v.20250611

Membership Agreement

Inno Space aims and strives to support local startups, students, makers, designers and inventors by translating their innovative ideas into industrial designs, prototypes and products so they can turn concepts into reality. Moreover, Inno Space is dedicated to sharing knowledge, building relationships, and fostering entrepreneurship.

知創空間致力支持本地的初創企業、學生、創客、設計師和發明家，將他們的創新想法轉化為工業設計、原型和產品，從而實現概念。此外，知創空間致力於分享知識、建立關係和培養創業精神。

Inno Space offers membership services for use of facilities that enable its members to experiment with and master a wide variety of maker skills.

知創空間提供會員服務，讓會員可以使用設施，嘗試和掌握各種創客技能。

This Membership Agreement ("Agreement") is entered into by and between Hong Kong Productivity Council ("HKPC") operating Inno Space (herein referred to as "Inno Space"), and the undersigned (herein referred to as "Member" or "You") on the date this Agreement is signed (the "Effective Date").

本會員協議 (「協議」) 由香港生產力促進局轄下知創空間 (以下簡稱「知創空間」) 與簽署本協議的下列人士 (以下簡稱「會員」或「您」) 於本協議簽署日期(「生效日期」)簽訂。

You agree to subscribe the membership of Inno Space subject to the following terms and conditions:

受以下條款和條件約束，閣下同意訂閱知創空間會員資格:

v.20250611

Membership Agreement

Membership Privileges會員權益

1. Membership package will generally include access to the workshop, studio, co-working area, desk and meeting space, and use of tools, devices, hardware, machinery and equipment, and wireless internet located at Inno Space. Different membership types with various fee rates, rights and benefits will be offered to Member.

   會員資格一般包括使用知創空間的工作坊、工作室、共享工作空間、辦公桌和會議空間，以及使用知創空間內之工具、設備、硬件、機械和設備以及無線互聯網。不同的會員類別伴隨著不同收費、不同的權利和福利。

2. Membership is a privilege that may be revoked at any time if any term or condition herein is breached by Member.

   會員資格是一種特權，若會員違反本協議的任何條款或條件，會員之會員資格是一種可隨時被撤銷的特權。

3. Member understands that his/her use of the services and facilities provided by Inno Space may on occasion be disrupted or interrupted due to the offering of events or unforeseeable circumstances on the premises.

   會員理解其使用知創空間提供的服務及設施可能會因場地內的活動或不可預見的情況而偶爾發生中斷或干擾。

4. Member understands that no individual member, including himself/herself, has rights to permanent use of any given space in Inno Space.

   會員明白沒有任何個人會員(包括其本人)可擁有永久使用任何知創空間的指定空間的權利。

5. This Agreement does not constitute a lease or sublease but is only a license granted to Member personally to access and make use of the services and facilities provided by Inno Space.

   本協議不構成租賃或轉租，而僅是授予會員個人訪問和使用知創空間提供的服務和設施的許可。

Membership Agreement

Membership Fee 會費

6. Member shall pay membership fee in the amount and manner as specified in his/her application form. Failure to make payment as committed will result in termination of this Agreement and revocation of membership.
會員須按照申請表上所列的金額及方式繳付會費。如未能按承諾付款，將導致本協議終止並撤銷會員資格。

Duration 期間

7. The duration of this Agreement shall commence on the Effective Date and will continue on a recurring basis subject to due payment of membership fee by Member.
本協議的有效期應自生效日期開始，並在會員按時繳納會費後持續有效。

Termination 終止

8. This Agreement may be terminated by either party at any time by giving 30 days prior notice in writing to the other party.
任何一方均可隨時終止本協議，但需在終止前提前30天以書面形式通知另一方。

9. Notwithstanding the foregoing, Inno Space shall have the right, at any time, to terminate this Agreement immediately without notice, if Member fails to comply with any terms and conditions set forth herein.
儘管上述規定，如會員未能遵守本協議所列明的任何條款和條件，知創空間有權隨時立即終止本協議，並不需事先通知。

10. Upon termination of this Agreement, Member shall thereafter not be permitted to access to or use of the facilities provided by Inno Space and all the rights and benefits associated with his/her membership will lapse accordingly.
本協議終止後，會員不得進入或使用知創空間提供的設施，其會員資格所賦予的所有權利及福利亦隨之失效。

Termination 終止

11. Inno Space may immediately terminate this Agreement upon the occurrence of any of the following events:

    (a) Member or any of its directors, employees, agents or subcontractors has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;

    (b) the continued subscription of membership services or the continued performance of this Agreement is contrary to the interest of national security; or

    (c) Inno Space reasonably believes that any of the events mentioned above is about to occur.

    若出現下列任何一種情況，知創空間亦可以立即終止合約:

    (a) 會員或其任何董事、僱員、代理人或次承判商曾經或正在作出可能構成或導致發生危害國家安全罪行或不利於國家安全的行為或活動；

    (b) 繼續訂閱知創空間會員或繼續履行合約不利於國家安全；或

    (c) 知創空間合理地認為上述任何一種情況即將出現。

Member Obligations 會員義務

12. As a condition of membership, Member agrees to abide by the following documents attached to this Agreement which may be revised, amended, modified and updated by Inno Space from time to time:
    i. Code of Conduct (Annex A);
    ii. Health and Safety Guidelines (Annex B); and
    iii. Privacy Policy (Annex C)

    作為會員資格的條件，會員同意遵守本協議所附的下列文件，知創空間將不時修訂、修改和更新下列文件:
    i. 行為守則(附件A)；
    ii. 健康和安全準則(附件B) ；以及
    iii. 隱私政策(附件C)

13. Member shall provide true, accurate, current and complete information about himself/herself as required in the application form. If any information provided by him/her is found to be untrue, inaccurate or incomplete, Inno Space has the right to suspend or terminate his/her membership and refuse any and all current or future use of any services or facilities by him/her.

