



Facility Access Policy and Agreement

Martha's Gourmet Kitchen values and respects all of our clients. Employees are to adhere to the same level of respect when working in a client's kitchen.

Employees will be given full access to the client's kitchen, including, but not limited to, keys, access cards, security codes, etc.

The undersigned Employee Agrees that:

1. They will only enter the client's premises to perform work related duties;
2. They will not conduct any business, legal or illegal, from the client's premises;
3. They will not allow any other person knowledge, information, access to, or control of, any keys, access cards, security codes, etc.;
4. Should the Employee violate any of the Agreements above, their employment with Martha's Gourmet Kitchen will be immediate terminated;
5. Employee will return all keys, access cards, security codes, etc upon demand of Martha's Gourmet Kitchen or the client.

Employee has been given the follow access tools:

Key: _____

Access Card: _____

Access Code: _____

Other: _____

Employee Signature: _____

Employee Printed Name: _____

Date: _____

