



Monarchs Parking Policy

www.monarchsgym.com info@monarchsgym.com

3599 Old Conejo Road., Newbury Park, CA 91320 (805) 375-4663
5331 Derry Ave Ste H-C, Agoura Hills, CA 91301 (818) 889-3634

Policy Brief & Purpose

Our **parking company policy** outlines our parking provisions for employees and visitors. We'll explain our criteria for allocating parking space and establish rules for using our parking premises.

Scope

This policy applies to all employees who operate company or personal vehicles in the course of business, including permanent, temporary, contract employees, interns and volunteers.

Policy Elements

Our parking policy revolves around:

- Preserving a safe and clean parking lot
- Rules for managing parking spaces

Criteria and Procedure for allocating parking spaces

We'll reserve a few parking spaces for company vehicles. Parking space for large company vehicles (e.g. trucks) may be separate from our employee parking lot.

Preserving our parking lot

We expect drivers to maintain a clean and safe parking space, as they maintain their working spaces. The following rules apply at all times:

- No littering is allowed.
- Drivers must respect others' property.
- Drivers shouldn't speed, turn carelessly or drive irresponsibly.
- Employees shouldn't conduct maintenance or repair jobs to their cars while they parked in our lot, except if they cannot start them.

Managing Parking spaces

This policy does not restrict off-site parking. But, employees are not allowed to:

- Block front or back entrances
- Park at spaces reserved for the disabled
- Obstruct loading/unloading of company vehicles
- Occupy spaces reserved for visitors during operating hours
- Park company cars illegally or at high-risk spaces (e.g. near construction sites)

If a vehicle is left unattended for more than one month, it may be towed, and the vehicle's owner will have to pay storage and removal fees.

We won't assume any liability for theft, vandalism, fire or damage regarding an employees' vehicle.

Disciplinary Consequences

Any employee who is found parking in unauthorized or prohibited areas or in other ways disregard this policy will receive a warning and a written reprimand. If the employee continues to disrespect this policy or in cases of serious offences, they will face disciplinary consequences up to and including termination.