



Parking Garage Policy

San Bruno

Walmart associates must follow the parking lot policy at all times. This includes associates who use their own vehicle, a company vehicle, a bicycle or motorcycle. This policy must be followed by full time, part time, temporary, and contract employees.

Purpose of the Policy

Walmart has created the Parking Lot Policy to ensure associates, visitors, and contractors are safe on our property. It is also to ensure that all associates understand where and why they should or should not park in specified spaces. It is important that employees follow our parking lot rules to keep our parking lot safe and clean. We expect that our employees will respect our parking lot and treat it with the same care that they would any other space in our building.

Allocating Parking Spaces

Located in our parking garage, there are various spaces designated for specific uses. Only those who fall under certain criteria may use these spaces. These spaces include: stork parking spots, disabled parking spots, visitor parking spots, Electric Vehicle charging spots and spaces for company vehicles.

These spaces shall be reserved for their designated use. Associates should never park in these spaces unless otherwise specified or if they fall into the specific category. During special events, we may also designate special visitor parking.

Bicycles & Bicycle Racks

Associates are welcome to ride bicycles to work and store them using our bicycle racks. The bicycle racks are located on level P2 of the garage. Please ensure you bring your own bicycle lock. Please keep in mind that



Walmart will not be responsible for any damages while on our company property.

Handicap Parking

You must make sure your handicap decal or disability plate is visibly located on your vehicle.

Motorcycle Parking

You must park in the space designated for motorcycle parking. Auto parking spots are for cars only.

Employees must follow the following rules:

- No littering
- No speeding
- Do not park in front of exit doors or any location that is not an official parking space
- Do not destroy or damage others property and vehicles
- Vehicle repair is not permitted in the garage
- Do not park on a diagonal
- Do not park overnight unless working overnight. *There are exceptions to overnight parking. Please see the security desk for overnight parking approvals.*
- You may park your vehicle up to 7-days maximum to be determined on an one on one basis. Please use the facilities ticketing system to place a "Parking Lot -> Long Term Parking Lot Request" at [wmlink/facilitieswest](#). If your request is approved, you may park on level P4.
- Associates travelling for business can parking off-site and expense parking fees.

Please Note: Vehicles parked for more than 72 hours will be towed at the owner's expense. You will find towing information located at the security desk and garage entrance.

Failure to follow the rules and regulations outlined in our Parking Lot Policy may result in disciplinary action. A first offence will result in a warning from security management. Second offence will result in a sticker being placed



on your car window and a notification will go to your manager. Continuous disregard for the Parking Lot Policy may result in the removal of your vehicle via tow at your own expense.

Walmart will not be responsible for any damages to any property or vehicle while it is on company property.

If there is anything we can do to assist you with the charging stations, please contact: facilitieswest@walmart.com or <https://wmt.quickbase.com/db/brcsprdkc>.

And remember, it's ok if you see something...

Don't hesitate to say something. Safety First!

