

Pursuant to Article 28 of the Statute of the Vatroslav Lisinski Concert Hall (Reg. number: 2479/4-22 of 25 November 2022), the General Manager of the Vatroslav Lisinski Concert Hall adopts the following

HOUSE RULES OF THE VATROSLAV LISINSKI CONCERT HALL (VLCH)

GENERAL PROVISIONS

Article 1

These House Rules of the Vatroslav Lisinski Concert Hall (hereinafter: House Rules) prescribe the rights and obligations of persons staying on the premises of the Vatroslav Lisinski Concert Hall, Trg Stjepana Radića 4, 10000 Zagreb (hereinafter: VLCH).

The House rules are adopted to ensure order, safety and cleanliness, as well as to preserve the building and property of the VLCH. Every person who stays on the premises of the VLCH shall be obliged to respect and adhere to the House Rules, particularly, but not limited to, employees, external collaborators and business users of the VLCH.

USE OF THE PREMISES OF THE VLCH

Article 2

The premises of the VLCH shall be used according to a specific purpose, in accordance with the law and applicable regulations.

Employees are obliged to use the space and means for work with the attention of a good owner.

In all areas within the premises, it is forbidden to perform activities and to keep objects which would violate the dignity of the VLCH, as well as call into question and interfere with the intended use of each space.

Article 3

Regulations, procedures and other internal acts, which shall be published on the bulletin board on the condition of entry into force thereof, shall be placed on the bulletin board in the building of the VLCH. VLCH advertisements, trade union notices and notices to employees shall be placed and published on the bulletin board in the VLCH. It is forbidden to place and publish private advertisements on the bulletin board, elevators and doors in the corridors.

ENTRANCE TO THE OFFICIAL PREMISES OF THE VLCH

Article 4

Only employees, external collaborators and business users of the VLCH may enter and stay in the official premises of the VLCH. Other persons are allowed to enter and stay in the official premises only upon invitation and approval of the VLCH officials.

Parties can enter the premises of the VLCH after 8 a.m., i.e. at the time specified in the invitation.

Parties shall be allowed to stay in the building of the VLCH only if it is necessary for them to perform an activity which was the purpose for their visit to the VLCH, upon which they shall be obliged to vacate the building.

Article 5

Employees, external collaborators and business users of the VLCH and other persons shall be allowed to enter the premises of the VLCH through the official reception on the eastern side of the VLCH in the following manner:

- a) if unannounced, they shall be entered in the visitor's book upon presentation of an identification document (name and surname, type and number of identification document, purpose of the visit, time/date of entry and exit)
- b) if announced (by name and surname as well as purpose of the visit) by an external user and/or business partner of the VLCH, the date and time of arrival and departure shall be entered
- c) if they are listed on the permanent list of visitors i.e. users, their entrance shall not be recorded.

Article 6

External collaborators or business users of the VLCH who have concluded a business cooperation agreement or an agreement on the use of premises and services of the VLCH, can use the premises only within the contracted or agreed time period and as specified according to the instructions of an official of the VLCH. Otherwise, they can be removed from the premises.

Article 7

The official entrance shall be unlocked half an hour before the start, and locked two hours after the end of the working hours, i.e. after the end of the programme.

The reception service shall take care of the timely locking and unlocking of the doors.

Outside the time referred to in paragraph 1 and on days when the VLCH is not working, employees shall enter only in special cases and with the prior approval of an official person and shall be obliged to register their stay at the reception.

Employees who perform technical tasks, if necessary, shall perform emergency interventions in the building, outside of working hours, and shall inform the manager in charge of such tasks and the employees who are in the building thereof.

Article 8

On weekdays, the main entrance of the VLCH shall open at 10 a.m., except in case of a programme, when it shall open two hours before the start of the programme, i.e. according to the needs of the programme.

On Saturdays, Sundays, holidays and public holidays, the main entrance shall not be open, except on programme days. In these cases, the main entrance shall open two hours before the start of the programme.

Article 9

The following shall not be allowed on the premises of the VLCH:

- entry of persons under the visible influence of alcohol or other opiates
- entry on roller skates, with bicycles, scooters
- entry with pets (except in exceptional situations of assistance dogs)
- entry in possession of weapons, pyrotechnics and other items deemed inappropriate by an official.

BEHAVIOUR ON THE PREMISES OF THE VLCH

Article 10

Smoking is prohibited in all areas within the premises of the VLCH.

Article 11

Persons staying on the premises of the VLCH shall be obliged to behave in a manner which shall not disturb the work performed by employees and other users of the VLCH.

It is prohibited:

- to disturb the peace on the premises of the VLCH by yelling, banging and similar actions
- to use any means of coercion in communication
- to act in a discriminatory manner towards other people.

