



# **OUR COMMUNITY KITCHEN 1, LLC**

## **EXHIBIT E – GOOD NEIGHBOR & SHARED WORKSPACE 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 establishes behavioral and professional standards required within the facility.

Violation of this policy may result in administrative fees, suspension, or termination under the Agreement.

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### **1. PROFESSIONAL ENVIRONMENT**

Our Community Kitchen operates as a shared professional production facility.

Members agree to:

- Conduct themselves respectfully and professionally
- Communicate directly and constructively
- Avoid conflict escalation
- Maintain a cooperative business environment

The kitchen is not a casual or recreational environment. It is a professional production facility.

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## **2. SHARED SPACE RESPECT**

Members must:

- Stay within assigned workstations and storage boundaries
- Avoid interfering with another member's operations
- Keep shared pathways and walk-ins clear
- Respect production schedules of other members

Intentional interference with another business' operations constitutes a serious violation.

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## **3. NO HARASSMENT POLICY**

Harassment of any kind is strictly prohibited.

This includes, but is not limited to:

- Verbal abuse
- Intimidation
- Threats
- Discriminatory remarks
- Hostile conduct

Violation may result in immediate suspension pending review.

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## **4. DISPUTE RESOLUTION**

Operational conflicts must be brought to management.

Members may not attempt to enforce rules against other members independently.

Management decisions regarding facility balance and enforcement are final.

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## **5. COMMUNITY STANDARDS**

Members represent not only their own business but the reputation of the facility.

Members must not:

- Misrepresent affiliation with OCK1
  - Imply ownership of shared assets
  - Use OCK1 branding without authorization
  - Engage in conduct that damages facility reputation
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## **6. ENFORCEMENT**

Violation of this policy may result in:

- Written warning
- Administrative fee
- Mandatory corrective action
- Suspension of access
- Termination of membership

Administrative fees are governed by Exhibit H.

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End of Exhibit E – Good Neighbor & Shared Workspace Policy