

Hope Mission Parking Policy:

- All vehicles parked on the premises must have a valid parking permit or permission to do so.
- Parking is available on a first-come, first-served basis. Vehicles may not be parked in a reserved parking spot unless authorized to do so.
- Vehicles must be parked in designated parking spaces only. Parking in areas not designated for parking is strictly prohibited.
- Parking is only permitted in designated parking areas. Vehicles parked in handicap spaces, or other areas reserved for emergency vehicles will be reported and towed at the owner's expense.
- The maximum speed limit in the parking area is 10 mph. Failure to observe the speed limit will result in disciplinary action.
- Vehicles may not be left on the premises overnight unless authorized to do so.
- Hope Mission assumes no responsibility for damage or theft of vehicles parked on the premises. It is your responsibility to ensure that no guest trespasses the parkade.

Hope Mission Parking Disciplinary Procedure:

1. **Verbal Warning:** If an employee is found to have misplaced/wrongly parked their vehicle and/or violate the parking policy, a verbal warning will be issued. The employee will also be sent an email outlining the parking policy for reference. The email will be copied to the employee's supervisor for record keeping purposes.
2. **Written Warning:** If an employee continues to misplace/wrongly park their vehicle and/or violated the parking policy even after receiving a verbal warning, a written warning will be issued. The written warning will be explicitly worded to indicate the employee's failure to comply with the parking policy. The employee's supervisor will also be copied on the written warning for record keeping purposes.
3. **Final Warning:** If an employee continues to misplace/wrongly park their vehicle and/or violated the parking policy repeatedly after receiving a written warning, the employee will receive a final warning. In addition to the written warning, the employee will lose access to the parking facilities by having their FOB disabled. The employee's supervisor will be notified of the final warning and the loss of parking privileges.

Hope Mission reserves the right to take disciplinary action, up to and including termination of employment, for repeated violations of the parking policy.