TO: All workers

FROM: B. J. Blackwell

DATE: February 3, 2016

RE: Parking …

The parking violations around here have gotten very, very bad. And the administration is provoked and wants some action taken. I don’t blame them. I have been late for meetings several times in the last month because inconsiderate folks from other divisions have parked their cars in our zone. ~~That just is not fair, and so we in our department must not be the only ones who are upset.~~ ~~No wonder the management finds things so bad they have asked me to prepare this memo.~~

~~A big part of the problem it seems to me is that~~ employees just cannot read signs. They park in the wrong zones. They also park in visitors’ spots. The penalties are going to be stiff. The administration, or so I was led to believe, is thinking of fining any employee who does not obey the parking policies. ~~I know for a fact that I saw someone from the research department pull right into a visitor parking area last week~~ just because it was 8:55 and he did not want to be late for work. That gives our business a bad name. People will not want to do business with us if they cannot even find a parking spot in the area that the company has reserved for them.

Vice President Watson ~~has laid the law down to me~~ about all this ~~and told me to let each and every one of you know that~~ things have to improve. ~~One of the other big problems around here~~ is that some employees have even parked their cars in loading zones, and security had to track them down to move.

As part of the administration’s new policy, each employee is going to be issued a company parking policy and will have to come in and sign for it verifying that he received it. I think things really have gotten out of hand and that some drastic action has to be taken. We will all have to shape up around here.

TO: All Employees

FROM: B. J. Blackwell

DATE: February 3, 2016

RE: Notice of New Company-Wide Parking Policy

Dear Employees,

We have recently seen an increase in staff parking violations on our premises. Our parking regulations exist to ensure a fair commute experience for ourselves and for our customers. This means that not only do such parking infractions cause unnecessary stress and tardiness, but they also hurt our business by disrespecting our patrons. As we move forward, administration has asked that we observe the following parking guidelines:

* Only park in your designated parking zone(s)
* Pay close attention to all posted signs and marked pavement
* Ensure you have plenty of time to commute and arrive to a valid parking spot
* Refrain from parking in designated loading zones

Employees who continue to disregard these parking policies may be subjected to fines and/or intervention by security. Administration has also asked that each employee sign a document verifying that they have received the new parking policy.

Thanks,

Blackwell.