

## Employee Locker Policy Template

Welcome to our organization! We are excited to have you join our team. As part of our onboarding process, we want to ensure that you are aware of our employee locker policy.

1. Lockers are provided for the convenience of our employees to store personal belongings securely while at work.
2. Lockers are the property of the company and are to be used for work-related purposes only.
3. Employees are responsible for keeping their lockers clean and organized at all times.
4. The company reserves the right to inspect lockers at any time for security and compliance purposes.
5. Personal items of high value should not be stored in lockers. The company is not liable for any lost or stolen items.
6. Employees are not permitted to store any illegal substances, weapons, or hazardous materials in their lockers.
7. Any unauthorized items found in lockers will be removed immediately, and disciplinary action may be taken.
8. Employees are encouraged to report any suspicious activity or concerns regarding locker usage to HR or management.

For more information on our employee locker policy, please refer to our employee handbook [insert link to employee handbook].

Thank you for your cooperation in maintaining a safe and secure work environment. We are here to support you throughout your employment with us.

Sources: *Occupational Safety and Health Administration, Society for Human Resource Management*