**Employee Locker Policy**

# Purpose

The purpose of this locker policy is to provide guidelines and procedures for the assignment and usage of lockers by employees at Whizzbridge. This policy aims to ensure fairness, security, and efficient management of locker resources.

# Eligibility

* All active employees of Whizzbridge are eligible to apply for a locker.
* Locker assignments may be subject to availability and priority may be given based on specific job roles or operational requirements.

# Locker Assignment

* Locker assignments will be made by the Admin/HR on a first-come, first-served basis or as determined by the locker management team.
* Employees must lodge a request through official email to the HR/Admin to be considered for a locker assignment.
* Locker assignments will be made for a specified duration, such as six months or one year, and may be renewed upon request and availability.
* The concerned department reserves the right to reassign lockers as necessary to accommodate changing operational needs.

# Locker Usage and Responsibilities

* Lockers are provided for the exclusive use of the assigned employee and are intended solely for storing personal belongings or work-related materials.
* Employees are responsible for maintaining the cleanliness and orderliness of their lockers. Food, perishable items, or hazardous materials should not be stored in the lockers.
* Employees should ensure that lockers are securely locked at all times when not in use.
* Employees must not use lockers for any illegal, unethical, or prohibited activities as defined by company policies.
* The company reserves the right to inspect lockers if there is reasonable suspicion of policy violations, illegal activities, or safety concerns.

Locker Security and Access

* Lockers will be provided with locks or combinations, which will be issued to employees upon assignment.
* Employees are responsible for the safekeeping of their locker keys or combinations. Lost or stolen keys/combinations should be reported to the Administrative Department immediately.
* Under no circumstances should employees share locker keys or combinations with others.
* The company reserves the right to access lockers in case of emergencies, policy violations, or other legitimate reasons, and will strive to respect employee privacy whenever possible.

Termination or Transfer

* Upon termination of employment or transfer to another department, employees must vacate their lockers and return locker keys or combinations to the Administrative Department.
* Failure to return locker keys or combinations may result in appropriate disciplinary action and/or financial responsibility for lock replacement.

Policy Compliance

* Non-compliance with this locker policy may result in the revocation of locker privileges and disciplinary action, up to and including termination.
* Employees are expected to familiarize themselves with this policy and any updates or amendments that may be communicated from time to time.