## **Employee locker policy template**

[Organization Name]

### **Brief & Purpose**

The purpose of this policy is to provide a safe and secure environment for employees to store their personal belongings while at work. It aims to promote a sense of responsibility and respect for shared resources and ensure that employees are held accountable for their use of lockers.

### **Locker assignments**

Lockers will be assigned to employees by the HR department based on availability and need. Employees are not allowed to switch lockers without prior approval from the HR department. In case of a conflict over locker assignments, the HR department will mediate and resolve the issue fairly and impartially.

### **Locker maintenance**

Employees are responsible for maintaining the cleanliness and good condition of their assigned lockers. Lockers should be cleaned regularly and kept free of any hazardous materials or substances. The HR department will conduct regular inspections of lockers to ensure they are being maintained properly.

### **Locker security**

Locker combinations will be set and changed by the HR department. Only authorized personnel will have access to the combinations, and unauthorized access to lockers is strictly prohibited. Employees are responsible for ensuring that their lockers are securely locked when not in use.

### **Locker inspections**

The HR department will conduct regular inspections of lockers to ensure they are being used appropriately and in compliance with the policy. Inspections may be conducted without prior notice to employees.

### **Consequences for non-compliance**

Employees who violate this policy will be subject to disciplinary actions, up to and including termination of employment and loss of locker privileges.

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