



Access Control:

Please acknowledge the following guide for access control:

- Access control has been implemented by Chocolate Tribe. There are two areas of access control. The main door into the studio, and the door between main lobby and the 3D area.
- Access shall be given to all staff to both doors unless otherwise discussed with HR and risk management.
- You may not use someone else's key card. Each staff members name, number and all information is attached to your key card. Do not use your key card to let someone else in or out.
- If multiple staff members are coming in at the same time, please scan in individually.
- If you lose your key card, you will be liable for the cost of your key card. The replacement value of a key card is R25. Each staff member is required to carry a key card for access, so the cost of a new key card is non-negotiable.
- Each staff member has been supplied with a key card holder from Chocolate Tribe to keep their card safe. The onus is on you to keep it safe once it has been received.
- If you forget your key card, a temporary key card will be issued by Jandre, which will need to be returned at the end of the working day.
- If you are no longer an employee of Chocolate Tribe, please return your key card on your last day in the office.
- If there is a guest in the studio, the door between production and 3D will be closed for security purposes and key cards will be needed for access. Guests will not be allowed in 3D section unless authorized by HR and management and escorted by a staff member.
- If there is a guest in the building, please refrain from speaking about projects in the main lobby area.
- All guest cards are to be returned to IT once the guest leaves the studio.
- The 3D side has an emergency exit door by the front of the studio. It shall only to be used during emergencies.
- Please do not trigger false alarms.

Thank You
Nosipho Maketo-van den Bragt
Managing Director