

# WeServ

# Locker Policy and Agreement

WS-ISMS-PO-010

	<h1 style="text-align: center;">Locker Policy and Agreement</h1>		
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Use of the WeServ lockers is a privilege. Employees wishing to use a locker should contact Facilities at [gdcfacilities@fujitsu.com](mailto:gdcfacilities@fujitsu.com). WeServ cannot be held responsible for lost, stolen or damaged personal property. By signing the Locker Use Agreement (below), employees agree to abide by the terms and conditions set forth by Facilities outlined below:

- All lockers are the property of WeServ.
- Employee must provide his/her own lock.
- Lockers are **contract-based use only**. At the end of each contract you must clear out all contents of your locker. Failure to do so, will result in the cutting of lock and discard of its contents.
- Use of locker by a person other than to whom it is assigned to is forbidden. Misuse of a locker may lead to termination of locker privileges.
- Admin and Facilities reserves the right to open a locker without the consent of the employee in instances where locker policies are being disregarded or in case of emergencies.
- Flammable materials, dangerous chemicals explosive or weapons of any kind are strictly prohibited inside the lockers.
- Perishable items, illegal or controlled substances such as drugs or alcohol are also strictly prohibited inside the lockers.
- Employees are not permitted to affix anything to the interior or exterior of their lockers.
- Upon assignment and during use, employees are responsible for 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 Policy and Agreement for WeServ employees.

Printed Name: \_\_\_\_\_  
Employee Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Floor No. \_\_\_\_\_  
Locker 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	