



***Policy Implementation Guideline:
Designated Car Park***

DESIGNATED CAR PARK

I. Definition:

Designated car park bays for pregnant women and returning post-natal mothers. The car park bays are ideally situated close to the office entrance and are well-lit for safety purposes.

II. Important Considerations:

- Suitable for companies with own car park compound or leased parking bays that can be reallocated
- Put in place a maximum timeframe for utilization by returning post-natal mothers, prioritise pregnant women where possible
- Eligibility, rules and regulations to utilise the designated car park bays must be clearly defined within the policy prior to implementation.
- Display pass is not transferable and applications are to be reviewed at least twice annually
- The effectiveness of designated car parks should be reviewed at least once per year.

III. Policy Guidelines:

- **Eligibility:**
All female employees who are soon-to-be mothers and returning post-natal mothers. Priority should be given to female employees who are pregnant at 24 weeks or more.
- **Types of Designated Car Park:**
 - a. *Reserved car park lot:* car park lot reserved for those with approval. Vehicle number should be marked on the designated parking lot.
 - b. *Floating car park bay:* car park bay reserved on a first come first serve. Employees are required to display the parking pass.
- **Application and Approval Process:**
A typical application process to apply for the designated car park:
 - a. Eligible employees who meet the criteria should apply in writing, stating their intent to park at the designated car park directly to the relevant approving authority and copy the appropriate individuals.
 - b. The employee should include in the application:
 - Reasons supporting approval to utilise designated car park.
 - Disclosure of timeframe of utilisation.

A formal approval process is required for each individual application that takes into account:

- a. Total number of available parking lots.

- b. Prioritisation of the lots based on the need of the employees (eg pre natal vs post natal).
- **Review of Designated Car Park:**
 - a. The utilisation of the car parks must be reviewed regularly to determine it meets business needs.
 - b. HR may modify or discontinue the initiative if it no longer meets business needs.
- **Expectations of Employees on Utilising Support Network:**

Employees should not consider the option an entitlement and will not abuse the privilege

Checklist for Employers:

- Define workforce and employees eligibility.
- Develop/Update policy (if required) on availability of designated car park and eligibility.
- Plan and mark designated car park bays.
- Design and send out communication on availability of designated car park bays.
- Receive request from eligible employees to utilise the designated car park bay.
- Issue display pass to approved requests.
- Monitor utilization, safety regulation and effectiveness of the car park bay for the targeted employees.
- Identify consequence in the form of fine or warning letter for ineligible employees who utilise the car park bay.