

European Equestrian Business Association e.V.



Rules of the Association

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1. Scope of application

- 1.1 The European Equestrian Business Association e.V. shall adopt these subordinate Rules of the Association to regulate all matters not specified in the Statutes. They are not part of the Statutes. In case of doubt, the provisions of the Statutes shall apply.

2. Entry into force

- 2.1. The Association Rules shall be drawn up and maintained by the Executive Board. Upon joining the Association, each member shall accept the version in force at that time as a subordinate amendment to the Statutes.
- 2.2. The first version of the Rules of the Association shall enter into force by confirmation of a simple majority of all founding members. This confirmation does not require a vote at a General Assembly but may be made in writing.
- 2.3. Amendments to the Rules of the Association shall be made by the Executive Board and shall become effective immediately but shall require the approval of a simple majority of the voting members present at an Ordinary General Meeting or the written consent of a simple majority of all voting members for their final effectiveness.

3. Role of the President

- 3.1. The President represents the Association.
- 3.2. The tasks of the President of the Association include supporting the Association in its external perception.
- 3.3. The President of the Association decides how to perform her duties in consultation with the Executive Board but is basically independent in her decisions and not bound by instructions, as long as she supports and strengthens the Association with her actions.
- 3.4. Her role is outside the day-to-day work of the association. This is led by the Executive Board and the staff of the association, who represent the association externally.
- 3.5. The duties of the President of the Association do not include, among other things: managing the day-to-day business of the Association, signing contracts for or on behalf of the Association, attendance or reporting duties.

4. Membership admission procedure

- 4.1. Interested parties fill out the application for membership online on the association's website.
- 4.2. The following information must be provided when submitting the application:
 - 4.2.1. For private individuals: full name, private registered address, e-mail and phone number, date of birth, industry sector.
 - 4.2.2. For companies, associations, legal entities: name, e-mail and phone number, date of birth of the permanent main contact for the association. In addition, company name, VAT ID, name and position of the legal representative (if different from the contact person), company email, website, company address, industry sector, turnover of the company.
 - 4.2.3. The basis for the evaluation of the turnover size refers to the turnover from membership fees plus other income in the case of associations.
- 4.3. The Executive Board shall decide on admission as a member after checking that the criteria for membership set out in the Statutes have been met.

4.4. The membership candidate will receive the following from the office:

- 4.4.1. a pre-filled membership contract,
- 4.4.2. a copy of the Statutes, references to the respective valid version of the Rules of the Association, the antitrust guidelines and the membership fees,
- 4.4.3. consent to the publication of personal data on the association's intranet,
- 4.4.4. the SEPA direct debit mandate.

4.5. After verification of the data, the applicant sends the membership contract, the consent to the publication of personal data as well as the SEPA direct debit mandate with his/her signature to the office (by post or as a document attachment by e-mail).

4.6. The office confirms the admission of the new member by e-mail and informs the member of his/her member ID and the individual username and password for the internal area of the website.

4.7. All employees of the office as well as the Executive Board commit to maintain confidentiality vis-à-vis third parties regarding the self-disclosures and turnover figures of the members.

5. Types of Membership

5.1. Natural persons / personal membership (Cat 1 in the Regulation of Membership Fees):

- 5.1.1. Admission as a personal member is primarily for the purpose of admitting persons who do not earn their primary livelihood in the equine industry, but who have a personal interest in the industry/ equestrian sport and wish to support the interests of the Association. It is recommended that employees of commercial enterprises, legal entities or registered associations operating in the industry approach their employer for membership. If this is declined by the employer, the Executive Board will decide about admission on a case-by-case basis.
- 5.1.2. Owners and members of the management level of business enterprises, legal entities or associations operating in the industry are generally excluded from personal membership.

5.2. Science and research in public hands (Cat 2 in the Regulation of Membership Fees);

5.3. Business enterprises, legal entities and registered associations (Cat 4-12 in the Regulation of Membership Fees):

In this category, the contribution amount is based on the total turnover and is staggered. In the case of registered associations, the evaluation base consists of the turnover from membership fees plus other turnover. The member shall provide a self-disclosure on the size of its own turnover as part of the membership application. The Executive Board reserves the right to verify the information provided in justified cases. The member commits to inform the office of any changes in the evaluation basis before the next due date of the membership fee.

