

**ACKNOWLEDGEMENT OF RECEIPT OF
LOCK/LOCKER KEY AND CONDITIONS OF USE
OF EMPLOYEE LOCKER**

This is to acknowledge that I have received a lock and/or key to locker #_____. It is my responsibility to follow all guidelines and policies as set forth in this acknowledgement and in the Employee Handbook. Any unauthorized duplication of this key can result in disciplinary action, including termination. It is my responsibility to notify the owner if the key is misplaced, lost or stolen. I will safeguard this key at all times to prevent the misuse or unauthorized access to my locker.

I understand that the locker has been provided to store my personal belongings, including purse, backpack, coat, etc. I will keep my locker locked whenever personal items are stored within and I will not store any personal belongings anywhere else in the store without specific permission of the owner or store manager. No merchandise or employee purchases will be stored in the locker at any time.

I hereby allow the inspection of this locker at any time by the owner or manager.

Signature of Employee

Date