed to bring dogs/pets into the space.
3. If agreed by the General Manager, you / your visitor may bring your dog/pet into a Huckletree Hub

once proof of vaccinations has been provided.

4. Dogs/pets must be kept on a lead at all times unless in a Private Studio.



DOGS AND OTHER PETS

- When you have a dog/pet in one of our Huckletree Hubs, you are responsible for cleaning up after them and ensuring that they do not disturb others. Such permission may be revoked at any time and will be subject to the number of animals in any one Huckletree Hub. Huckletree reserves the right to charge cleaning fees or recoup funds for damages caused by dogs/pets from you / your Company's Security Retainer if necessary.
- If you or any of your Team Members bring a dog into the Hub, you will be responsible for any injury caused by this animal to other Members, visitors, or to the property itself.
- Please ensure visitors warn you of any pets they may be planning to bring with them when visiting a Huckletree Hub, otherwise, they may be denied entry.
- If a General Manager believes (at their discretion) that a dog/pet is causing a disturbance, damage, or any other negative issue they may stipulate that the animal is no longer allowed in a Huckletree Hub, in which case you shall remove them immediately.
- Neither Huckletree nor our employees will be responsible for any injury to such dogs or pets.

PHOTOGRAPHY / FILMING

- We may for marketing purposes take photographs or video footage in our Huckletree Hub. These images and footage may include you and your visitors and by being a member you consent to us doing so.
- If you wish to use any of our images of our Huckletree Hubs then you should request this in writing to your General Manager with a copy of the images you wish to use.
- If you wish to take photographs or film within any of our Hubs you should first complete a photography/filming request form and gain written consent from the General Manager of the Huckletree Hub you wish to film in. If these images are to be used publicly, you must also gain written consent from our Marketing Team via the General Manager of the Hub.
- You agree that any images or material from any document or webpage produced by us (including data, illustrations, designs, photographs, video clips, text, graphics and logos) are owned exclusively by us and/or our content providers. Any use or distribution is prohibited without our prior written permission.

ALCOHOL

- No Members or visitors under the legal age for consuming alcohol should consume alcohol in a Huckletree Hub, and those who are of legal drinking age that choose to consume alcohol should do so responsibly. You are responsible for ensuring that any visitors you invite into the space are in compliance with this rule.

IT

(A) DEFINITIONS

- The following definitions shall apply in this section of the Huckletree House Rules:
- "IP Rights" means intellectual property rights of any nature anywhere in the world whether registered, registerable or otherwise, including patents,





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trademarks, registered designs and domain names, applications for any of the foregoing, trade or business names, copyright, design rights, rights in databases, know-how and any other intellectual property rights which subsist in computer software, computer programs, websites, documents, information, techniques, business methods, drawings, logos, instruction manuals, lists and procedures;

3. "Network" means the (i) hardware, including computers (desktop or laptop), telephone handsets, servers, communications equipment, printers, scanners, cabling, peripheral computer equipment and other physical equipment; (ii) infrastructure, including the cables, sockets and data points, local and wide area network links and ports installed from time to time at the Huckletree Hubs and patch leads, communication leads and other similar peripheral computer equipment; and (iii) software, including desktop operating systems and software, word processing systems and software, desktop faxing, mail client software and other IP Rights; all of which are owned by or licensed to us for the purposes of the provision of the IT Services.
4. "Network Connection" means the internet connection provided to you in accordance with these

Huckletree House Rules;

5. "Network Services Supplier" means any third party supplier to us of certain services in connection with the provision of the IT Services;

(B) IT Services

1. If you have a Membership Agreement with us and have not declined our IT Services, we will provide those IT Services that you have chosen to receive from us to you in accordance with this section of the Huckletree House Rules.
2. Any target dates for the performance of our obligations set out in this section are estimates only and time will not be of the essence for the performance of our obligations.
3. If you request a change to the scope or execution of the IT services you shall submit written details of the requested change to us. We shall require one calendar month's notice to make such changes and we have no obligation to do so unless and until we have agreed in writing the necessary variations to our charges and any other relevant changes to our terms to take account of the requested change.
4. We will provide the IT Services with reasonable skill and care and use our reasonable endeavours

to preserve the confidentiality of any data on the Network (such as voicemail messages) relating to you.

5. Access to the Communications Room for a standard service must be supervised by Huckletree IT engineers and booked at least two working days in advance. In the event of an emergency, Huckletree will endeavour to grant access as soon as possible.

