

[COMPANY NAME and LOGO]

Parking Policy Template

Effective Date: [Insert Date]

1. Introduction

At [Company Name], we aim to provide fair, safe, and efficient use of parking facilities for all employees. This policy outlines the rules, regulations, and best practices for parking management within our organisation.



2. Purpose

The purpose of this policy is to:

- Ensure optimal use of available parking spaces.

- Prioritise parking for those in need and encourage alternative commuting methods.

- Reduce traffic congestion and improve employee satisfaction with parking arrangements.



3. Parking Allocation

To manage demand in alignment with our ESG goals, parking spaces will be allocated based on the following priorities:

- Carpooling:** Employees who carpool will be given priority parking spaces closest to the entrance.

- Electric Vehicles (EVs):** A percentage of parking spaces will be reserved for electric vehicles, with charging stations where applicable.

- Senior Staff & Essential Personnel:** Certain spots may be designated for senior management or employees with specific operational roles that require immediate access to the office.

- Employees with Disabilities:** Accessible parking spaces will be provided in compliance with local laws.

Employees must apply for parking permits and renew them annually. Parking spots will be assigned based on space availability and the criteria above.

4. Parking Permits

Employees who wish to park in company-managed facilities must display a valid parking permit. The process for obtaining a permit is as follows:

Application: Submit a parking permit request form to the Facilities Management team.

Approval: Permits are granted based on the allocation priorities outlined above.

Display: Permits must be visibly displayed on the front windshield of the vehicle.

Employees will be required to renew their permits on an annual basis or when there is a change in their parking status.



5. Alternative Transportation Options

To reduce parking demand, we encourage employees to explore alternative commuting methods:

Carpooling Program: Employees are encouraged to carpool. Carpoolers are eligible for premium parking spaces.

Biking: Bicycle racks are available, and we encourage employees to cycle to work.

Public Transport Incentives: Employees who use public transportation are eligible for transportation subsidies (if applicable).

The company will provide tools and resources, including the Kinto Join Employee Commuting App, to help employees explore these options and manage their commutes efficiently.



6. Parking Rules and Enforcement

To ensure a smooth parking experience for all, please adhere to the following rules:

Park only in designated areas and within the lines.
Unauthorised vehicles or those parked in restricted areas (e.g., reserved, accessible spots) may be towed at the owner's expense.
Employees are responsible for their vehicles. The company is not liable for theft, damage, or loss of property in the parking lot.

Enforcement:

Parking violations will be recorded and reported to HR.
Repeated violations may result in loss of parking privileges.

7. Visitor Parking

Visitors to **[Company Name]** will have designated visitor parking spaces. Employees should inform their visitors of these areas prior to arrival. Temporary permits for visitors can be obtained through the Facilities Management team.

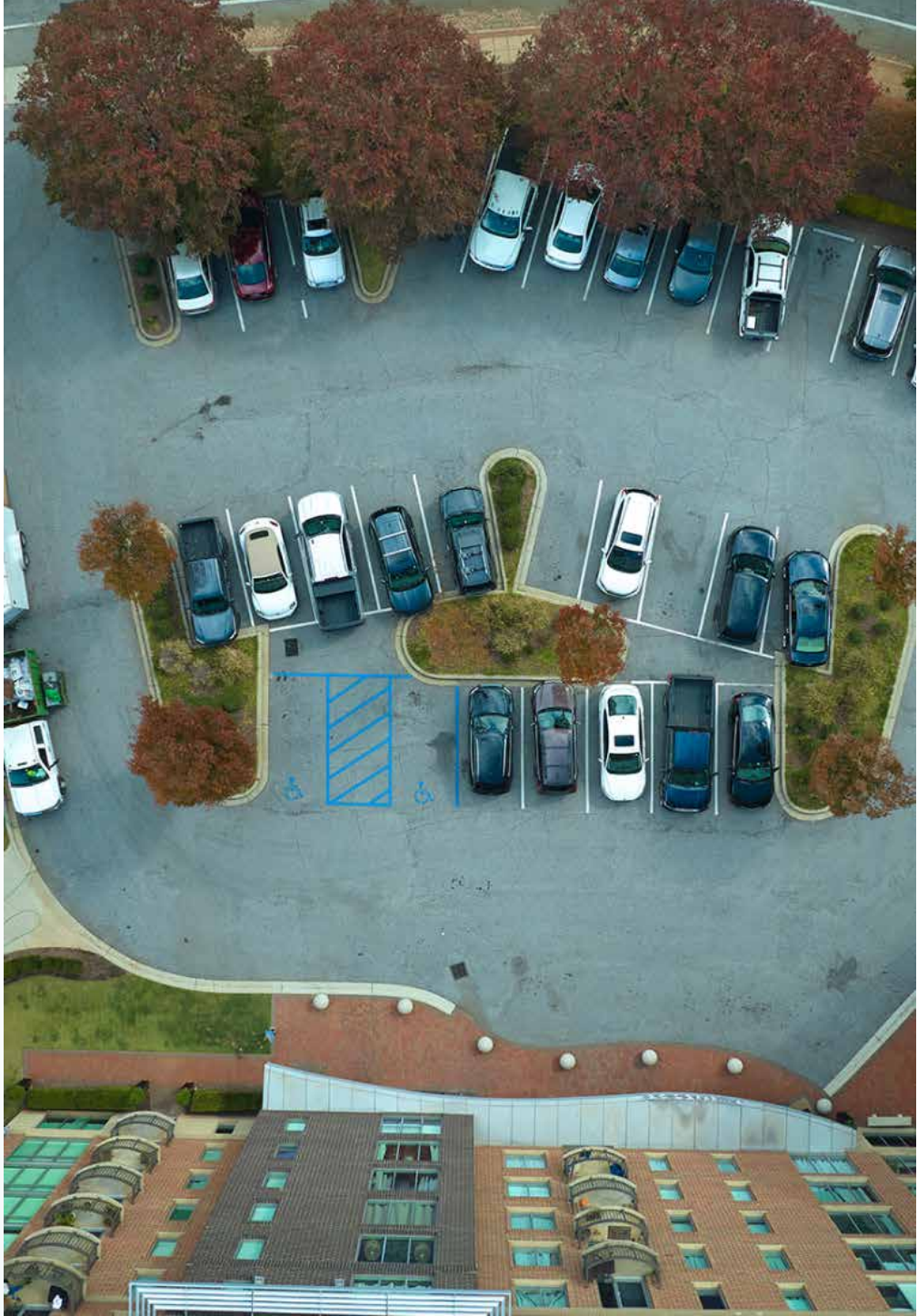
9. Contact Information

For questions or concerns about parking, please contact the Facilities Management team at [Insert Contact Info].

Employee Name: _____

Signature: _____

Date: _____



8. Special Circumstances

In certain situations, such as construction, events, or weather-related issues, parking availability may change. Employees will be informed in advance of any changes to parking arrangements.

Acknowledgement

By signing below, I acknowledge that I have read and understand **[Company Name's] Parking Policy** and agree to abide by the rules and guidelines stated herein.