

## **22. Company Taxi Usage Policy**

### **22.1. Purpose**

To provide safe transportation for eligible employees working late, using the company's pre-approved taxi service.

### **22.2. Scope**

This policy applies to:

- All employees of Almet Group (permanent and temporary)
- Interns, consultants, and contractors (if specified in agreement)
- Applicable across all departments and business units

### **22.3. Eligibility**

Employees may use company-paid taxi services only when:

- Public transport is unavailable, unsafe, or impractical
- Transport is required outside normal working hours (late evening | after 20:00, early morning)- this part only for employees without a personal car
- They are traveling for business purposes, including:
  - 1) Meetings with clients or partners
  - 2) Site visits, factory trips, or inter-office transport
  - 3) Airport transfers during business travel
  - 4) Urgent official errands approved by a line manager

### **22.4. Booking & Approval Process**

#### **A. Company-Arranged Taxis**

- Booked by Office manager
- Requires prior approval from Line Manager or Department Head
- Employee must submit:
  - Destination and purpose
  - Estimated departure/arrival times

#### **B. Self-Booked Taxis (Reimbursement Basis)**

- Allowed only with prior approval
- Submit receipts to HR/Finance within 3 working days
- Include:
  - Trip purpose
  - Screenshot or printed invoice from taxi app (e.g., Bolt, Uber)

#### **22.5. Cost Control Guidelines**

- Use economy car options only
- Share rides with colleagues where feasible
- Avoid using taxis during normal working hours if safe public transport is available