    會員須按申請表格的要求，提供真實、準確、最新及完整的個人資料。如發現其提供的任何信息不實、不準確或不完整，知創空間有權暫停或終止其會員資格，並拒絕其當前或未來使用任何服務或設施。

14. Member shall not act in a manner that, in Inno Space' s sole opinion and discretion, is likely to adversely disturb or affect the peaceful enjoyment of the co-working area in Inno Space and/or business operation of HKPC Building.

    會員不得作出任何行為，其方式令知創空間憑其完全酌情決定權認為相當可能會干擾或影響知創空間共享辦公區的和平使用及/或生產力促進局大樓或業務運作。

15. Member shall not engage in any illegal activity in or around Inno Space and/or HKPC Building, including but not limited to consumption of alcohol or drug, or illegal online activity.

    會員不得在知創空間及或生產力大樓內或周圍從事任何非法活動，包括不限於飲酒或吸毒，或在網上從事非法活動。

Member Obligations 會員義務

16. Member shall not engage in any online or business activity of the sort that may damage or impair the operation of Inno Space, its services or facilities, including but not limited to overburdening or impairing any servers or networks.
會員不得從事任何可能損壞或損害知創空間運營、服務或設施的線上或商業活動，包括不限於使任何服務器或網絡負擔過重或受損。

17. Member shall not engage in any online or business activity of the sort that may damage or impair the operation of Inno Space, its services or facilities, including but not limited to overburdening or impairing any servers or networks.
會員不得從事任何可能損壞或損害知創空間運營、服務或設施的線上或商業活動，包括不限於使任何服務器或網絡負擔過重或受損。

18. Member shall be responsible for taking care of his/her personal belongings and agree not to hold Inno Space or its staff for any loss, theft, or damage of his/her personal belongings, including but not limited to laptop computers, notebooks, cell phones, clothing, bags, wallets, or books.
會員應負責保管個人物品，並同意不會因個人物品的丟失、被盜或損壞而要求知創空間或知創空間工作人員承擔任何損失，包括但不限於桌上電腦、筆記本電腦、手機、衣服、袋、錢包、書籍等。

19. Member must attend and complete a safety training course before access to and use of Inno Space’ s facilities.
會員必須參加並完成安全培訓課程，方可進入及使用知創空間的設施。

20. Member undertakes to comply with and observe in all respects all applicable laws and regulations during its usage of Inno Space. In particular, Member shall not engage in any acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or would otherwise be contrary to the interest of national security. Member shall comply with and ensure that himself/herself or each of its directors, employees, agents, co-organizers, subcontractors or any other persons admitted to the part(s) of Inno Space shall comply with the National Security Laws. In this Agreement, “National Security Laws” means all laws and legislation which are from time to time in force in or applicable to Hong Kong relating to the safeguarding of national security, including the Law of the People’ s Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region as applied in Hong Kong under the Promulgation of National Law 2020 (L.N.136 of 2020) and the Safeguarding National Security Ordinance.

Member Obligations 會員義務

會員承諾在使用知創空間期間，將在各方面遵守所有適用法律及規例。尤其，會員不得從事任何可能導致或構成危害國家安全罪行或不利於國家安全的行為或活動。會員須遵守並確保其本人或其各董事、僱員、代理人、協辦方、次承判商或獲準進入知創空間任何部分的其他人士均須遵守「國家安全法」。在本協議中，「國家安全法」指所有在香港不時生效或適用於香港的有關維護國家安全的法律及法例，包括根據《2020年全國性法律公佈》（2020年第136號法律公告）在香港實施的《中華人民共和國香港特別行政區維護國家安全法》和《維護國家安全條例》。

Intellectual Property 知識產權

21 Member acknowledges that it is his/her own responsibility to seek protection for any intellectual property and/or confidential or proprietary information created through the use of Inno Space' s facilities.

會員知悉在使用知創空間設施時，有責任自行就任何使用知創空間設施時創建的任何知識產權及或機密或專有資料而尋求保護。

22 Member shall not use Inno Space' s facilities for any inappropriate or unlawful activity including obscenity and unlicensed use of material protected by intellectual property related laws in Hong Kong.

會員不得使用知創空間的設施進行任何不適當或非法活動，包括淫穢行為和未經許可使用受香港知識產權相關法律保護的材料。

Publicity 宣傳

23 Inno Space may approach Member for permission for the right to photograph, video and record Member and Member' s materials and art without payment or any other consideration, and to use, copy, modify, publish and distribute such photographs, videos and recordings for any lawful purpose.

