



TIU STAFF PARKING POLICY

Doc No: TIU.RC.IN.104E

Version: 01

Issue date: 10/06/2026

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Issuing Authority: Administrative Office

1. PURPOSE

This circular establishes the official regulations governing the use of staff parking areas at Tishk International University (TIU). The aim is to ensure safety, efficiency, and proper management of parking facilities.

2. APPLICABILITY

This policy applies to all TIU staff members using university parking areas on campus.

3. PARKING REGULATIONS

3.1 Authorization

- All staff vehicles must display a valid TIU parking sticker issued by the Human Resources Office.
- Unauthorized vehicles may be denied access or subject to a penalty.

3.2 Designated Parking Areas

- Vehicles must be parked only in designated staff parking areas.
- Parking in the following areas is strictly prohibited:
 - Entrances and exits
 - Elevator access points
 - Stairways
 - Emergency routes
 - Pedestrian walkways
 - Blocking other vehicles which parked properly



3.3 Parking Discipline

- Vehicles must always be parked within marked lines.
- Reserved parking spaces (management, disabled staff, emergency use) are strictly restricted to authorized users only.
- Maximum speed limit within parking zones: 20 km/h

3.4 Safety & Responsibility

- Staff members bear full responsibility for damages caused by improper parking.
- Any safety hazards or violations must be reported immediately to the Administrative Office.
- The University is not liable for theft, damage, or loss of personal belongings or vehicles.

3.5 Parking Identification

- Lost or damaged parking stickers must be reported to HR.
- Replacement stickers must be obtained without delay.



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3.6 Restricted Activities

- Use of TIU electrical sockets for charging electric vehicles is strictly prohibited.

4. MONITORING & ENFORCEMENT

- Compliance will be monitored by:
 - Administrative Unit
 - Security Department
- Daily inspections will be conducted to ensure adherence.

5. VIOLATIONS & DISCIPLINARY ACTIONS

First Offense

- Written warning issued
- Record maintained in HR personnel file

Repeated Offenses

May result in:

- Suspension of parking privileges
- Referral to the Disciplinary Committee



Serious or Continued Violations

- Reported to the Vice President for Administrative and Financial Affairs for further action.

6. RECORD KEEPING

All violations, warnings, and actions will be officially recorded and maintained in the staff member's personnel file.

7. COMPLIANCE REQUIREMENT

All staff members are required to comply fully with this policy. Non-compliance will result in disciplinary measures.

IMPORTANT NOTICE

Failure to adhere to these regulations may result in the revocation of parking privileges and further disciplinary action.

Prepared by	Reviewed and checked by	Approved by
Administrative Office	University Council	President
17.09.2025	Decree 08 Meeting No. 07 22.09.2025	Prof. Dr. Sultan T. Abu-Orabi 10.06.2026