

Employee Parking Policy Template

Welcome to [Company Name]! We are excited to have you join our team. As part of our onboarding process, we want to provide you with information about our Employee Parking Policy.

1. Parking Spaces:

- Employees are assigned parking spaces based on availability and job role.
- Parking spaces are for employees only. Visitors should use designated visitor parking areas.

2. Parking Permits:

- Employees must display a valid parking permit at all times while parked on company premises.
- Parking permits can be obtained from the HR department.

3. Parking Regulations:

- Employees must park only in designated parking areas.
- Parking in fire lanes, handicapped spaces without a permit, or blocking other vehicles is strictly prohibited.

4. Violations:

- Violations of the Employee Parking Policy may result in disciplinary action, including warnings, fines, or loss of parking privileges.

For more information on our Employee Parking Policy, please refer to the Employee Handbook.

We appreciate your cooperation in following our parking guidelines to ensure a safe and organized parking environment for all employees. Thank you for being a part of the [Company Name] team!

[Company Name] HR Department