5.4. Sustaining membership without active voting rights (Cat 13 in the Regulation of Membership Fees):

In this category, the member freely determines an amount to be paid regularly as a membership fee. In order to comply with the principle of equal treatment of all members and to prevent a possible disproportionate influence of sponsors on the work of the association, this membership does not include active voting rights.

5.5. Honorary membership without active voting rights (Cat A in the Regulation of Membership Fees):

Honorary membership without voting rights may be granted by the Executive Board if this is conducive to the realisation of the purposes and objectives of the Association in accordance with § 2 of the Statutes.

5.6. Honorary membership with active voting rights (Cat B in the Regulation of Membership Fees):

Honorary membership with voting rights may be granted by the Executive Board if this is conducive to the realisation of the purposes and objectives of the Association in accordance with § 2 of the Statutes. A honorary membership with voting rights is primarily reserved for bodies and institutions which do not have the means to pay a membership fee themselves or which are not authorised by their own statutes to spend funds on membership, but whose expertise and reputation can contribute to the success of the

Association's work. An honorary member with voting rights shall have all the rights and obligations of a full member of the Association.

5.7. Members of the categories 13 & A have access to all association events and meetings and participation in the expert panels is explicitly desired. It is up to them to decide to what extent they want to be actively involved in the association's work. They will be listed as members on the association's website and publications without highlighting their particular membership status. They equally commit to comply with the statutes of the association, the rules of the association as well as the antitrust information.

6. Guideline on the use of the association logo by members

6.1. The logo of the European Equestrian Business Association e.V. is protected as a word and figurative mark at the German Patent and Trademark Office (DPMA). Use by third parties is therefore strictly prohibited and the sole rights of use are held by the Association.

6.2. Only the Association is entitled to take action against unauthorised use of the logo or a confusable trademark. The Member is not entitled to file a lawsuit for trademark infringement in its own name. His right to participate in the trademark proprietor's infringement action pursuant according to § 30 (4) Trade Mark Act in order to claim his damages remains unaffected. If a member discovers that a third party, who is not a member of the European Equestrian Business Association e.V., is using and / or registering a marking as a trademark that could possibly be confused with the association logo, it will immediately inform the association of this.

6.3. The association does not guarantee that the use of the logo does not infringe the rights of third parties. However, the association assures that it is not aware of any regulations or rights of third parties that conflict with the use. Should a claim be made against the member for injunctive relief and/or damage compensation due to the use of the logo by a third party, the member is obliged to inform the association immediately. The association commits itself to support the member to the best of its ability in the defence of claims asserted against the member. In the event of anti-competitive use of the logo by the member, the member shall internally indemnify the Association against claims by third parties.

6.4. Condition of use

6.4.1. Permission of use is subject to the condition that the user is an authorised member of the association, commits to comply with the association's statutes and recognises its statutes, the rules of the association, regulation of membership fees and antitrust information, and that the membership fee has been paid.

6.4.2. The member receives a simple, limited right of use upon conclusion of his membership contract. This does not exclude use by others.

6.4.3. The logo shall be made available to the member in electronic form.

6.4.4. The member commits to use the association logo only to indicate the membership relationship and not as part of the company name.

6.4.5. The logo may be used by the member for advertising purposes on business cards, stationery, email signatures, print advertising material and on websites to refer to its membership in the association. In order to avoid confusion with a quality seal of the association, the use on products or in connection with services is not permitted. Other ways of using the logo must be applied for in advance to the Executive Board of the Association.

6.4.6. The Member commits to use the logo only in the version provided by the Association. The logo must not be altered. The colour design must be retained in the original. The proportions of the logo itself must not be altered in enlargements and reductions. The logo must always be presented clear, clean and not distorted. When used on websites, a link to the association's website (www.eeb-a.eu) must be provided.

6.4.7. The member is not entitled to transfer the use or to grant rights of use to third parties.

6.5. Withdrawal of the right of use

6.5.1. The Executive Board is authorised to object to the use of the logo in individual cases at any time.

- 6.5.2. In the event of resignation or exclusion from the association, use shall be discontinued with immediate effect.
- 6.5.3. The Association may prohibit the use of the logo at any time if there are gross violations of the statutes of the Association or if the use is not in accordance with the aforementioned specifications for the use of the logo.
- 6.5.4. The misuse of the association logo can be prosecuted under criminal law.

