



Badge & Access Credential Agreement

AI:AT Karl Farkas Gasse 22, 1030 Vienna

1. Purpose and Scope

This Badge & Access Credential Agreement governs the issuance, use, and return of access badges, electronic access chips and mobile licenses for the premises of AI Factory Austria AI:AT, operated by Advanced Computing Austria (ACA).

This Agreement applies to all persons granted access to AI:AT premises, including but not limited to:

- AI:AT staff
- coworkers
- visitors
- external service providers and partners

2. Definitions

For the purposes of this Agreement:

- AI:AT refers to AI Factory Austria, represented by Advanced Computing Austria (ACA).
- Access Credential refers to any personalised physical or electronic means of access issued by AI:AT, including but not limited to:
 - access badges,
 - access chips,
 - mobile licenses.
- Badge Holder refers to any individual to whom an Access Credential has been issued.

3. Issuance of Access Credentials

AI:AT may issue Access Credentials to Badge Holders for the sole purpose of accessing authorised areas of the AI Factory Austria premises.

Access Credentials:

- remain the property of AI:AT at all times;
- are issued on a personal and non-transferable basis;
- may be limited in time, scope, or access level.

AI:AT reserves the right to determine the type, format, and technical configuration of the Access Credential.



Coworkers who have been contractually assigned a Community Desk receive access via mobile licenses. Coworkers and teams with Private Offices receive access chips. For larger teams, it is unfortunately not possible to provide chips to every individual. Teams are responsible for coordinating internally with the number of chips provided.

4. Badge Categories and Color System

For identification and orientation purposes, AI:AT uses a color-coded badge system:

- Blue badge – AI:AT Team
- Green badge – Coworkers
- Grey badge – Visitors and External Support Providers

The badge color serves identification and operational purposes only.

It does not define, replace, or guarantee specific access rights or permissions, which are determined separately by AI:AT.

5. Rights and Obligations of Badge Holders

Badge Holders are required to:

- use the Access Credential exclusively for personal access and not transfer it to third parties;
- comply with all applicable AI:AT house rules, security policies, and data protection regulations;
- protect the Access Credential from loss, damage, theft, or misuse;
- immediately report any loss, theft, or suspected misuse of the Access Credential to AI:AT (at the latest within 24 hours);
- return the Access Credential immediately upon request or upon expiry of their authorised access.

Badge Holders acknowledge that:

- access rights may be restricted, suspended, or revoked at any time for security, operational, or organisational reasons;
- the Access Credential may consist of multiple physical or electronic components, all of which are subject to this Agreement.

AI:AT may charge a replacement fee in cases of loss or damage caused by negligence.



6. Termination of Access

Authorised access under this Agreement ends automatically upon:

- termination or expiry of the Badge Holder's eligibility (e.g. end of employment, coworking period, or visit);
- return of the Access Credential;
- written or verbal revocation of access by AI:AT.

The Access Credential must be returned no later than the last day of authorised access.

7. Amendments and Updates

AI:AT reserves the right to amend or update this Agreement as necessary.

The version in force is the most recent version published or made available by AI:AT.

Badge Holders will be informed of material changes where appropriate.

8. Final Provisions

If individual provisions of this Agreement are held to be invalid or unenforceable, the remaining provisions shall remain unaffected.

This Agreement is governed by Austrian law.