知創空間可向會員取得許可後，在不支付任何費用或任何其他代價的情況下，對會員及會員的資料和藝術品進行拍攝、錄像和記錄，並可為任何合法目的使用、複製、修改、發布和分發該等照片、錄像和錄音。

Assumption of Risk 風險承擔

24 Member acknowledges the inherent risks in the use of facilities provided by Inno Space including machines, equipment, tools, devices, hardware and/or hazardous materials

Assumption of Risk 風險承擔

used in electronics construction, fabrication, software design and other technology related activities, and Member understands and assumes the responsibility that such use may result in injury, illness, death or damage to himself/herself or his/her personal property due to foreseeable or unforeseeable causes.

會員知悉在使用知創空間提供的設施 (包括用於電子製造、製作、軟件設計和其他技術相關活動的機器、設備、工具、設備、硬件及/或危險物質) 時存在固有風險，會員並且理解和承擔這樣的使用可能因可預見或不可預見的原因而導致他/她自己或他/她的個人財產受到傷害、疾病、死亡或損壞的責任。

Warranty Disclaimer 免責聲明

25 Member acknowledges that the services and facilities are provided by Inno Space on an "as is" and "as available" basis without warranties of any kind, either express or implied (e.g. merchantability and fitness for a particular purpose), and Inno Space does not guarantee the accuracy, completeness, timeliness, reliability, suitability or usefulness of any services or facilities provided by Inno Space.

會員知悉知創空間以「原樣狀況」和「可用 性」為原則提供服務和設施，並且沒有提供任何明示或暗示的保證（例如適銷性和對某特定用途的適用性），知創空間並不保證知創空間提供的任何服務或設施的準確性、完整性、及時性、可靠性、適用性或有用性。

Exclusion and Limitation of Liability 法律責任的排除和限制

26 Member understands and agrees that Inno Space, its officers, employees, contractors, consultants or agents shall not be liable to him/her for any direct, indirect, incidental, special, consequential or exemplary damages, including damages for loss of profits, goodwill, use, data or other intangible losses, resulting from use of the services and/or facilities provided by Inno Space.

會員明白並同意知創空間、其高級人員、僱員、承辦商、顧問或代理人對其使用知創空間提供的服務及/或設施而引致的任何直接、間接、附帶、特殊、懲罰性或相應而生的損害，包括因利潤損失、商譽損失、使用、資料或其他無形損失，均不承擔責任。

27 Member covenants not to sue and releases, waives, discharges Inno Space, its officers, employees, contractors, consultants or agents from any liability, claim, demand, action and cause of action whatsoever arising out of or related to any loss or damage to any property belonging to him/her, or personal death or injury, that may be sustained by him/her, while participating in any activity on the premises of Inno Space and/or using any facilities provided by Inno Space.

會員承諾不起訴，並免除、放棄、解除知創空間、其高級人員、僱員、承辦商、顧問或代理人對於會員在參與知創空間場所內的任何活動及或使用知創空間提供的任何設施時所遭受的任何財產損失或損壞，或可能遭受的個人死亡或傷害而引起的或與之相關的任何責任、索賠、要求、訴訟和訴訟因由。

28 Notwithstanding the foregoing, to the fullest extent permitted by the law, Inno Space' s maximum and aggregate liability in respect of any and all costs, expenses, losses and damages incurred or sustained by Member shall be expressly limited to and shall in no case exceed the amount of Membership Fees actually paid by Member to Inno Space, provided that Member shall have the duty to mitigate such cost, expense, loss and damage to the greatest possible extent. If there has been contributory fault on the part of Member, Inno Space' s liability will reduce proportionately.

儘管上述規定，依法律允許的最大範圍內，知創空間就會員發生或承受的任何及所有成本、費用、損失及損害所承擔的最高及總法律責任，應明確限於並且在任何情況下不得超過會員實際支付給知創空間的會費金額，但會員有責任盡可能減輕此等成本、費用、損失及損害。如果會員存在共同過失，知創空間的責任將按比例減少。

Indemnification 彌償

29 Member agrees to indemnify, defend and hold Inno Space, its officers, employees, contractors, consultants or agents harmless from any cost, loss, expense, damage, claim or demand arising out of or related to his/her breach of any term and condition herein, his/her negligence, careless, act, omission engaged in the activities on the premises, his/her use of the services or facilities, or his/her violation of any law or the rights of a third party.

會員同意在其因違反本協議任何條款及條件、在處所內進行活動時的疏忽、不謹慎、作為、不作為、使用服務或設施、或違反任何法律或第三方權利須向知創空間、其高級人員、僱員、承辦商、顧問或代理人作出彌償、辯護並保障知創空間、其高級人員、僱員、承辦商、顧問或代理人免受一切由此而起或有關的任何招致費用、損失、開支、損害、申索或要求。

Assignment 轉讓

30 Member shall not purport to assign or transfer any right, benefit or obligation under this Agreement to any person without the prior written consent of Inno Space.

未經知創空間事先書面同意，會員不得試圖將本協議所訂的任何權利、利益或責任轉讓或轉移給任何人。

Entirety 完整性

31 This Agreement constitutes the whole agreement between the Parties and supersedes any previous arrangement, understanding or agreement between them relating to the subject matter of this Agreement.