7. Conduct of meetings and voting

7.1. Chairmanship of the meeting

- 7.1.1. General meetings are chaired by the chairman of the meeting. As a rule this is the 1st chairperson (in the case of the expert panels this is the expert panel spokesperson). In the event of his absence/prevention another member of the Executive Board shall take over this task. If no Board member is present, the meeting shall appoint a chairperson.
- 7.1.2. The chairman of the meeting shall open, chair and close the meetings.
- 7.1.3. The chairman of the meeting shall check the correctness of the convocation, the attendance list, the voting rights and shall announce the agenda. He shall draw attention to the antitrust information of the association and ensure that these are complied with.
- 7.1.4. The items on the agenda shall be discussed and voted on in the order given. The chairman of the meeting may propose an amendment to the agenda. The meeting decides on this change as well as on motions submitted in advance in accordance with the statutes to change / add to the agenda without debate by simple majority.
- 7.1.5. The chairman of the meeting shall give the floor in the order of requests to speak or in the order of a list of speakers. He can withdraw the floor, exclude persons permanently and temporarily and order interruptions or suspension of the meeting.
- 7.1.6. Rapporteurs and proposers shall be given the floor at the beginning and end of the debate on their agenda item. They may also speak outside the list of speakers; their request to speak shall be complied with by the chairman of the meeting.
- 7.1.7. The chairman of the meeting may in any case take the floor outside the list of speakers.

7.2. Motions of urgency

- 7.2.1. Motions of urgency submitted in advance outside the deadlines specified in the Statutes are only possible if all members present agree.
- 7.2.2. Motions of urgency submitted during the General Assembly shall not be admissible.

7.3. Voting

- 7.3.1. Before voting, the order of motions to be voted on shall be clearly announced. The motions shall be read out individually.
- 7.3.2. The chairman of the meeting must read out each motion again before voting.
- 7.3.3. If several motions are submitted on the same item, the most far-reaching motion shall be voted on first. If it is unclear which motion is the most far-reaching, the Assembly shall decide.

7.4. Online general meetings and written resolutions

- 7.4.1. According to § 7.6 of the Statutes of the Association, the Executive Board may, at its discretion, decide and state in the invitation that members may or must attend the General Meeting without being present at a meeting venue and exercise their membership rights by means of electronic communication (online General Meeting).
- 7.4.2. This online general meeting shall be the exception to the rule. In the event that an online general meeting is convened, the board shall decide on suitable technical and organisational measures, which shall in particular ensure that only members of the association participate in the meeting and exercise their rights (for example by assigning an individual login). The Executive Board shall decide on these measures by simple majority and shall inform the members of these measures together with the respective invitation. Publication of the respective modalities on the intranet of the Association's website shall make them binding for the respective meeting.

- 7.4.3. In deviation from § 32 paragraph 2 BGB (German Federal Law), a resolution is also valid without a general meeting of members,
- a) if all members have been involved in text form,
 - b) at least a two-thirds majority of the members have cast their votes in text form by the deadline set by the board and
 - c) the decision was made by the required majority.
- 7.4.4. The granting of proxy is not permitted in this case.
- 7.5. The provisions of this paragraph shall apply equally to meetings of the Executive Board and resolutions of the Executive Board.

8. Expert panels

8.1. Purpose

- 8.1.1. Within the context of the Association's work, legally dependent expert panels may be formed with the approval of the Executive Board.
- 8.1.2. The expert panels serve the in-depth technical elaboration of main topics and the topic-specific exchange of the members. The respective main topics of an expert panel must fully comply with the objectives of the association according to the statutes.

8.2. Founding

- 8.2.1. The foundation of an expert panel requires the participation of at least 3 full members of the association as well as the existence of a main topic, which requires concrete discussion or elaboration.
- 8.2.2. The formation of the expert panel must be applied for in writing to the Executive Board via the office, stating the objectives of the expert panel. The Executive Board decides on the convocation with a simple majority.
- 8.2.3. The office must be informed immediately of any additions to the expert panel.
- 8.2.4. In general, participation in the expert panels is open to all members.
- 8.2.5. A full-time employee of the administrative office should be present at all expert panel meetings. Together with the chairperson of the meeting, he/she shall ensure compliance with the antitrust information of the Association. If the full-time employees of the administrative office are prevented from attending, a substitute may be appointed.

