

## **INCUBATION CENTRE – SECURITY & ACCESS RULES**

### **1. Access Authorization**

- Entry is permitted **only to registered and authorized users**
- Access credentials (ID card / RFID / biometric) will be issued individually
- Users must carry/display ID when inside the premises

### **2. Access Control & Credentials**

- Access cards/credentials are **strictly non-transferable**
- Sharing or misuse of access credentials is **prohibited**
- Lost or damaged access cards must be **reported immediately**
- Replacement charges may be applicable

### **3. Entry & Exit Timings**

- Access will be as per **approved working hours / 24x7 policy (if applicable)**
- Entry/exit records may be monitored through access systems
- Users must comply with any **restricted access timings** for specific zones

### **4. Visitor Management**

- Visitors are allowed **only with prior approval or registration**
- All visitors must:
  - Sign in at entry
  - Wear visitor identification (if applicable)
  - Be accompanied by the authorized user
- The User is fully responsible for the **conduct of their visitors**

### **5. Restricted Areas**

- Certain areas (server rooms, labs, admin offices, CoE equipment zones) are **restricted**
- Entry is permitted only with **explicit authorization**
- Unauthorized access will be treated as a **serious violation**

### **6. Surveillance & Monitoring**

- The premises are under **24/7 CCTV surveillance**
- Footage may be reviewed for **security and compliance purposes**
- Tampering with surveillance equipment is strictly prohibited

### **7. Security Personnel**

- Security staff are authorized to:
  - Verify identity and access permissions
  - Inspect belongings if required
  - Deny entry in case of non-compliance
- Users must **cooperate with security personnel at all times**

## 8. Prohibited Items

The following are not allowed inside the premises:

- Hazardous or flammable materials
- Illegal substances or contraband
- Weapons of any kind
- Any item that may pose a **risk to safety or security**

## 9. Asset Movement

- No equipment, furniture, or assets shall be moved out without **prior approval**
- All items carried in/out may be subject to **security checks**
- Gate pass system may be enforced

## 10. Data & Information Security

- Users must ensure **confidentiality of their data and systems**
- Sharing of network access or sensitive information is discouraged
- The Incubation Centre is not liable for **data loss or breaches**

## 11. Emergency & Incident Reporting

- Any suspicious activity must be **reported immediately**
- In case of emergency, users must follow **evacuation and safety protocols**
- Contact details of security/emergency personnel should be readily accessible

## 12. Non-Compliance & Violations

Violation of security and access rules may result in:

- Immediate suspension of access
- Confiscation of access credentials
- Financial penalties (if applicable)
- Termination of incubation privileges

## Guiding Principle

**Security is a shared responsibility—your cooperation ensures a safe and trusted environment for all.**

## Acknowledgement

I/We agree to comply with all Security & Access Rules.

Name: \_\_\_\_\_

Startup Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_