本協議構成雙方就協議所涉及的事項而訂立的整份協議，並取代雙方任何先前的任何協議、諒解或安排。

Variation 修改

32 No variation or amendment of this Agreement shall be valid unless it is in writing and signed by both Parties.

對本協議的任何變更或修訂必須以書面文據作出並經雙方簽字後方為有效。

Waiver 放棄權利

33 Inno Space' s failure to exercise, or any delay in exercising, any right or remedy provided under this Agreement or by law shall not constitute a waiver of that (or any other) right or remedy, nor shall it preclude or restrict any further exercise of that (or any other) right or remedy.

知創空間未能行使或延遲行使根據本協議或法律上享有的任何權利或補救，均不構成對該權利或補救(或任何其他權利或補救)的放棄，亦不排除或限制對該 權利或補救(或任何其他權利或補救)的進一步行使。

Severance 分割權益

34 If any provision of this Agreement (or part of any provision) is found by any court or other authority of competent jurisdiction to be invalid, illegal or unenforceable, the remainder of this Agreement shall not be affected, and each remaining provision shall be valid and enforceable to the fullest extent permitted by law.

如果本協議的任何條文 (或任何條文的一部分) 被任何法院或其他具有司法管轄權的當局認定為無效、不合法或不能強制執行，本協議的其餘部分不受影響，並且在法律允許的最大範圍內，其餘每項條文均有效並且可強制執行。

Rights of Third Parties 第三者權利

35 A person who is not a party to this Agreement has no rights under the Contract (Rights of Third Parties) Ordinance (Cap.623) to enforce any term of this Agreement.

非本協議一方的人士無權根據《合約(第三者權利)條例》(第623章)強制執行本協議的任何條款。

Governing Law規管法律

36 This Agreement is governed by the laws of Hong Kong.

本協議受香港法律管轄。

37 Any dispute, controversy or claim arising from or in connection with this Agreement shall firstly resolved through negotiation between the Parties. If resolution cannot be reached within sixty (60) days, either Party may submit such dispute, controversy or claim to the exclusive jurisdiction of the Hong Kong courts.

因本協議引起或與本協議有關的任何糾紛、爭議或申索，應首先由雙方協商解決。如未能在六十(60)天內達成解決，任何一方均可將該等糾紛、爭議或申索提交香港法院的專屬司法管

Governing Law規管法律

轄權規管。

Membership Agreement

Annex A

Code of Conduct 行爲守則

Inno Space seeks to provide a shared and community driven workspace for its members. To create and maintain a harmony and friendly interacting environment, all members, its guests and visitors should follow and abide by this Code. Failure to do so may result in termination of membership or denial of access to or use of our premises or facilities or adjustment of booking/rental fees, where applicable.

知創空間致力於為會員提供一個共享和社區驅動的工作空間。爲了營造和維護和諧友好的互動環境，所有會員，和其客戶與訪客均需遵守本守則。違反此守則或將導致終止會員資格、禁止使用和進入我們的場所和設施。

A. Respect for the Community 尊重社區

(i) All members, its guests and visitors shall behave respectfully and courteously to each other. No discrimination, harassment or hate speech shall be tolerated.

(ii) Inno Space seeks to provide a harassment-free experience for everyone regardless of ethnicity, age, gender, gender identity and expression, sexual orientation, disability, language ability, physical appearance and condition, political affiliation or religion.

(iii) If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact Inno Space' s staff immediately.

(iv) Members shall be open to constructive feedback from fellow members, especially as it pertains to safe use of our facilities and disrespectful communication or behavior.

(i) 所有會員，其客戶與訪客均應互相以尊重和禮貌的態度對待彼此。禁止任何歧視、騷擾或仇恨言論。

(ii) 知創空間務求為每個人提供無騷擾和和諧的環境及體驗，不論種族、年齡、性別、性別認同和表達、性取向、殘疾、語言能力、外貌和狀況、政治派別或宗教信仰。

(iii) 如果您正在受到騷擾、注意到其他人受到騷擾或有任何疑慮，請立即聯絡知創空間的工作人員。

(iv) 會員應該對來自其他會員提出的意見持開放態度，尤其是當它涉及到知創空間設施的安全使用、以及任何不尊重的溝通或行為時。

B. Sharing of Ideas and Collaboration 分享想法和協作

(i) Inno Space advocates open source work and the spirit of sharing and encouraging innovation and improvements. Inno Space provides an online platform for members to work on open source projects and encourages the exchange of ideas. However, Inno Space stresses that open source work is voluntary, not obligatory, and any member who does not wish to make their work open source is free to do so.

(ii) You should respect others' decisions to provide open source access to their work and projects or not, and should respect others' intellectual property rights ("IPRs"). As a matter of courtesy, you should always check for consent or permission before using or sharing another member's idea or prototype and appropriately credit works.

(iii) Inno Space respects the IPRs of the creators and requests members to do the same. Inno Space may, in appropriate circumstances and its discretion, to terminate the membership of members who may be infringing or violating the IPRs of other fellow members or third parties.

知創空間倡導開源工作與分享精神，並鼓勵創新與改進。知創空間為會員提供了一個網上平台來從事開源開發的工作，並鼓勵成員在平台進行分享與交流。然而，知創空間強調開源工作是自願而非強制性，因此任何不希望將其工作開源的會員都可以自由選擇不這樣做。

您應尊重他人是否開放對其工作和項目的開源訪問權限的決定，並應尊重他人的知識產權（"IPR"）。出於禮貌的表現，在使用或分享他人的想法或產品原型時，您應時刻留意是否獲得了到同意和許可，並需適當地注明其作品的出處。

知創空間尊重原創者的知識產權，並要求所有會員也同樣的尊重。若會員侵犯其他會員或第三方的知識產權，知創空間會在適當的情況下可酌情決定終止其會員資格。

C. Social and Environmental Impact社會和環境影響

(i) Any work intentionally created to negatively impact society or the environment will not be tolerated.