8.3. Expert panel spokespersons

- 8.3.1. The expert panel elects an expert panel spokesperson from among its members by a simple majority and informs the office of the result. The election takes effect immediately, but subject to confirmation by the next general meeting of the association. The spokesperson position is for an indefinite period of time but can be filled by election with a simple majority. The office must also be informed of any changes.
- 8.3.2. The expert panel spokespersons are not legally authorized to represent the association but can and should act on its behalf as experts on the respective topics. Public statements in the name of the association are to be coordinated with the office according to type and content.
- 8.3.3. The expert panel spokespersons are publicly named as contact persons on the association's website. The elected spokesperson agrees to the publishing of his/her email address in order to be contacted.
- 8.3.4. The spokesperson reports on the current work of the expert panel at the general meeting and is obligated to always provide information to the Executive Board and the office.
- 8.3.5. The spokesperson of the expert panel convenes the meetings of the expert panel via the office. The date is to be communicated to the office in time. The latter shall take over the written invitation (also by e-mail) on behalf of the expert panel spokesperson and support him/her in the organization. The written invitation to the members of the expert panel (also permissible by e-mail) shall be sent by the office, stating an agenda, at least 14 days before the date of the meeting. The date of the meeting is announced to all members of the association on the internal part of the website.
- 8.3.6. The speaker is also the chairman of the meeting. If he is prevented from attending, he shall appoint a deputy for the meeting in question.

- 8.3.7. The speaker appoints a minute taker for each meeting. The minutes shall be drawn up within 14 days of the date of the meeting, signed by the minute-taker and the chairman of the meeting and submitted to the office. They serve to inform the extended circle of members and are published on the intranet on the website.
- 8.3.8. The office reserves the right to publish reports on the current work of the expert panels in coordination with the expert panel spokesperson.
- 8.3.9. Topics concerning the general direction of the work in the expert panel shall be voted on by simple majority. The expert panel has a quorum if at least half of the members are present. The quorum shall be determined by the chairperson at the beginning of the meeting. Voting shall take place in the form determined by the chairman of the meeting (show of hands, acclamation, written vote). In the event of a tie, the vote shall be repeated after further discussion. If a new tie is established in the repeated case, the motion shall be deemed to have been rejected.

9. Dealing with contents of the association's internal intranet

- 9.1. In the internal log-in area / intranet for members on the association's website, members are provided with information intended to support cooperation among members and the respective activities of the members themselves. This includes, for example, contact data for members and contact persons in association matters, a selection of press releases on current topics compiled by the association, reports and studies from the industry, etc. The content can only be accessed by members. Access to this content is only available to members who have received a username and password after confirmed admission. Passing on access data to third parties is not permitted and may lead to exclusion from the association.
- 9.2. All contents are intended for use exclusively by the members. Publication or disclosure to third parties is not permitted.
- 9.3. Reports and studies are usually linked. If the content on this page was not created by EEBA itself, third-party copyrights are respected. Third party content is marked as such. No liability is assumed for the content.
- 9.4. The contact details of the member include the name of the company, the name, e-mail address and telephone number of the contact person, the industry section and the country of origin. Disclosure of this contact data to third parties is not permitted. The member must agree to the publication of his contact data on the intranet by signing the declaration of consent for the collection, processing and use of data in accordance with the German Data Protection Regulation (DSGVO).

10. Financial regulations

- 10.1. Principles, efficiency and economy
 - 10.1.1. The budgetary, cash and accounting management is carried out by the office under the responsibility of the treasurer (member of the Executive Board).
 - 10.1.2. The association shall be managed in accordance with the principles of regularity and efficiency. It shall plan its financial management in such a way that the fulfilment of the association's tasks is ensured.
 - 10.1.3. In accordance with § 2.2 of the Statutes of the Association, the Association shall act selflessly. It does not primarily pursue its own economic objectives. The expenses must be in a balanced relationship to the achievement and implementation of the association's objectives. In accordance with § 2.3 of the Statutes of the Association, association funds may only be used for purposes in accordance with the Statutes of Association.
 - 10.1.4. Members shall not receive any shares in profits or other benefits from the Association's funds. Retired or excluded members have no claim to the assets of the association.
 - 10.1.5. According to § 2.4 of the statutes, no person may be favored by expenses that are alien to the purposes of the association or by disproportionately high remuneration. Persons working in an honorary capacity are only entitled to reimbursement of proven expenses.

