



Medici Core Values

At Medici, we don't have "rules." Our goal is to create an environment in which everyone can collectively thrive. To that end, we have a list of Core Values we strive to exemplify in all our behavior and communications. They are:

Abundance Mindset

Accountability

Cleanliness

Collaboration

Communication

Community Focus

Fun Good Spirit

Maturity

Mutual Respect

Productive Conflict

In order to maintain these values, there are a few policies we ask all our members to adhere to.

Health & Safety

All members and guests are required to sign in upon entering the building. Additionally, members and guests are required to sign out when they leave for the day.

All members and guests are required to follow posted health policies.

Guest Policy

Medici members are responsible for their guests when they visit our facility. This means that:

- The Medici member must be on the premises and supervise the area of the facility utilized by their guest(s).
- The Medici member arrives at the facility before their guests and does not leave the facility until their guests have left.
- The Medici member will have their guest(s) sign in and out, either at the front desk or using another method previously approved by Medici staff.

These policies are in place to help keep the facility as a whole, and the individual offices of the business owners within the facility safe and secure. It is up to the supervising member to communicate our facility guidelines to their guests and enforce them for their guests.

Knowingly violating the above policies may result in a number of responses from Medici, including, but not limited to the immediate termination of your membership.

Cleanliness

Medici members share responsibility for the cleanliness of the facility. When you reserve a space:

- The space must be returned to its original state by the end of your reserved timeslot.
 - Furniture must be returned where it belongs.
 - Trash must be thrown away.
 - Decorations and signs must be taken down.
- Medici furniture, such as folding tables, should also be treated with care when you use them.
 - Clean the tables of any spills or markings before putting them away.
 - Be gentle when moving furniture so you do not damage the furniture or floor.
- **Do not use glitter anywhere.**

Conduct & Behaviour

Illegal activity is not permitted on the property. This includes the warehouse and parking lots. Possession of illegal substances and/or weapons (including, but not limited to, guns and knives) is prohibited on the property. Failure to comply with these restrictions will lead to immediate disciplinary action, up to and including termination of membership and notifying the authorities.

These policies are in place to ensure that Medici maintains a professional environment for businesses, and apply at all times. Following these policies demonstrates the basic respect towards the facility and community that the Medici community expects of our members. An inability or unwillingness to clean up after yourself shows the opposite. Violation of any of the above policies may result in fees added to your next invoice and/or the termination of your membership.

By signing below, you agree to abide by the above policies.

(Initial) I have received a copy of the Member Handbook. _____

(Sign) Member Signature _____

Date (Month/Day/Year) _____

Medici Staff Initials _____