



OUR COMMUNITY KITCHEN 1, LLC

EXHIBIT G – ACCESS, SECURITY & KEY CONTROL POLICY

This Exhibit is incorporated into and governed by the Shared Kitchen Agreement between Our Community Kitchen 1, LLC (“OCK1”) and Client-Company.

This policy governs physical access, door code usage, key control, and overall facility security.

Access is a controlled privilege. Violations of this Exhibit constitute material breach and may result in immediate suspension or termination of membership.

1. ACCESS AUTHORIZATION

Access to the facility is granted only to:

- Executed Client-Companies in good standing
- Individuals who have signed Exhibit C
- Individuals properly registered under the Client-Company

OCK1 utilizes door access codes at:

- Front double-door entrance
- Rear entrance (Door #15)

Each Client-Company is assigned controlled access credentials.

OCK1 reserves the right to restrict, deactivate, or modify access codes at any time for operational, compliance, or security reasons.

2. DOOR CODE CONTROL & RESPONSIBILITY

Client-Company is strictly responsible for:

- Protecting assigned door access codes
- Ensuring codes are not shared outside authorized team members
- Immediately reporting suspected compromise

Members may not:

- Share door codes with other businesses
- Share door codes with non-registered individuals
- Allow “tailgating” or unauthorized entry
- Grant access to restricted or suspended individuals

If a suspended or restricted individual knowingly gains access using another member’s code or through another member opening the door, this constitutes a serious security violation.

Both the accessing individual and the facilitating member may be subject to suspension or termination.

3. RESTRICTED ACCESS

If a Client-Company or individual is suspended:

- Access codes will be deactivated
- Entry to the facility is strictly prohibited
- Attempted entry during suspension constitutes material breach

Unauthorized access during suspension is grounds for immediate termination.

4. KEY & DEVICE POLICY (IF APPLICABLE)

If physical keys or devices are issued:

- Keys may not be duplicated
- Replacement fees apply for lost items
- All issued items remain property of OCK1

Failure to return issued items upon termination may result in deposit deductions and administrative fees.

5. SECURITY CAMERAS

The facility is monitored by video surveillance for:

- Safety
- Security
- Incident documentation
- Enforcement of operational policies

Tampering with surveillance equipment is grounds for immediate termination.

6. GENERAL SECURITY EXPECTATIONS

Members must:

- Ensure all doors close and latch fully upon entry and exit
- Prevent unauthorized individuals from entering
- Report suspicious activity immediately
- Maintain professional awareness during off-peak hours

Security negligence that compromises facility integrity may result in corrective action, administrative fees, suspension, or termination.

7. ENFORCEMENT

Violation of this Exhibit may result in:

- Written warning
- Administrative fee
- Immediate access restriction
- Suspension of membership
- Termination of Agreement

Administrative fees are governed by Exhibit H.

Security breaches are treated as high-level violations.

End of Exhibit G – Access, Security & Key Control Policy