(ii) Inno Space provides recycling bins on the premises. Members shall place all used scrap in the appropriate marked containers and help to create a waste-free workspace.

(i) 知創空間不會容忍任何刻意對社會和環境產生負面影響的作品/工作。

(ii) 知創空間在場地提供回收箱，會員應將所有用過的廢料置入適當標記的回收箱內，並幫

C. Social and Environmental Impact社會和環境影響

助創建無廢料的工作空間。

D. Use of Space and Equipment 空間和設備的使用

(i) Tools, devices, hardware, machines, equipment and other resources must remain on the premises.

(ii) Advance booking is required for the use of certain facilities at Inno Space. Members who no longer want to use the facilities in question should cancel their booking with Inno Space.

(iii) Members are generally free to use most of the facilities at no additional cost with a certain time limit, but you shall not monopolize the use of our facilities. At busy times and in its absolute discretion, Inno Space reserves the right to restrict each member/guest/visitor's use.

(iv) Members shall keep our facilities in good condition when using them. We ask you to return them to us in the same condition as they were found.

(v) Members must obtain the consent of a member of staff to store an item in the public space at Inno Space.

(vi) If you want to leave any materials or works in the premises, you must take responsibility to store and lock them up in the lockers provided by Inno Space. Otherwise, Inno Space reserves the right to remove or dispose of them without bearing any responsibility for their loss or damage.

(vii) Inno Space shall not be responsible for any damage sustained to materials, works, designs and projects stored on the premises.

(viii) Sleeping and bringing pets are prohibited at Inno Space.

(ix) Eating is only allowed in the designated area of Inno Space.

(i) 工具、設備、硬件、機器、設備和其他資源必須保留在場所內。

(ii) 使用知創空間的某些設施需要提前預訂。會員若不再需要使用有關設施應取消相關預約。

(iii) 一般情況下，會員可以在一定時限內免費使用知創空間內的大部分設施，無需支付額外費用，但不可獨占設施的使用權。此外，在繁忙時間內和憑其絕對酌情權，知創空間保留限制每位會員/客人/訪客使用設施的權利。

(iv) 會員在使用我們設施時應確保設施的良好狀態。我們要求您將其歸還時，確保設施的狀態與最初借用時相同。

(v) 會員必須獲得工作人員同意才能在知創空間的公共空間存放物品。

D. Use of Space and Equipment 空間和設備的使用

(vi) 如果您想要在場地內留下任何材料或作品，您必須負責將他們存放並鎖進知創空間提供的儲物箱中。否則，知創空間保留丟棄或移除他們的權利，而不對他們的損失和損害承擔任何責任。

(vii) 知創空間不對存儲在場所內的材料、作品、設計和項目的任何損壞承擔任何責任。

(viii) 知創空間禁止睡覺和携帶寵物。

(ix) 會員僅允許在知創空間的指定區域進食。

E. Electronics, Computing & Networking 電子設備、電腦及網絡

When using our electronics, computing and networking facilities, you must not:-

(i) publish, upload or disseminate any inappropriate, offensive, indecent, or unlawful material;

(ii) upload or download files that contain viruses, Trojan Horses, worms, time bombs, corrupted files, or any other similar software or programs that may damage the operation of Inno Space's network, another' s computer or the property of another; or

(iii) use to access other member' s computers for any unlawful purpose.

當使用我們的電子設備、電腦及網絡設施時，您不能：

(i) 發佈，上傳或傳播任何不適當的、令人反感的、不雅的或非法的材料；

(ii) 上傳或下載含有病毒、特洛伊木馬、蠕蟲、定時炸彈、損壞文件或任何其他可能損害知創空間網絡運作、他人的電腦或他人財產的類似軟件或程序的文件，或

(iii) 出於任何非法目的使用它來取用其他會員的電腦。

F. Venue Usage 場地使用

(i) Members must ensure that all events, functions and activities being held at Inno Space or HKPC venues shall be consistent with the aims and objectives of Inno Space / Hong Kong Productivity Council (HKPC) including but not limited to industry support, technology or innovation related, business management, design, startups, STEM, SMEs, etc.

(ii) Inno Space reserves the right to terminate or stop the use of venue and facilities by Members and/or its staff, guests, participants and licensees if they fail to abide by these terms and conditions, or change the use, contents and nature of the event other than that originally stated in the confirmed booking.

(i) 會員必須確保在知創空間或生產力促進局場地舉行的所有活動均符合知創空間或香港生產力促進局的宗旨及目標，包括但不限於業界支援、科技或創新相關、商業管理、設計、新成立公司、科技、創新及科技教育、中小企等。

(ii) 如會員及/或其職員、嘉賓、參加者及持牌人未能遵守本條款及細則，或更改活動 用途、內容及性質而非原來於確認預約時所述者，知創空間保留終止或停止其使用場地及設施的權利。

Inno Space reserves the right to amend or change this Code from time to time.
知創空間保留不時修改或更改本守則的權利。

Annex B

Health and Safety Guidelines 健康與安全指南

Inno Space strives to provide a healthy, safe, productive and fun work environment for its members. In this connection, all members are required to observe and comply with these Guidelines. Failure to do so may result in discontinuance of use of our facilities and/or termination of membership.

