**Employee Parking Policy**

**BRIEF AND PURPOSE**

Our parking policy describes the parking options available to staff and visitors. We'll go through our criteria for distributing parking spots as well as our parking lot's regulations.

**SCOPE**

This policy applies to all workers, including permanent, temporary, contract, interns, and volunteers, who utilize company or personal cars in the course of business.

**POLICY COMPONENTS**

Our parking policy is based on the following principles:

- Our parking space allocation criteria and method

- Keeping the parking areas clean and safe

- Parking space management rules

**Allocating parking spaces: Criteria and Procedure**

A few parking places will be set aside for executives and staff who drive corporate vehicles. Large company vehicles (such as lorries) may need to park somewhere other than our employee parking area.

Our remaining parking places will be distributed according to the following priority:

- Employees that are permanently or temporarily incapacitated, as well as pregnant women

- Workers on the night shift

- Contract employees Full-time and part-time employees

- Interns/Trainees

- Volunteers

We'll award parking places based on these priorities until we've used up all of them. We may set aside a few spaces for guests, which will be properly marked.

Employees who seek a parking spot can contact our [human resources department/ facilities manager.]

Our organization may issue a permit for a specified location in exchange for a minor annual fee.

**Keeping our parking lot clean**

We want drivers to keep their parking spots as clean and safe as they keep their workplaces. The all time applied rules includes:

- Littering is not permitted.

- Drivers must show consideration for the property of others.

- Drivers should not speed, make rash turns, or drive recklessly.

- Employees should not do maintenance or repairs to their vehicles while parked in our lot, unless they are unable to start them.

**Parking Space Management**

Parking spaces are not a long-term benefit. As a result of disciplinary action or the needs of people with higher priority, we can remove them at any time. This perk is only applicable while our employees are working for us.

Employees are not permitted to have more than one parking place, and they are not permitted to transfer their space to another individual (employee or non-employee).

Off-site parking is not prohibited by this regulation. Employees, on the other hand, are not permitted to:

- Block front or back entrances

- Park in disability parking places

- Obstruct loading/unloading of company vehicles

- Occupy visitor parking spaces during business hours

- Park company cars illegally or in high-risk areas (e.g. near construction sites)

If a car is left unattended for more than one month, it may be towed, and the owner of the vehicle will be responsible for storage and removal costs.

We will not be held liable for any theft, vandalism, fire, or damage to an employee's vehicle.

**DISCIPLINARY CONSEQUENCES**

Any employee who is found parking in unauthorized or banned places, or who violates this policy in any other way, will get a formal warning and censure. If you commit another offense, your parking privileges will be revoked. If the employee continues to disobey the rules, or if major offenses occur, disciplinary action may be taken, including termination.