

HABITAT LUNARES POLICY

§ 1 Definitions of Key Terms

Habitat Lunares - research centre located at the airport in Piła, belonging to Space Garden sp. z o.o. based in Rzeszów (35-073) at Pl. Wolności 13/2; office@space.garden.

Facility Operator - entity managing Habitat Lunares, that is Space is More Sp. z o.o. based in Wrocław (51-627) at Wróblewskiego 38; info@lunares.space.

Exploratory mission - tests organised by Space is more Sp. z o.o. or by external companies or institutions consisting of forming a 6 man crew that shall be locked at Habitat Lunares for the duration of conducting research as well as being subject to tests.

Exploratory mission participant - natural person or an entrepreneur recruited for the exploratory mission taking place in Habitat Lunares.

Exploratory mission organiser - entrepreneur or external institution that organises an exploratory mission in Habitat Lunares.

Exploratory mission sponsor - natural person or an entrepreneur financing the organisation of an exploratory mission in Habitat Lunares.

Authorisation - the process of giving an entity access to resources, for the purpose of this Policy understood as prior acceptance of the holder of materials, before publication by the Participant.

Medical examination - the prerequisite for taking part in an exploratory mission is undergoing medical examination and, based on its results, receiving capability for taking part in the exploratory mission. The above mentioned medical examination consists of

Psychological assessment - the prerequisite for taking part in an exploratory mission is undergoing psychological assessment and, based on its results, receiving capability for taking part in the exploratory mission. The above mentioned psychological assessment consists of:

Personal data - means any information relating to an identified or identifiable natural person (the person they relate to); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier, such as name and surname, identification number, location data, online ID or one or more factors specific to his physical, physiological, genetic, mental, economic, cultural or social identity of a natural person.

Biometric data - means personal data resulting from specific technical processing relating to the physical, physiological or behavioral characteristics of a natural person, which allow or confirm the unique identification of that natural person, such as facial images or dactyloscopic data.

Genetic data - means personal data relating to the inherited or acquired genetic characteristics of a natural person which reveal unique information relating to physiology or state of health of the natural person in question and which result in particular from the analysis of a biological sample from the natural person in question.

Data relating to the state of health - means personal data relating to physical or mental health of a natural person - including the use of health care services - revealing information about the state of health of the natural person in question.

GDPR - Regulation (UE) 2016/679 of the European Parliament and the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC. (general data protection regulation)

PUODO - the President of the Personal Data Protection Office is the supervisory authority for personal data protection based in Warsaw (00-193) at Stawki 2.

DOP - Data Protection Officer is an internal entity dealing with personal data protection within the company, currently Ms Joanna Poprawska

Data processing - means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, browsing, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction,

Profiling - means any form of automated processing of personal data consisting of the use of personal data to evaluate certain personal aspects relating to a natural person, in particular to analyse or predict aspects concerning that natural person's performance at work, economic situation, health, personal preferences, interests, reliability, behaviour, location or movements.

Laboratory animals - under Polish Laboratory Animal Welfare Act (Journal of Laws of 2018 No 1207) the following are considered to be laboratory animals:

- a) Animals belonging to such species as: zwierzęta należące do następujących gatunków: the common mouse (*Mus musculus*), the brown rat (*Rattus norvegicus*), the guinea pig (*Cavia porcellus*), the Syrian hamster (*Mesocricetus auratus*), the Chinese hamster (*Cricetulus griseus*), the Mongolian gerbil (*Meriones unguiculatus*), the European rabbit (*Oryctolagus cuniculus*), the domestic dog (*Canis familiaris*), the domestic cat (*Felis catus*), the common frog (*Rana temporaria*), the Northern leopard frog (*Rana pipiens*), the African clawed frog (*Xenopus laevis*), the western clawed frog (*Xenopus tropicalis*), the zebrafish (*Danio rerio*),
 - b) the species of primates that are the offspring of primates kept in captivity,
 - c) the species of primates that are not the offspring of primates kept in captivity specified in provisions issued under section 3
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- that are reared solely for the purposes defined in article 3 or whose tissues or organs are intended for such use;

Local ethics committee permission - in case of necessity to use animals other than laboratory animals for carrying out tests, a prior permission from the local ethics committee is needed, with reservation that, in compliance with the applicable laws, one does not carry out procedures involving apes, wild animals, or stray animals. In special cases, based on the scientific justification presented by the user, the local ethics committee may grant permission to carry out the procedure involving wild animals, if the **research target cannot be achieved using laboratory animals**. In special cases, based on the scientific justification presented by the user, the local ethics committee may grant permission to carry out the procedure involving stray animals, if the **purpose of the procedure is investigating health and welfare of the animals in question or preventing serious threat to human or animal health or the environmental risk caused by such animals and the aim in question can only be achieved with the use of such animals**.