10.2. Accounting

The Executive Board and the management of the Association commit to keep proper accounts in accordance with applicable German law.

10.3. Financial plan

A financial plan must be drawn up by the Executive Board for each financial year. The structure of the finance plan shall be based on the Association's chart of accounts. It is presented by the treasurer at the annual general meeting and approved by the general meeting.

10.4. Annual financial statements

- 10.4.1. The annual financial statement must show all income and expenses of the association for the past fiscal year. In addition, the annual financial statements must include a statement of debts and assets.
- 10.4.2. The annual financial statements must in any case be put down in writing and made available to all members 10 working days before the general meeting approving the annual financial statements. The members' right of inspection is fulfilled either by sending it with the invitation to the general meeting, by making it available on the association's intranet or by making it available in print at the general meeting. The treasurer presents the annual financial statements at the annual general meeting of members.
- 10.4.3. The Board of Directors of the Association is obliged to provide information to the members of the Association and to give account of financial matters.

10.5. Internal finance audit

- 10.5.1. The association commits to carry out an annual internal cash audit.
- 10.5.2. For the fulfilment of this task, 2 finance auditors shall be elected at the general meeting by a simple majority of the members present. Qualified members of the association with voting rights who do not hold a position on Executive Board or external auditors who are elected by the general meeting in accordance with § 7.4.6 of the statutes may be considered as finance auditors.
- 10.5.3. To fulfil their tasks, the finance auditors are entitled to inspect all business documents of the association. In addition, the finance auditors are entitled to conduct regular audits.
- 10.5.4. The Executive Board may invite external auditors to attend the general meeting to answer any queries.

10.6. Management of financial resources

- 10.6.1. All financial transactions shall be conducted through the Association's main treasury.
- 10.6.2. In addition to § 10.1.1. of these Rules of the Association, it is stipulated that the CEO shall administer the Association's main treasury. Payments shall only be made or instructed by the CEO if they are properly accounted for in accordance with § 10.7.4 of these Rules and sufficient funds are still available within the budget. Treasurer (as part of the Executive Board) and the CEO are responsible for the adherence to the financial plan.
- 10.6.3. Accumulation of special-purpose assets and formation of reserves is only permitted in compliance with the provisions of tax law.
- 10.6.4. The investment policy of the Association shall be decided by the Executive Board upon proposal of the Treasurer.

10.7. Payment transactions

- 10.7.1. All payment transactions shall in general be handled via the Association's main treasury and predominantly on a cashless basis. The establishment of further cash registers or accounts for subdivision is not provided for in principle and, if necessary, requires the approval of the entire Executive Board in any case.
- 10.7.2. There must be a receipt for each income and expenditure. The receipt must contain the date of expenditure, the amount to be paid, the VAT and the purpose of expenditure.
- 10.7.3. In the case of total settlements, the number of sub-receipts must be noted.

