Car Parking Policy  
Operations Management Centre

**Aim of this policy**
The following policy has been developed to enable fair and consistent view of on-site parking in a scenario where demand is likely to exceed supply.

The Operations Management Centre (OMC) is aiming to be carbon neutral and this policy is aligned with that requirement and therefore encourages the use, where appropriate, of low carbon alternatives to single-occupied cars.

Staff at all levels will be encouraged to use alternatives to single occupied cars.

**Who can apply**
Any TW employee based at the OMC can apply for a car park permit.

**Priorities**
- The permits will be issued in accordance with the following priorities (“The Priorities”):
  - Employees who are registered as disabled
  - Employees for whom there is no practicable public transport option at the time of day they are required to work
  - ML1-4 Managers
  - Job requirement car users
  - Regular car sharers
  - Drivers of electric, hybrid or other low-emission vehicles
  - All other permanent employees, based in the OMC who need to drive to work (subject to availability)

- The allocation of the OMC Car Park spaces will take into account those who will require frequent access to their cars due to business travel

- Allocation within priority groups will be prioritised according to length of service. Staff not allocated a space will be placed on a prioritised waiting list.

**Available car parks**
Two car parks are available at the OMC:
- OMC Car Park
- Madejski Stadium Overspill Car Park

Parking permits will be allocated in priority order, initially in the OMC Car Park and then in the Madejski Stadium Car Park – Thames Water assigned spaces.
Staff in possession of an OMC parking permit but who are unable to find a space are entitled to park in the Madejski Stadium Overspill Car Park.

**Drop off zone and visitor parking**
Marked drop off zones are available at the OMC for dropping-off or collecting heavy packages. Waiting is restricted to 30 minutes in this zone.

A limited number of visitor spaces are available in the OMC Car Park. These can be booked for external visitors only. Visiting Thames staff not based at the OMC will need to park in the Madejski Stadium Overspill Car Park provided this has been booked in advance.

**Early starts and late finishing times**
The OMC Car Park has the highest demand placed on it during the peak hours of 8.00am and 4.00pm. Those who do not have daily access to the OMC car park should be able to use empty spaces in the OMC car park from 4pm onwards (subject to availability).

**Overnight parking**
If staff need to leave their vehicles parked on work premises overnight for business reasons, then those already in possession of a parking permit should advise OMC Security that they are intending to leave their vehicle on site overnight.

**Motorcycles**
Staff using motorcycles should apply for a permit in the usual way and use the designated motorcycle spaces in the OMC Car Park.

**Bicycles**
Staff using bicycles do not need to apply for a permit and should use the designated bicycle spaces in the OMC Car Park.

**Special circumstances**
There will be occasions when exceptions to the above car parking allocation guidelines need to be made to accommodate particular requests. These exceptions may be permanent or temporary, and could include medical conditions that preclude walking long distances (following referral to Occupational Health team) and women approaching the commencement of maternity leave.

All exceptions should be discussed with the Facilities Team and authorised by their line manager prior to being approved, and may be referred to the appropriate HR team.

Parking for consultants or contractors will be considered at the time of contract award and allowances made in the commercial arrangements. Staff will always have priority if space is limited.
Permit Holder responsibilities
Car parking permit holders for any site cannot voluntarily reallocate their permits to another employee while they are away from the office (e.g. on annual leave, training days etc), or when they are no longer OMC-based. Over-allocation of parking spaces relies on a natural daily fluctuation in employee attendance, and aims to maximise occupancy through a structured process rather than an ad-hoc one.

Permits no longer required, must be returned to the Facilities Team or to OMC Security as soon as the employee is no longer based at the OMC. Misuse of car parking permits will be treated as a serious matter and may be subject to disciplinary proceedings.

Applications for parking permits
Parking Permit Application forms and all other related documents (including maps of the car parks) are available from the TW portal site under Self Service/TW Facilities/OMC/Car Parking (tbc).

Completed application forms should be signed off by the appropriate line/senior manager before being passed to Facilities, OMC.

Please note that all permits are non-transferable, and are issued in accordance with the above guidelines.

Review
These guidelines aim to provide a solution to both the initial and on-going allocation of car parking permits by establishing a fair and consistent approach.

KPIs (tbc) are in place to ensure the effectiveness of this policy is regularly monitored. Review of this policy will be triggered either by KPI performance monitoring or when 12 months have elapsed since the last review.

It should be noted that the policy does not form part of any employee’s terms and conditions and that the Company does not have a contractual obligation to provide employees with free parking permits.