知創空間致力為所有會員提供一個健康、安全、高效和有趣的工作環境。因此，所有會員均須遵守本指引。 違反此準則或將導致終止會員資格、禁止使用和進入我們的場所和設施。

A. Compulsory Training 必要培訓

- Considering "safety" is our first priority, members who intend to use our facilities must attend and complete induction training provided by Inno Space.
- Only the members who passed our training' s evaluation are allowed to use our facilities.
- 考慮到 "安全" 是我們的首要任務，因此有意使用我們設施的會員必須參加並完成知創空間提供的培訓。
- 只有通過我們培訓的會員才可使用我們的設施。

B. Responsibilities 責任

- When using our facilities, members shall be responsible for their own safety and shall also take care for the safety of other persons who may be affected by their acts or omissions.
- Members shall not be allowed to use any facility unless advance booking is made.
- Members shall not engage in any unsafe or dangerous activities that may cause potential risk of personal injury or death.
- Members shall not store or use any explosive, combustible, hazardous or dangerous on the premises.
- Members shall keep clean of their workspace and remove all wastes and debris

B. Responsibilities 責任

after using our facilities.

- Members shall always seek help from Inno Space’ s staff if they do not know or are not sure how to use and operate any facility.
- 在使用我們設施時，會員應對自己的安全負責，同時亦有責任留意其行爲是否會影響到他人的安全。
- 除非提前預訂，否則會員不得使用任何設施。
- 會員不得參與任何可能導致人身傷亡的不安全或危險活動。
- 會員不得在場所內存放或使用任何易爆、易燃、危險或危險品。
- 在使用我們的設施後，會員應保持工作空間的清潔並處理期間的所有廢物和碎屑。
- 如果會員不知道或不確定如何使用和操作任何設施，應時刻向知創空間員工尋求幫助。

C. Facilities Operation 設施營運

- When using our facilities, members shall at all times comply with the operation sign and manual pertaining to safe use of machines, equipment and tool as well as follow instructions of Inno Space’ s staff.
- Members shall check and secure all tooling and work pieces are properly supported and clamped, and ensure all machine guarding is set up and functioning properly prior to use of any facility.
-
- Members shall not open any cover, casing, shell or shroud of any machine or equipment that is running. Machines and equipment must never be left running unattended.
- Members shall at all times keep hands, feet, hair or clothes clear of all running machines or equipment. Long hair must be tied back above the shoulder. Loose fitting clothing such long sleeve shirts with loose cuffs or baggy sweatshirts must be avoided.
- Members shall not use or shall stop to use any machines or equipment if malfunction or abnormal condition is noticed or discovered, or warning of “Not In Use” is labelled.
- Members shall not try to repair, adjust or clean any machine, equipment or tool by themselves.
- Members shall report to Inno Space’ s staff if any defect, broken or damage to machine, equipment or tool is identified.

C. Facilities Operation 設施營運

- When using or operating any machines or equipment, members shall not use mobile phones or hands-free devices, and avoid conversation with or disruption to other persons.
- Members shall use proper posture to handle and move heavy objects and ask for help from Inno Space' s staff if needed.
- Members shall wear suitable and proper personal protective measures when using or operating any machines or equipment.
- 會員在使用我們的設施時，應始終遵守有關安全使用機器、設備和工具的操作標誌和手冊，並聽從Inno Space工作人員的指示。
- 會員應檢查並確保所有工具和工件有足夠及穩固的支持，並確保在使用任何設施之前設置所有機器防護裝置並正常運行。
- 會員不得打開任何正在運行的機器或設備的蓋子、包裝、外殼或護罩。 機器和設備絕不能在無人看管的情況下運行。
- 會員應始終確保手、腳、頭髮或衣服遠離所有正在運行的機器或設備。 長發必須束在肩後。 必須避免穿著寬鬆的衣服，例如袖口寬鬆的長袖襯衫或寬鬆的運動衫。
- 會員不得使用任何出現故障和異常情況，或標有 "未使用" 的標簽的機器和設備。
- 會員不得自行嘗試修理、調試或清潔任何機器、設備或工具。
- 倘若發現機器、設備或工具有任何缺陷、破損或損壞，會員應向知創空間的工作人員報告。
- 當使用或操作任何機器或設備時，會員不得使用手機或免提設備，並避免與他人交流和打擾他人。
- 會員須以正確姿勢搬運及搬運重物，如有需要可向創新空間工作人員求助。
- 會員在使用或操作任何機器或設備時應穿戴適當和合適的個人防護裝備。

D. Fire Prevention 防火

- Members shall keep and maintain all fire escape routes and fire smoke doors clear without obstruction. All fire sprinklers and smoke detectors shall not be blocked.
- Members shall familiarize themselves with the fire exits of the premises.
- In case of fire accident, members shall keep calm and leave the premises using nearest staircase (i.e. illuminated EXIT signs) and assemble at the designated assembly point.
- Smoking is strictly prohibited on the premises of Inno Space and HKPC Building.
- 會員應確保和保持所有消防通道和防火排煙門暢通無阻。所有消防灑水器和煙霧探測器