It is also prohibited:

- to throw trash or otherwise pollute the premises
- to consume alcohol or narcotics
- to undertake any actions that may endanger persons or property of the VLCH
- to use the premises of the VLCH for any illegal or immoral purposes that would violate the dignity of the VLCH
- to remove (unless exceptionally allowed with the approval of an authorized person) or destroy the inventory of the VLCH or the inventory that is permanently or temporarily located / stored on the premises of the VLCH.

Article 12

All persons staying on the premises of the VLCH shall be obliged to:

- act professionally, politely and respect the dignity of a person, respecting the generally adopted and recognized etiquette rules
- they shall be appropriately dressed, so as not to call into question the dignity of the service and the reputation of the VLCH
- treat every person equally without discrimination or privilege
- treat people with disabilities and other people with special needs with special care
- behave politely and communicate with others in a polite manner
- adhere to the Protocol for the use of premises and movement through the premises of the VLCH, published at www.lisinski.hr/hr/pristup-informacijam/akti-u-ustanovi-i-opci-propisi/

Article 13

All persons staying on the premises of the VLCH shall be obliged to protect movable and immovable assets of the VLCH.

Work equipment at the VLCH shall be used exclusively according to their purpose, and in accordance with the instructions of the manufacturer. Employees who are in charge of VLCH assets: computers, mobile phones, etc., shall be obliged to use the said assets exclusively for official purposes, in accordance with the instructions of the manufacturer of a particular product, and to take care of their validity and orderliness, and to promptly report malfunctions to the competent department.

Work equipment and consumables, with the exception of mobile phones and laptops, are prohibited from being taken out of the VLCH building, except in special cases and with the written approval of the head and general manager of the VLCH, a copy of which shall be delivered to the reception for the purpose of entry into record and control of when the borrowed equipment has been taken out and returned.

Whoever incurs damage to property of the VLCH, the property of employees or other persons, shall be reported and shall be held liable for compensation for such damage.

WORKING HOURS

Article 14

Employees of the VLCH are obliged to adhere to working hours and to arrive at work and leave work according to the weekly working time schedule, determined by the Ordinance on records of working hours.

VLCH employees are required to be at their workplaces from the beginning to the end of working hours.

During working hours, except for taking a 30-minute daily break, employees may leave the building for important and urgent personal needs only with the approval of the head of department, head of service or general manager.

The time of entry and exit referred to in paragraph 2 shall be entered on the entry lists at the reception and shall be officially recorded.

Article 15

Employees who, according to the Occupational Health and Safety Act and the Ordinance on Security Uniforms, are required to wear special work clothes (uniforms, coats, etc.) during working hours, are required to wear them during the entire working time and in the manner prescribed.

Article 16

During working hours, employees are allowed to receive private visits for justified reasons.

Article 17

At the end of working hours, before leaving the office, employees are obliged to turn off the switched-on devices, close the office windows and lock the offices in accordance with all the prescribed rules according to the Regulation on Occupational Health And Safety.

SECURITY

Article 18

All persons using the premises are obliged to keep the following accessible and clearly marked:

- automatic external defibrillator - it is located in the phone booth at the main entrance, and the instructions for its use are located next to the defibrillator (marked with a green sticker with the AVD AED mark)
- emergency exits (marked with an emergency exit safety sign in green and with a clearly indicated direction of movement)
- fire extinguishers (located and marked with a red sticker on the staircases, in all corridors, the Main Hall and the Small Hall)

- fire hydrant cabinets (located on the staircases, in all corridors, the Main Hall and the Small Hall, and marked with a red sticker bearing the mark of the fire hydrant cabinet and the capital letter H)
- fire truck access (all roads next to the VLCH building on the west, east and north side, as well as the sidewalk on the south side of the building).

Article 19

In order to maintain security and record the entry and exit of people from the building, video surveillance has been installed, covering the areas immediately around the VLCH building, all entrance and exit doors from the building and the entrance door to the corridor of the annex on the 1st floor (office space).

PARKING AND STOPPING THE VEHICLE

Article 20

Parking spaces marked for the VLCH shall be used only by employees of the VLCH and in accordance with the prescribed parking allotment.

Business users and external collaborators shall use parking spaces of the VLCH only in individual cases and with the approval of a VLCH official.

Article 21

The parking area next to the service (technical) entrance on the north side shall be used only for the purpose of technical needs (loading or unloading objects) and the accommodation of vehicles for film and TV production, and with the approval of an official of the VLCH.

It is not allowed to leave vehicles on the outside of any of the exit doors, as they may interfere with the regular movement of visitors, evacuation or operation of fire trucks.

Improperly or illegally parked vehicles shall be removed at the expense of the vehicle owner.

FINAL PROVISIONS

Article 22

The HOUSE RULES shall enter into force within eight days after the publication thereof on the bulletin board of the VLCH.

Reg.No.: 395/8-24

In Zagreb, 6 February 2024

General Manager

Nina Čalopek
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Vatroslav Lisinski Concert Hall
Zagreb