- 10.7.4. Prior to the payment of an invoice amount by the CEO, the factual justification of the expenditure must be confirmed by the respective responsible person.
- 10.7.5. The confirmed invoices shall be submitted for payment in due time, taking discount periods into account.
- 10.7.6. Payments must be approved by two authorized signatories. The second signature can be replaced by a personalized release of the payment transaction (e-banking).
- 10.7.7. The deadlines specified in § 10.11.6. shall apply to the settlement of cash expenses.
- 10.7.8. The Managing Director is entitled to grant advance payments in the amount of the expected needs. These advance payments shall be settled no later than two months after they have been granted.
- 10.8. Entering into liabilities
- 10.8.1. Entering into legal liabilities within the budget is reserved in individual cases to:
The Executive Board within the financial plan approved by the General Assembly. If the actual revenues exceed the revenue forecast by more than 10%, the financial plan can be adjusted analogously by the Board without requiring renewed approval by the members.
The managing director is authorized to enter into liabilities that cover office and administrative needs or are necessary for the maintenance of business operations.
- 10.8.2. The CEO and employees of the Association shall not enter into continuing / longterm obligations or legal liabilities. Such liabilities must be approved by the Executive Board.
- 10.8.3. It is not allowed to divide a single economic operation in order to thereby establish jurisdiction over the approval of the expenditure.
- 10.9. Inventory
- 10.9.1. For the recording of the inventory, an inventory register is to be created by the office.
- 10.9.2. All items not intended for consumption are to be included.
- 10.9.3. The inventory list must contain: Date of acquisition, name of item, acquisition value and current value, location of storage. (Items that are discarded must be indicated with a brief justification).
- 10.9.4. An inventory list shall be submitted by the management for the financial plan and budget draft.
- 10.9.5. All assets (cash, inventory, etc.) held by the association and the office are the sole property of the association. It is irrelevant whether they were acquired or received as a gift.
- 10.9.6. Unserviceable or surplus equipment and inventory must be sold at a profit if possible. The proceeds must be turned over to the Association's main treasury. A receipt must be submitted for items given away.
- 10.10. Grants
- 10.10.1. Public grants shall be used in accordance with the purpose for which they are intended.
- 10.10.2. Non-specific grants are distributed within the budget planning.
- 10.11. Reimbursement of proven expenses
- 10.11.1. Expenses are expenses or expenditures made on behalf of or for the account of the Association, which are (exclusively or predominantly) caused by the interests of the Association and are initiated or approved by the Association in advance.
- 10.11.2. Members and employees of the Association shall be entitled to reimbursement of expenses in accordance with § 670 of the German Civil Code (BGB) for expenses incurred by them as a result of their work for the Association. These include, in particular, travel expenses, postage, telephone, copying and printing costs.
- 10.11.3. The members and employees shall observe the principle of economy.
- 10.11.4. The Executive Board may define lump-sum expense allowances by resolution. These shall be based on the statutory and tax regulations.
- 10.11.5. Reimbursements shall be granted only if the expenses are proven by verifiable receipts and statements.
- 10.11.6. A claim for reimbursement of expenses may be filed with the office within a period of three months after it has been incurred, using the form provided for this purpose. All claims for a fiscal year must be submitted no later than 10 working days before the end of the year. If this deadline cannot be met

because the expense was made after this deadline, the deadline is extended by 10 working days into the following year. Reimbursements beyond the aforementioned deadlines are not possible.

10.11.7. As a rule, no lump-sum expense allowances, function allowances and/or activity allowances shall be paid to honorary functionaries. Exceptions to this must be approved by the full Executive Board in individual cases. Above-mentioned payments to a member of the Executive Board must be approved by the general meeting of members.

10.12. Management

10.12.1. In order to fulfil the management tasks and to run the office, the Executive Board is authorized, within the limits of the budgetary activities, to hire full-time employees for the administration.

10.12.2. The authority under labour law to issue instructions to the CEO shall lie with the Executive Board. The authority under labour law to issue instructions to the salaried employees of the administrative office shall lie with the CEO. Decisions of the CEO regarding employment contracts or salaries of employees require the approval of the Executive Board.

10.12.3. The decision on the salary and other contractual conditions of the CEO shall be the sole responsibility of the Executive Board.

11. Association liability

11.1. The members of the Executive Board shall inform the other members of the Executive Board without being asked and without delay about significant aspects and problems in their area of responsibility. This applies in particular to matters that could cause damage to the association or affect the proper fulfilment of tasks.

11.2. Members of the executive bodies or special representatives shall only be liable to the Association for damage caused in the performance of their duties in the event of intent or gross negligence. This also applies to liability towards the members of the association. If it is disputed whether a member of an executive body or a special representative has caused damage intentionally or through gross negligence, the Association or the member of the Association shall bear the burden of proof.

11.3. If members of executive bodies or special representatives are obliged to compensate another person for damage caused by them in the performance of their duties in accordance with paragraph 11.2, they may demand that the Association release them from the liability. This shall not apply if the damage was caused intentionally or by gross negligence.