§ 2 The Terms and Conditions of using Habitat Lunares

1. Only individuals granted appropriate authorisation in writing or an electronic form by the Organisers of missions or individuals authorised by Space is more Sp. z o.o. are allowed at the premises of Habitat Lunares.
2. Smoking cigarettes, drinking alcohol, using narcotic drugs or psychotropic substances as well as being under the influence of these substances is totally banned at the premises of Habitat Lunares.
3. There is a total ban on bringing inflammable objects, needles, chemicals or explosives into the premises of Habitat Lunares.
4. In order to ensure safety of mission Participants as well as protection of property, the area outside and inside the Habitat is subjected to video monitoring system, with reservation that the sleeping area is equipped with the video monitoring system with privacy filter so that mission participants could keep privacy during sleep. Access to surveillance footage is granted to: the mission Organiser, attending physician or psychologist, employees of Space is More managing Habitat Lunares as well as employees of Space Garden that is the owner of Habitat Lunares. Surveillance footage shall be stored for the time period of 3 months on Operator's server. Access to surveillance footage may also be granted to an individual carrying out tests in Habitat during those tests, after the NDA has been concluded and the individual has been trained how to use surveillance footage safely. The operator of the facility also monitors e-mails on Operator's server within the scope of work e-mails of people employed by the Operator as well as mission Partici-

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- pants, in order to control the functioning of the mission and proper use of electronic mail.
5. Each mission participant is obliged to fill in the declaration indicated in Appendix No 1 to of this Policy where the participant is to indicate what substances, animals, plants or test equipment they intend to bring into Habitat Lunares, before they start participating in the mission.
 6. One cannot bring into Habitat other animals than laboratory animals or the animals they were granted permission to carry out experiments on by the ethics committee - the above mentioned permission shall be attached to the declaration referred to in subsection 5.
 7. It is forbidden to bring into the premises of Habitat Lunares any appliances that are unfit for proper use and hazardous. Anyone willing to bring technical equipment of any kind into the premises of Habitat Lunares is obliged to submit a declaration referred to in subsection 5 and technical overview certificates of the indicated equipment its fitness for safe use will directly stem from. The participant bringing in the test equipment in question is fully liable for any damage or lost profits that may be incurred by the Organiser, Operator or the owner of the facility due to the damage caused by the user bringing in the test equipment.
 8. If one intends to bring into the premises of Habitat Lunares poisonous plants of any kind, one shall state that specifically in the declaration referred to in subsection 5, and then take proper precautions to prevent its harmful effect on co-participants of the mission as well as possessions. Particularly, the plant in question must carry a label „roślina trująca” or „poison plant”.
 9. Each Participant is obliged to take care of cleanliness and safety within the area of Habitat Lunares, in particular by:
 - a. washing or recycling (in case of disposable ones) the dishes directly after each meal;
 - b. taking care of the cleanliness of the bathroom;
 - c. taking care of tidiness on their work station, in particular by archiving all documents in binders or files;
 - d. logging out of systems and switching off the appliances right after finishing work on stationary equipment situated in Habitat Lunares;
 - e. switching off electric appliances if there are puddles in the laboratory;
 - f. taking care of cleanliness and tidiness in case of clothing, particularly by hanging up the overalls on hangers or folding them and putting on shelves, according to recommendations.
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10. It is forbidden to publish the photographs taken at the premises of Habitat Lunares without prior explicit (that is in electronic or written form) authorisation by Space is More sp. z o.o .

