

House rules and regulations for all staff and guests:

Clubhouse Usage

1. The Clubhouse and its facilities will be available for use by all KPMG staff and their invited guests.
2. Official operating hours are from 8 am to 11 pm from Monday to Fridays, excluding public holidays. Clubhouse operation hours and conditions of use may be altered at the management's discretion.
3. Advance reservation is recommended for bookings for meetings, group functions, and private parties.
4. The clubhouse requests that all KPMG staff show consideration to all staff and guests by observing appropriate noise levels around discussions and sharing space during peak hours.

Guests

4. All guests are to be accompanied at all times within the Clubhouse by a KPMG staff who will be responsible for the proper conduct and behaviour of their guests.
5. The clubhouse management reserves the right to refuse entry to guests to the Clubhouse, or entry into any specific part of the Clubhouse.
6. Guests may be asked to leave if their behaviour is unruly or causes annoyance to others.

Restrictions

1. Smoking is strictly prohibited within the Clubhouse premises. Smokers are asked to be considerate by not smoking in front of the Clubhouse entrance.
2. Nothing belonging to the Clubhouse shall be removed from the premises without written permission from Management.
3. Use of abusive or obscene language, or any form of profanity; fighting, intimidation, assault, battery or any form of threatening behaviour; vandalism or wilful damage to property in the Clubhouse by anyone will not be tolerated. Offenders will be subject to disciplinary action by the firm or prosecution by law.
4. Gambling of any kind is forbidden in the Clubhouse premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
5. No immoral, offensive, or unlawful acts shall be committed within the Clubhouse.
6. No illegal substances will be allowed at any time in the Clubhouse.
7. There will be no conducting of political and religious activities within the Clubhouse.
8. No animals are allowed into the Clubhouse.
9. The use of the Clubhouse for fundraising activities is prohibited, except when expressly authorized by the Management.

Kind Reminders

1. KPMG shall not be liable for any loss of or damage to any article or property brought into the Clubhouse premises.
2. KPMG will not be responsible for any items left in the Clubhouse. Do not leave any valuables unattended in the Clubhouse.
3. KPMG shall not be liable for any injury whatsoever or howsoever caused to any person whilst in the Clubhouse premises.
4. Anyone that breaks, damages, defaces or abuses the property of the Clubhouse shall pay the cost of making good the damage. Management shall assess the amount of such cost and the decision shall be final.
5. Management reserves the right to subject any staff or guest to disciplinary action who, in their opinion, brings discredit to the name and interest of KPMG by his or her conduct.
6. Surveillance cameras are being used at the Clubhouse premise as a security measure.
7. Equipment must be returned to its proper place after use.
8. Violation of Clubhouse rules shall result in disciplinary action at the discretion of Management.
9. Management reserves the right to amend Clubhouse rules as it deems necessary.

By the Clubhouse Management