(C) Your IT Obligations

1. You will promptly report any defect or error in any IT Services of which you become aware (confirming the details in writing) to the Hub Manager.
2. You will promptly provide any information which we may reasonably request and ensure that such information is materially accurate.
3. You will obtain all necessary consents or licences which may be required from any third party (such as any third party licensor of any component of the Equipment) to enable us to provide the IT Services.
4. You shall be responsible for: making your own backups of all data and we shall have no liability for loss or interception of any of your data and the content of all its transmissions which may pass through the internet and/or the

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Network Connection.

5. You will not damage any of our Equipment, including any cables, plugs and floor ports and will make good any damage on the termination of your Membership.
6. You agree that you will not use the Network Connection in any way that may damage the Network Connection or violate the law, infringe the rights of others, or interfere with or adversely affect the users, services, or our equipment, the Network or our Network Services Supplier.
7. You shall not distribute unsolicited advertising, chain letters, or commercial electronic mail (spam), propagate computer worms or viruses, attempt to gain unauthorised entry to other computers, data or networks, distribute or receive any pornography, obscene, or defamatory material over the internet or infringe any third party copyrights, trademarks, or other intellectual property rights.
8. You shall notify us immediately if you become aware of any improper use of the Network Connection and/or damage or the likelihood of damage to the Network Connection or to the Network.
9. You agree that in using the Network Connection you will comply with all applicable requirements and regulations, whether statutory or otherwise.
10. You shall comply with all reasonable instructions given to you by us or the Network Services Supplier including instructions relating to the Network Connection;
11. You shall comply with all applicable laws concerning the transmission of technical data and other regulated materials via the Network Connection.
12. You will not connect your firewall, access point any of your Equipment that will or may (in our reasonable opinion) disproportionately degrade the overall performance of the Network connection (including but not limited to network printers, scanners, servers, switches, signal boosters, network hubs and gateways) to our Network without our written consent.

13. You acknowledge that we accept no responsibility for your transmissions.

14. If we reasonably believe that these House Rules are being breached we may suspend without notice your use of the Network Connection.

(D) LICENCE AND EQUIPMENT

1. If the supply of any IT Services by us to you will involve the use by you of any computer software programmes or other IP Rights belonging to us or of the Network Services Supplier, we grant you a licence on such terms as we may reasonably require to use such programmes or other IP Rights for the purposes for which the IT Services are supplied.
2. You agree to comply with all terms or restrictions in relation to the licence to and use by you of computer software and other IP Rights as may be notified by us to you from time to time.
3. You acknowledge that any mobile signal is the responsibility of the provider and not us and we shall have no liability for the lack or degrading of the mobile signal.
4. You warrant to us that your Equipment and your use of it (a) will comply with all applicable laws, regulations and standards; (b) will be safe to the extent required by law or required by us; (c) will comply in all material respects with all applicable conditions and standards of any relevant telecommunications company or provider (including but not limited to BT); (d) will be suitable in all material respects for the connection to the appropriate telecommunications network; and (e) will have installed adequate anti-virus software.
5. We will use our reasonable endeavours to ensure that the provision of the IT Services does not affect your Equipment which is not in accordance with the manufacturer's recommendations.

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(E) LIABILITY

1. Save as expressly set out in this section of the Huckletree House Rules no conditions, warranties or other terms, whether express or implied, shall apply to the IT Services, including warranties of satisfactory quality and fitness for any particular purpose.
2. We do not offer any warranty or guarantee regarding the continued and uninterrupted availability of the IT Services to you and (c) we shall not incur any liability if and to the extent that the confidentiality of any data belonging to you is not maintained.
3. Neither we nor the Network Service Supplier shall be liable

for unauthorised access to our or your transmission facilities or equipment or for unauthorised access to or alteration, theft, damage or destruction of your data files, programmes, procedures or information, or any other IP Rights regardless of whether resulting from our or the Network Service Supplier's negligence or by accident.

TERMINATION

1. The supply of IT Services to you ends when your membership agreement is terminated or expires.
2. On the termination of arrangements for us to provide you with IT Services you shall relinquish any IP addresses,

address blocks or phone numbers (subject to paragraph (3) below) assigned to you by us or the Network Services Supplier and return all Equipment made available by us to you in such condition as when it was provided to you. Any damage caused to Equipment shall be charged to you.

3. In the event that you wish to keep your phone number on termination, we may or may not, in our sole discretion, be able to provide for this, however, if we are able to provide this a set-up fee may be payable in such amount as notified by us to you.



It's important that every member takes the time to read and understand what's expected of them as a member of Huckletree.

Any breach of these guidelines by you or one of your employees could lead to a termination of your company's Huckletree Membership Agreement, or the exclusion of certain individuals employed by your Company from Huckletree Hubs.

**Questions?**

Please reach out to your Community Team. We're always here to help.