§ 3 Participation in an Exploratory Mission

- 1 . In order to participate in an exploratory mission one must be of age within the meaning of Polish law, that is persons who are over 18 years old and whose state of physical as well as mental health does not disqualify them from participating in exploratory missions.
2. Anyone recruited to participate in an exploratory mission is obliged to undergo medical and psychological examination, based on which their ability to participate in an exploratory mission shall be assessed.
3. During medical and psychological examination a Participant is obliged to be completely honest when it comes to all aspects of their health, both physical or mental, that may impact on the success of the mission.
4. A Participant willing to bring in medical drugs or supplements of any kind, or any other substances they take, is obliged to fill in the declaration that constitutes Appendix No 2 to this Policy and present the declaration in question to the physician during the medical examination.
5. Bringing into the premises of Habitat Lunares medical drugs, supplements, or any other substances without filing in the declaration referred to in subsection 4 shall be considered a flagrant violation of this Policy and shall result in excluding the Participant from tests with immediate effect as well as the obligation to pay contractual penalty and, in case any damage is incurred, liability for damages.
6. Based on the medical examination the physician may determine that the state of Participant's health disqualifies them from taking part in tests, in which case the physician's decision is considered binding and the agreement concluded with the Participant in question is terminated.
7. After familiarising himself with the declaration referred to in subsection 4 the physician may forbid the Participant to bring in medical drugs or supplements, or other substances he takes, if he considers them hazardous to life or health of the Participant and to the success of the mission. Each case shall be considered individually in accordance with the principles of current medical science and established experience.
8. Before the participation in the mission begins the Organiser shall conclude an agreement on participation in mission with each Participant.
9. Before the actual participation in mission begins, each Participant has to receive OSH training, training on this Policy, non-disclosure training, as well as personal data protection training. At the end of each training the Participant earns a suitable certificate that shall be attached to the agreement with the Participant.
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10. Each Participant is obliged to keep confidential information and procedures regarding Habitat Lunares, information regarding data from tests, as well as other information that, due to its scientific or economic value, is classified as trade secret of Space is more Sp. z o.o. For this reason, before the actual beginning of tests, each Participant shall conclude the NDA.
11. From the moment of entering the premises of Habitat Lunares the Participants are subject to a total ban on using networks of mobile operators.
12. Participants are obliged to obey the commander's orders and notify them about all cases of violation of this Policy.
13. Each Participant gets access to application HABITA OS using which they can contact the Organiser of tests/ Operator and report all shortages in supplies in terms of food, medical drugs, cleaning supplies, test materials. Having received the information from Participants, the Organiser of tests/ Operator satisfies their request, as long as it is objectively justified and feasible, within 24 hours from the moment it was reported by placing a parcel in a pass-through convenience window situated in room No.....
14. Participants are obliged to shape mutual relations during tests based on impeccable manners and mutual respect. If possible, they should support each other and immediately inform the Commandor about any kinds of co-participants' behaviour that raise their doubts.
15. From the moment they enter the area of Habitat Lunares, mission participants are not allowed to leave the Habitat on their own before the end of the mission, as it will be equal to breaching the contract, which qualifies both as obligation to pay the contractual penalty in the amount of 20 000 PLN and liability for damages. In case the participation in mission needs to be terminated due to Participant's health, the discontinuance shall be announced by the Organiser after consulting the physician.
16. The Organiser of the mission shall not bear responsibility for discontinuance of tests as well as financial responsibility in case the mission needs to be terminated on safety grounds.
17. Information concerning personal data protection can be found in the Privacy Policy that comprises Appendix No 3 to this Policy.

§ 4 General terms

1. One can only use Habitat Lunares after concluding the appropriate agreement with Space is more Sp. z o.o. and fulfilling the requirements indicated in this Policy.
 2. In case of violating the provisions of this Policy, the person committing the violation is obliged to pay a contractual penalty in the amount of up to 20 000 PLN, damages corresponding to the value of loss incurred by Space is more Sp. z o.o. due to the violation of provisions of this Policy, and, in case it is the Participant of the mission that violated the
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Policy, aside from the contractual penalty and the damages they shall also be excluded from further tests.

3. The Organiser of the mission / Operator may not allow an individual, whose conscious action or omission led to the discontinuance of a mission, to participate in another mission.
 4. This Policy comes into effect on 1 April 2019 and is available on the website www.lunares.space as well as in Habitat Lunares.
 5. Any amendments hereto, to be valid, must be made in writing. Individuals this Policy applies to shall be informed about all amendments in writing or in electronic form.
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Appendix No 1

Declaration

Declarer's information:

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I hereby declare that, in connection with my participation in exploratory mission NoI intend to bring into the premises of Habitat Lunares :

No	Name of the test	items	plants	substances	animals	other

The items, substances, plants, and animals listed in the Table are indispensable to carry out tests properly, as stems from

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With regard to the indicated test equipment, I declare that it is fully fit for use which is confirmed by the technical overview certificate attached to this Declaration.

Attachments:

In accordance with.....
report

.....

legible signature

Appendix No 2

Declaration

Declarer's information:

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I hereby declare that, as a Participant of exploratory mission No, I intend to bring into the premises of Habitat Lunares the following medical drugs, supplements, substances:

N o	name	producer	amount	justification

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legible signature