**Company K Parking Policies**

**1. Purpose**

This document provides guidelines and procedures for parking at Company K. It aims to ensure fair and efficient use of parking facilities, promote safety, and maintain an organized parking environment.

**2. Scope**

This policy applies to all employees, contractors, visitors, and any other individuals using the parking facilities at Company K.

### **3. Parking Allocation and Usage**

**3.1 Employee Parking**

**3.1.1 Allocation**

* **Description**: Parking spaces are allocated based on job roles, seniority, and availability.
* **Procedure**:
  1. **Application**: Submit a Parking Permit Application Form to the HR department.
  2. **Approval**: Parking requests are reviewed and approved based on availability and eligibility.
  3. **Permit Issuance**: Approved employees will receive a parking permit, which must be displayed on the vehicle’s dashboard.

**3.1.2 Usage**

* **Guidelines**:
  + **Permits**: Only vehicles with valid parking permits are allowed to park in designated employee spaces.
  + **Spaces**: Park only in assigned spots or in general employee parking areas.
  + **Security**: Lock vehicles and ensure personal belongings are not visible.

**3.2 Visitor Parking**

**3.2.1 Allocation**

* **Description**: Designated parking spaces are available for visitors and guests.
* **Procedure**:
  1. **Registration**: Visitors should be registered with the receptionist or front desk prior to arrival.
  2. **Permit**: Visitors will receive a temporary parking permit upon arrival, which should be displayed on their dashboard.

**3.2.2 Usage**

* **Guidelines**:
  + **Designated Areas**: Park only in marked visitor parking spaces.
  + **Duration**: Visitor parking is typically limited to a certain duration. Ensure adherence to the time limits specified.

**3.3 Disabled Parking**

**3.3.1 Allocation**

* **Description**: Reserved parking spaces are available for employees and visitors with disabilities.
* **Procedure**:
  1. **Identification**: Vehicles must display a valid disability permit or license plate.
  2. **Spaces**: Use only designated disabled parking spaces.

**3.3.2 Usage**

* **Guidelines**:
  + **Permits**: Ensure permits are visible and valid.
  + **Respect**: Do not use disabled parking spaces unless authorized.

### **4. Parking Etiquette and Safety**

**4.1 General Etiquette**

* **Description**: Adhere to courteous and safe parking practices.
* **Guidelines**:
  + **Speed Limit**: Observe posted speed limits within the parking area.
  + **Awareness**: Be aware of pedestrians and other vehicles.
  + **Space**: Avoid taking up more than one parking space.

**4.2 Safety**

* **Description**: Ensure safety measures are followed to prevent accidents and damage.
* **Guidelines**:
  + **Lighting**: Use well-lit areas when parking, especially during non-daylight hours.
  + **Surveillance**: Report any suspicious activity or security concerns to the facilities department or security team.

### **5. Parking Violations and Enforcement**

**5.1 Violations**

* **Description**: Includes unauthorized parking, expired permits, and misuse of parking spaces.
* **Consequences**:
  + **Warnings**: First-time violations may result in a warning.
  + **Fines**: Repeated or serious violations may result in fines or revocation of parking privileges.
  + **Towing**: Vehicles parked in unauthorized areas or without permits may be towed at the owner’s expense.

**5.2 Reporting**

* **Procedure**:
  1. **Report**: Report parking violations to the facilities department or security team.
  2. **Details**: Provide details including vehicle information and location.

### **6. Contact Information**

**6.1 HR Department**

* **Role**: Manage parking permits and applications.
* **Contact**:
  + **Name**: Susan Brown, HR Manager
  + **Phone**: (555) 234-5678
  + **Email**: hr@companyk.com

**6.2 Facilities Department**

* **Role**: Oversee parking management and enforcement.
* **Contact**:
  + **Name**: David Lee, Facilities Coordinator
  + **Phone**: (555) 678-9012
  + **Email**: facilities@companyk.com

**6.3 Security Team**

* **Role**: Address safety and security concerns related to parking.
* **Contact**:
  + **Name**: Mark Johnson, Security Lead
  + **Phone**: (555) 345-6789
  + **Email**: security@companyk.com

### **7. Continuous Improvement**

**7.1 Feedback**

* **Surveys**: Provide feedback on parking policies and facilities.
* **Suggestions**: Submit suggestions for improvements to hr@companyk.com or facilities@companyk.com.

**7.2 Review**

* **Updates**: Regularly review and update parking policies based on feedback and operational needs.