

# Waste Services – Collections Service

## Locker Agreement

By my signature below, I acknowledge and agree to the following stipulations regarding use of the locker assigned to me by Environmental Services;

1. The locker is made available for employee use to store Council or personal items in relation to work for the Council.
2. Employees may store personal items which they will take home later that day (providing it is not illegal to possess the item e.g. drugs, weapons).
3. Employees may not use their own locks and any unauthorised lock may be removed without notice and destroyed.
4. The Council reserve the right to inspect the contents of the locker in the following circumstances
  - a. To ensure that the locker is being used in accordance with the intended purpose
  - b. To attempt to locate lost or stolen material
  - c. In the course of a criminal investigation
  - d. If there is a bomb threat

If an inspection is carried out for (a) the employee will be given at least 24 hours notice. If an inspection is carried out for (b), (c) or (d) then the employee may not be given notice however the inspection would be carried out in the presence of a second Council employee.

5. A locker must only be used by the employee it has been assigned to. If a locker is no longer required the key must be returned (lockers must not be swapped or passed to other employees)
6. If a key is lost and has to be replaced the Council reserves the right to make a charge for a replacement.
7. Lockers must not be defaced inside or out by graffiti, stickers, etc.
8. The Council does not take any responsibility for the contents of the locker or any losses from them.

Signed .....

Name: (please print) .....

Date:

Locker No: