

Procedure for traffic circulation and for the use of parking decks and lots

Adopted with Resolution No. 08/2019 of the Head of IT, Infrastructures and Corporate Assets of September 25th, 2019

### **Article 1 - Purpose**

This procedure regulates traffic circulation and the use of parking decks and lots of Fondazione Bruno Kessler.

### **Article 2 - Access and Hours**

Vehicle access to the Foundation is permitted during regular open hours. After-hours incoming or outgoing access or parking are permitted only in the cases provided for by the "Procedure for after-hours access to the Povo site, via Sommarive 18".

### **Article 3 - Access**

1. FBK staff (employees and in-house consultants with formalized employment relationship with the Foundation), staff of co-located companies and organizations: permitted for a single vehicle during working hours or, only in the Via Sommarive site parking, for the duration of authorized business travel.
2. Vendors/contractors (Vendor/contractor staff who have a formalized contract with the Foundation): permitted if displaying identification badge with access permit, only during working hours and for the time necessary to carry out their duties, if spaces are available.
3. Visitors: permitted only in the spaces specifically reserved in the Via Sommarive site, and, compatibly with the availability of places and upon prior notice to the concierge, at other locations.
4. Couriers: permitted only for the time necessary for the delivery of goods and only in designated spaces.

Access will be monitored and unauthorized parking will be reported and sanctioned as provided in the following articles.

### **Article 4 - Rules of use**

The circulation of vehicles, motorcycles and bicycles is not permitted outside of the roadways connecting the entrance with the parking lots, as indicated by signs.

Users are obliged to observe the rules governing internal circulation, vertical and horizontal signs and all regulations in force.

Within parking areas, drivers must proceed at walking pace only, paying particular attention to any pedestrians present.

Drivers must park accurately, follow the orientation of horizontal signs, respect the specific stripes designating the parking areas. Parking in non-designated areas or not respecting horizontal signs is illegal.

Designated areas are reserved:

- for cars owned by the Foundation (places designated with a number plate);
- for vehicles of disabled people who display the permit;
- for motorcycles;
- for bicycles

Motorcycles and bicycles can be parked in designated areas only. Parking bicycles inside the buildings is not permitted.

Once the vehicle has been parked, the driver must set the parking brake and close the vehicle doors.

The following actions are not permitted in parking areas:

- smoking, lighting and using fire;
- refueling, performing repairs and/or maintenance of any kind;
- loading and unloading operations;
- leaving the engine on for longer than is strictly necessary for completing parking maneuvers;
- honking;
- parking vehicles with liquid leaks (fuel, oil, coolant), or with other defects that can damage the parking areas or soil the parking area floors.
- parking vehicles that do not have a regular or authorized replacement plate, or vehicles that do not meet the technical requirements of the law;

LPG-fueled vehicles, including hybrid ones, are not allowed in the "C" parking deck area at the Via Sommarive site. Exceptions are made for vehicles equipped with ECE/ONU 67-01 compliant safety systems.

Fondazione Bruno Kessler may at any time prohibit the use of parking spaces, justifying such decisions.

#### **Article 5 - Safety standards**

For safety reasons, using the parking deck entrances and exits as pedestrian crossings is prohibited. Pedestrians must access buildings using the stairs and elevators inside the parking decks.

In addition to what is set out in this regulation, the safety and emergency regulations of the Foundation apply. The Head of the Safety and Prevention Unit will enforce the aspects relating to safety through Safety Managers and officers in charge of safety.

#### **Article 6 - Liability**

FBK is not liable for any damage or for the theft of parked vehicles.

FBK declines all responsibility for objects or baggage left inside the vehicles.

In the event of damage due to impact, collision, accident, running down of pedestrian caused by users in the parking areas, any compensation for damages will be claimed by the injured party directly from the user who caused it, excluding any liability for FBK.

The IT, Infrastructures and Corporate Assets Service will enforce the provisions contained in this procedure and will carry out the necessary inspections, with the consequences set out in the following article.

#### **Article 7 - Penalties**

All users are required to comply with the provisions of this procedure, as well as any additional provisions.

In the event of ascertained non-compliance with the provisions, as well as in the event of any illegal situation, the Head of the IT, Infrastructures and Corporate Assets Service may deny access to parking, even indefinitely.

The Foundation may tow illegally parked vehicles that hinder the circulation of other vehicles or constitute hazard. FBK will enforce towing also in the event that a vehicle without permit tag is parked in the areas reserved for disabled people.

The vehicle could be removed without warning by a tow truck. All towing expenses will be borne by the vehicle owner. The vehicle will be towed to another location identified by FBK.

In the event of damage, FBK reserves the right to charge the driver who caused the damage for the costs of the work necessary to repair the premises.

**Article 8 - Video surveillance system**

Pursuant to Article 13 of Legislative Decree 196/03 "Code regarding the protection of personal data" and EU Regulation 2016/679 (GDPR), we inform parking users that Fondazione Bruno Kessler, for security reasons and protection of corporate assets, has installed a video surveillance system whose details are contained in the "Document on video surveillance" available on the Transparent Administration website at

<https://trasparenza.fbk.eu/Disposizioni-general/Atti-general/Atti-amministrativi-general/Procedure-operative/Documento-sulla-Videosorveglianza>.