

## Locker Room Policy and Agreement

Use of the North Central Health Care (NCHC) employee locker room and lockers is a privilege. It is the policy of NCHC to provide a locker only to employees that need a secured area to hold their belongings while at work (i.e. they do not have a private work area). Employees wishing to use a locker should contact the Safety and Security Manager by emailing: [srothmeyer@norcen.org](mailto:srothmeyer@norcen.org). Upon verification of need, Safety and Security will grant the user access to the locker room, issue a locker with a lock and combination code to the employee.

NCHC cannot be held responsible for lost, stolen or damaged personal property. Users must act in accordance with NCHC policies and procedures, including this policy. Misuse of a locker or any misconduct within the locker room may lead to termination of locker privileges and/or disciplinary action up to and including termination of employment. By signing the Locker Room Use Agreement, employees agree to abide by the terms and conditions set forth below:

1. Entry to the locker room requires security badge access and is only to be used by the badge owner.
2. Use of a locker by a person other than to whom it is assigned is forbidden.
  - The lock combination code cannot be shared with anyone and must remain confidential.
  - The employee assigned to the locker is the responsibly party for all items within the locker.
3. Employees must not place their own lock on a locker.
4. NCHC retains ownership of all employee lockers and therefore reserves the right to inspect/open an employee's locker at any time with or without the consent of the employee to whom the locker is registered. If the locker must be opened by anyone other than the person using the locker, a member of management, Human Resources, or Safety and Security, and one additional witness normally shall be present. NCHC has the right to remove any facility property or any other item(s) that are stored in violation of our policies from the lockers.
5. Flammable materials, dangerous chemicals explosives or weapons of any kind are strictly prohibited inside the lockers. Perishable items, illegal or controlled substances such as drugs or alcohol, inappropriate material, or items in violation of the Anti-Harassment policy, are also strictly prohibited inside the lockers.
6. Lockers must be maintained in a clean and sanitary manner. Employees are not permitted to affix anything to the interior or exterior of their lockers. Absolutely no graffiti, writing, painting, or any other form of vandalism will be allowed.
7. Upon assignment and during use, employees are responsible for reporting any damage or needed repairs to Safety and Security. Employees will assume the cost of any unreported damages.
8. All personal items must be stored completely within the locker. All items left outside of a locker, whether secured or not, may be removed and disposed of accordingly.
9. Should this agreement be revisited/adjusted by NCHC, a new agreement will be presented, and the employee must renew their agreement at that time. Lockers not renewed will be cleaned out and all contents held by Safety and Security.

*I have read and understand NCHC's Locker Policy and Agreement. I understand that failure to follow the requirements for use of the locker room and locker may result in termination of my access and privilege of use, as well as disciplinary action leading up to and including termination.*

Employee Name (*printed*): \_\_\_\_\_ Employee ID: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_