

## COLLEAGUE PARKING REMINDER

IN REF -	32/2019	DATE OF ISSUE -	19 <sup>th</sup> July 2019
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Over the past week, there have been two occasions where the ‘Staff Car Park’ (opposite DHL) has been reported to be at capacity. However, on both occasions, the root cause has turned out to be inconsiderate parking (not parking between the white space markings).

We want to ensure that all airport colleagues can park in their designated car parks without any issues. To help us achieve this, please pass the following guidelines on to your teams:

- Please be considerate to others - don't park in a way that causes obstruction or danger.
- Before leaving your vehicle, please get out and check it is parked between the space markings.
- If for any reason the person you are parked next to has not parked within the white lines, please park as close as practical. Ideally so that two cars will fit in the space between the poorly parked vehicle and the next vehicle.
- Please note that motorbikes should not be parked in the VIP car park (the one closest to the terminal).



To support this message, the Car Park Operations Management team will take the following action:

- Starting from 22nd July, an audit of the ‘Staff Car Park’ will be carried out. This area (opposite DHL) is for Swissport, Jet2 and West Atlantic colleagues only. Any other individuals occupying these spaces will risk losing their parking privileges.
- Unless directed otherwise, most on-site agencies (without their own dedicated car parks) should park in Jet Parks 2.
- Warnings will be given to drivers who are judged to be parking inconsiderately. If an individual receives three warnings, they will risk losing their parking privileges.
- Colleagues are reminded that parking on the airport site is for operational purposes only. Vehicles found on-site for more than 36 hours will be highlighted and flagged to the appropriate organisation’s management team.
- Any motorbike parked in the VIP car park will be removed.

Thank you in advance for your assistance.  
Kind regards,  
The Car Park Operations Management team

Originator - (Role)	HOCS	Issued By - (Role)	Compliance Manager – Operations and Safety
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