D. Fire Prevention 防火

不得被阻塞。

- 會員應熟悉的消防通道的安全出口。
- 如若發生火災事故，會員應保持冷靜，使用最近的樓梯（標明出口的指示牌）離開場所，並在指定的集合點集合。
- 知創空間及生產力大樓內嚴禁吸烟。

E. First Aid 急救

- In case of any injury, members shall immediately report to Inno Space’ s staff and seek first aid treatment from our qualified first aider.
- Ambulance will be arranged if serve injury is observed or as requested by the injured person.
- 如受到任何傷害，會員應立即向我們的工作人員報告，並向我們合資格的急救員尋求急救。
- 如發現會員有嚴重受傷的情況，或應傷者要求，我們會協助安排救護車。

F. Building Management 樓宇管理

- Members shall at all times follow the rules and regulations of building management.
- Inno Space retains the exclusive right to occupancy of the premises and may require members to vacate the premises at any time for safety or other reasons.
- Members shall not conduct any behavior that may disturb public order, obstruct passages or cause a nuisance to other members or persons.
- Members shall not cause any damage to the premises nor erect or install any wall, partitioning or cut or deface any existing structure, including wall, doors and windows.
- Members shall not affix or display any sign board, poster, sign or picture inside or outside the premises.

Inno Space reserves the right to amend or change these Guidelines from time to time.

- 成員應始終遵守建築物管理的規則和規定。
- 知創空間保留佔用該處所的專有權利，因此可能出於安全或其他原因要求會員離開該處所。
- 會員不得做出任何可能擾亂公共秩序、阻礙通道或對其他會員或其他人造成滋擾的行為。

F. Building Management 樓宇管理

- 會員不得對場所造成任何損壞，不得豎立和安裝任何墻壁，不得分割、切割或損壞任何包括但不限於牆壁、門窗的現有結構。
- 會員不得在場所內外張貼或展示任何招牌、海報、標誌或圖片。

知創空間保留不時修改或更改本守則的權利。

Annex C

Privacy Policy 隱私條款

Inno Space is committing to protecting the privacy of personal data. We strive and pledge to meet and comply with the requirements of the Personal Data (Privacy) Ordinance (the "Ordinance").

知創空間致力於保護個人數據隱私。我們致力及承諾及遵守《個人資料(私隱)條例》(下稱"條例")的規定。

A. Collection of Personal Data 收集個人資料

From time to time and for the purpose of carrying on Inno Space's operation, including the provision of services and facilities to you, you may be requested to supply data that may directly or indirectly identify you or other person(s) as an individual ("Personal Data") such as, but not limited to, the following:

(i) your name;
(ii) contact details such as email address, mailing and residential address, telephone number;
(iii) membership number and details;
(iv) data or information for verification of identity, including identification type and identification number (such as your fingerprint, HKID and passport number) and other related information;
(v) demographic information such as age, gender, nationality, marital status, preferences, educational background and employment history;

Supply of Personal Data to us is non-obligatory, but failure to do so may result in Inno Space being unable to process your application or enquiry, or to provide facilities and services to you.

Occasionally, you may need to provide Personal Data about other individuals to Inno Space (e.g. parent, guests). In that event, to comply with the Ordinance, you are required to have first obtained the authorization of such individuals before using, disclosing and transferring their Personal Data.

A. Collection of Personal Data 收集個人資料

為維持知創空間的運作 (包括向你提供服務及設施)，我們可能會不時要求你提供可直接或間接識別你或其他人士個人身份的資料(「個人資料」)，包括但不限於以下資料:

(i) 你的名字 ；

(ii) 聯繫方式，如電郵地址、郵寄地址及住址、電話號碼；

(iii) 會員編號及詳情；

(iv) 核實身份所需的數據或資料，包括身分類型及身分編號 (例如：你的指紋、香港身分證及護照號碼)及其他有關資料；

(v) 人口統計資料，例如年齡、性別、國籍、婚姻狀況、喜好、教育背景及工作經歷；

向我們提供個人資料並非必須，但如不提供個人資料，知創空間可能無法處理你的申請或查詢，或無法為你提供設施和服務。

你偶爾可能需要向知創空間提供他人的個人資料(如家長、客人)。在這種情況下，為遵守條例的規定，閣下須在使用、披露及轉移該等人士的個人資料前，先取得該等人士的授權。

B. Use of Personal Data 個人資料的使用

Your Personal Data may be used for the following purposes:

(i) providing facilities, products, services and support or performing transactions and administration work related to operation of Inno Space;

(ii) processing of your application to subscribe to Inno Space's services and facilities;

(iii) conducting assessments and checks regarding eligibility for membership, facilities or services;

(iv) verifying your identity;

(v) monitoring access to Inno Space 's premises which are not open to general public;

(vi) matching (as defined in the Ordinance) your Personal Data with other data collected (by Inno Space or third parties) for other purposes, in relation to, the provision of facilities, products and services to you and/or the performance of any transactions and administration work related to Inno Space's operations;

(vii) publishing on Inno Space’ s membership directory;

(viii) posting on Inno Space’ s promotional materials;

(ix) marketing, promoting and advertising of any facilities, products, services, offer and programs to you by Inno Space;

(x) maintaining and developing Inno Space computer and networking systems and

B. Use of Personal Data 個人資料的使用

infrastructure, including testing and upgrading of these systems;

(xi) meeting any obligations, requirements or arrangements, whether compulsory or voluntary, of Inno Space to comply with, or in connection with any applicable laws and/or regulations of Hong Kong;

(xii) prevention, detection or investigation of crime; and/or

(xiii) facilitating communications between you and Inno Space.

你的個人資料可能用於以下用途：

(i) 提供設施、產品、服務及支援，或進行與知創空間營運有關的交易及行政工作；

(ii) 處理你訂購知創空間服務的申請及設施

(iii) 就會員資格、設施或服務進行評估和檢查；

(iv) 核實你的身份；

(v) 監察進入知創空間不向公眾開放的處所；

(vi) 將您的個人資料與(由知創空間或第三方)為向您提供設施、產品及服務及或執行與知創空間營運有關的任何交易及行政工作而收集的其他資料進行比對(如條例所界定)；

(vii) 在知創空間的會員目錄上發布；

(viii) 在知創空間的宣傳資料上張貼；

(ix) 知創空間向您提供的任何設施、產品、服務、優惠和計劃的營銷、推廣和廣告；

(x) 維護和發展知創空間計算機和網絡系統及基礎設施，包括測試和升級這些系統；

(xi) 履行知創空間為遵守香港任何適用法律及/或規例而承擔的任何義務、要求或安排(無論是強制性或自願性的)；

(xii) 預防、偵查或調查犯罪;和/或

(xiii) 方便您與知創空間之間的溝通。

C. Disclosure of Personal Data 披露個人資料

Your Personal Data supplied to Inno Space will be kept confidential. We do not disclose your Personal Data with other companies or organizations without your prior consent. However, your Personal Data may be shared or disclosed incidental to or in the course of our operation to the following parties:

(i) any personnel, agent, adviser, auditor, contractor, or service provider who provide services and advice to us in connection with our operation; and/or

(ii) the person to whom we are required to make disclosure under any law applicable in or outside Hong Kong.

您提供給 Inno Space 的個人資料將被保密。 未經您事先同意，我們不會向其他公司或組織披露您的個人資料。但您的個人資料可能會日常運營中與以下各方共享或披露：

(i) 就我們的運營向我們提供服務和建議的任何人員、代理人、顧問、審計員、承包商或服務提供商； 和/或

(ii) 根據香港境內或境外適用的任何法律，我們必須向其披露的人員。

D. Data Retention 數據保留

All Personal Data that has been collected from you will only be stored for a duration that is relevant to the purpose for which it was processed and for as long as required by applicable laws.

從您那裡收集的所有個人數據只會存儲於收集目的所需期限內，或適用法律要求期限內。

E. Data Security 數據安全

Inno Space is committed to protecting the security of your Personal Data. We take reasonable measures to safeguard and protect your Personal Data from unauthorized or accidental access, processing, erasure or other use.

知創空間致力保護您個人數據的安全。 我們採取合理措施來保護您的個人數據免遭未經授權或意外的訪問、處理、刪除或其他途徑的使用。

F. Changes to the Privacy Policy Statement 隱私政策聲明的變更

Inno Space reserves the right to revise, change or modify this Privacy Policy Statement from time to time at our sole discretion.

知創空間保留不時修訂、更改或修改本隱私政策聲明的權利

G. Access to and Correction of Personal Data 訪問和更正個人數據

You are entitled to request access to, and to request correction of your Personal Data held by us. If you wish to do so, please contact us at innospace@hkpc.org.

By signing this Agreement, the undersigned hereby acknowledges and confirms that he/she has read and understand the terms and conditions herein and agrees to accept and comply with all duties and obligations set forth herein.

您有權請求訪問和更正我們持有的您的個人數據。 如果您希望這麼做，請透過 innospace@hkpc.org 與我們聯繫。

通過簽署本協議，以下簽署人承認並確認他/她已閱讀並理解此處的條款和條件，並同意接受和遵守此處規定的所有職責和義務。

Membership Agreement

Being the Parent or Guardian of Member,
作爲會員的父母或監護人

- I understand that I am personally and legally responsible for my minor child’ s safety and actions and will instruct and ensure that he/she shall follow all rules, guidelines, policies and code of conduct while at Inno Space.
- I realize and acknowledge that there may be potential risk or danger for use of the facilities at Inno Space (including but not limited to tools, devices, hardware, machinery and equipment) by my minor child.
- I hereby waive for myself and my minor child any and all rights of recovery, claim, action or cause of action against Inno Space for any injury or damage that may occur, regardless of cause or origin, including negligence and gross negligence.
- 我瞭解我對未成年子女的安全和行爲負有個人和法律的責任，並會指導他/她在Inno Space期間遵守所有規則、指引、政策和行爲準則。
- 我瞭解並明白我的未成年子女在使用知創空間的設施時（包括但不限於工具、裝置、硬件、機械和設備）可能存在潛在風險或危險。
- 我特此放棄我本人和我的未成年子女就可能發生的任何傷害或損害（無論原因和源頭，包括疏忽和重大疏忽）向知創空間追償、索賠、訴訟或訴因的所有權利。