

WeServ
**Locker, Lateral Cabinet and Mobile
Pedestal Policy and Agreement**
WS-ISMS-PO-010

Locker, Lateral Cabinet and Mobile Pedestal Policy and Agreement

Document No.: WS-ISMS-PO-010

Effective Date: August 31, 2023

Version: 2.00

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Use of the WeServ lockers, lateral cabinets, and mobile pedestal is a privilege. Employees who want to use a locker, lateral cabinet, and pedestal should create a ticket through [GDC Facilities Assist - PowerApps](#). WeServ cannot be held responsible for lost, stolen, or damaged personal property. By signing the locker, lateral cabinet, and mobile pedestal Use Agreement (below), employees agree to abide by the terms and conditions set forth by admin and the facilities outlined below:

- All lockers are the property of WeServ.
- For lockers, the employee must provide his/her own lock.
- For lateral cabinets and mobile pedestals, issued keys shall be held accountable by the user and its responsibility to safe keeping. If the key is lost, the admin must be notified immediately; the user must provide an affidavit of loss and compensate 300 PHP as a replacement fee.
- Locker, lateral cabinet, and mobile pedestal are for contract-based use only. At the end of each contract, you must clear out all contents of your lateral cabinet and mobile pedestal and must surrendered the key to admin/facilities or endorse it to the current manager or BU head. Failure to do so will result in the cutting of the lock and the discarding of its contents.
- The storage of items, confidential documents, or sensitive information in the lateral cabinet and mobile pedestal is not considered safe custody by the admin and facilities. The admin assumes no liability for any items stored.
- The use of a locker by a person other than the one to whom it is assigned is forbidden. Misuse of a locker may lead to the termination of locker privileges.
- Admin and Facilities reserves the right to open the locker, lateral cabinets, and mobile pedestal without the consent of the employee in instances where policies are being disregarded or in cases of emergencies.
- Flammable materials, dangerous chemicals, explosives, or weapons of any kind are strictly prohibited inside the lockers, lateral cabinet, and mobile pedestal.
- Perishable items and illegal or controlled substances such as drugs or alcohol are also strictly prohibited.
If this is not the case, Admin and Facilities reserves the right to temporarily or in case of recurrence-permanently withdraw the privilege.
- Users are not permitted to affix anything to the interior or exterior of their issued locker.
- Upon assignment and during use, users are responsible for

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reporting any damage or needed repairs to Admin and Facilities.
Employees will assume the cost of any unreported damages.

I have read, understand and agree on the Locker, Lateral Cabinet and Mobile Pedestal Policy and Agreement for WeServ employees.

Printed Name: _____

Employee Signature: _____

Date: _____

Floor No. _____

Locker/Pedestal No.____

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Change History

Version No.	Issue Date	Modified By	Description of Changes	Reviewed/ Approved By	Change Ref. No.
0.01	05-17-2022	Abegail Dy	Initial Draft		WS-ND052022-04
1.00	05-18-2022		Official Release	Edwin Isagan M. Lerma	
1.01	07-21-2023	Soriano,Mikail Ryan	<ul style="list-style-type: none"> Change title from locker policy to locker, lateral cabinet and mobile pedestal policy and agreement. Paragraph 1-Added Lateral Cabinets and Mobile Pedestal Paragraph 1 Remove contact facilities at gdcfacilities@fujitsu.com Paragraph 1 Remove wishing and added who wants to Paragraph 1 Added admin and. Bullet No.2 - added for locker. Added Bullet No. 3 Bullet No.4-Added lateral cabinets and mobile pedestal and must surrendered the key to admin and facilities or endorse to current manager/BU Head. Added Bullet No. 5 Bullet No. 7- Remove a and added the Bullet No. 7- Added lateral cabinets and mobile pedestal. Bullet No. 8- Added lateral cabinets and mobile pedestal. Bullet No. 9- Remove inside the lockers and added If this is not the case, Admin and Facilities reserves the right to temporarily or in case of recurrence-permanently withdraw the privilege. Bullet No. 10 Remove employee added user 		#383

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			and issued. <ul style="list-style-type: none">• Bullet No. 11- Remove employee and change to user.• Paragraph 2- Added lateral cabinet and mobile pedestal.• Paragraph 3- Added Pedestal No.		
2.00	08-30-23		Official Release	Edwin Isagan; Karl Jimenea; Isabel Lerma	