

CAR POLICY

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| Custodian: | Human Resources Department |
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## **Definitions:**

* 1. **Car Policy For QADRI-Group Employees’** shall, within the context of this document, be referred to as **‘The Policy’**
  2. ‘Car’ or ‘Cars’ within the context of ‘**The Policy’**, shall mean one or more ( any number ) of QADRI-Group Companies owned Cars handed over to **Grade** **M-7 & above Employees** and also **other Grade Employees**.
  3. ‘**Car Maturity Life’** shall, within the context of ‘**The Policy’**, mean that life-span of Car upon completion of which the ownership of a particular Car is to be transferred to the respective Car-user **Grade** **M-7 or above Employee** subject to compliance with relevant provisions of ‘ **The Policy** ’
  4. ‘**BOD**’ shall, within the context of ‘**The Policy’**, mean the Board of Directors of QADRI-Group Companies
  5. **‘Employee’ or ‘Employees** **’**  shall , within the context of **‘ The Policy ’** , mean one or more persons ( any number ) employed in QADRI-Group Companies , whether as staff members at any organizational level or at levels of supervisors / foremen / charge-men / workers employed at the factories run by QADRI-Group Companies . Persons engaged on ‘ Contract ’ by QADRI-Group Companies do not fall under the definition of **‘ Employee ’**
  6. CFO (Chief Financial Officer) shall, within context of ‘**The Policy’**, means that **Grade M-7 or above Employee or a member of ‘BOD’** who directs QADRI-Group Central Departments of‘ Accounts and Finance ’, ‘ Human Resource ’ and ‘ Administration ’ including the person who has been nominated / authorized by **CFO** to perform any of **CFO’s** particular function(s) / responsibility (ies)
  7. **GH-SS** (Group-head Support Services) shall, within context of ‘**The Policy’**, means that **Grade M-7 & above Employee** who heads QADRI-Group Central Departments of ‘ Human Resource ’ and ‘ Administration ’ including the person who has been nominated / authorized by **GH-SS** to perform any of **GH-SS’s** particular function(s) / responsibility (ies)
  8. **GFC** (Group Financial Controller) shall within the context of **‘The Policy’**, means that **Grade M-7 or above Employee** who heads QADRI-Group Finance & Accounts Department including the person who has been nominated / authorized by **GFC** to perform any of **GFC’s** particular function(s) / responsibility (ies)

## **Objective:**

* 1. To lay down transparent rules in respect of use of QADRI-Group owned Cars and fuel cards handed over to **Employees** of QADRI-Group Companies ; **as well as** to lay down rules in respect of transfer of ownership of **Car** to the name of the respective **Grade M-7 & above Employee.**

## **Applicability:**

* 1. **‘ The Policy ’** shall be applicable to all **Employees** of QADRI-Group Companies

## **Exemption:**

* 1. QADRI-Group Board Of Directors and other QADRI Family members shall be exempt from **‘The Policy’**

## **Monitoring of Implementation and compliance:**

* 1. **GH-SS** shall hold authority to monitor implementation & compliance of **‘The Policy’** and to deal with day-to-day matters relating to implementation & compliance of provisions of  **‘ The Policy ’**
  2. however, notwithstanding anything to the contrary contained in **‘The Policy’** , the **GH-SS** himself *( in his own person )* shall be fully responsible for implementation & compliance of the provisions of **‘ The Policy ’**

## **Policy:**

**Compulsion to comply**

6.1 compliance with ‘The Policy’ shall be compulsory for all Employees *(without exceptions or relaxations)*

**Car Entitlement of Employees of Grade M-7 and above**

6.2 unless stated otherwise in the respective terms of employment,for being entitled to be handed over a Car, the concerned Grade M-7 or above Employee must have successfully completed his probation period

6.3 Cars handed over to Grade M-7 and above Employees shall be either QADRI-Group’s 1st-hand *( self-owned )* 12 months old or lesser age Cars or shall be purchased brand new by the concerned QADRI-Group Company

**Car Use by Employees of Grade M-7 and above**

6.4 Employees of Grade M-7 and above shall use Cars for their official / personal use during office hours as well as for their official / personal use after office hours *(and during holidays)* provided that their respective Cars shall be driven only by themselves or by QADRI-Group Companies official drivers or by a driving license-holding Employee duly authorized verbally or in writing by the concerned Grade M-7 or above Employee himself

**Car Use by other Grade Employees**

6.5 BOD may , at its sole discretion , hand over Cars to other Grade Employee (s) for their official / personal use during office hours as well as for their official / personal use after office hours *(and during holidays)* provided that Other Grade Employees provided also that the respective Cars shall be driven only by themselves or by QADRI-Group Companies official drivers or by a license-holding Employee duly authorized verbally or in writing by concerned other Grade Employee himself

6.6 notwithstanding Clause 6.5, in case of Cars handed over to other Grade Employee (s) BOD may, for any particular case of other Grade Employee(s) disallow use of Cars for personal use during/ after office hours *(and holidays)*

6.7 Cars handed over to other Grade Employees shall not be subject to the conditions specified under Clause 6.3

Car Maturity Life

6.8 ‘Car Maturity Life’ of Cars handed over to Grade M-7 or above Employees(s) shall be 5 years counting from date on which the respective Car was purchased in brand new form by the concerned QADRI-Group Company

**Car ownership transfer to Grade M-7 or above Employees**

6.9 subject to compliance with all relevant provisions of ‘ The Policy ’ including , but not limited to , the respective Car attaining its Car Maturity Life , ownership of Cars handed over to Grade M-7 or above Employees shall be transferred to the respective Car-user Grade M-7 or above Employee

**Car value percentage to be recovered from Grade M-7 or above Employees prior to transfer of ownership**

6.10 subject to compliance with relevant provisions of ‘ The Policy ’ , ownership of Cars handed over to Grade M-7 or above Employees shall be transferred to the respective Car-user Grade M-7 or above Employee after recovery of 60% of the calculated Car-value of the Car to be transferred

**Car value calculation for recovery from Grade M-7 or above Employees prior to transfer of ownership**

6.11 for purpose of application of Clause 6.10, QADRI-Group’s Group Financial Controller *(GFC)* shall calculate and get approved in writing from QADRI-Group’s Chief Financial Officer *(CFO)* value of Cars on the following basis ;

(i) New : OEM-price *(market-premium not to be paid)* plus 1-time Reg Fee &Tax plus color premium minus Scy Tracker cost minus 100% additional-price as under Cl. 6.17& 6.18 minus 100% of additional-price as under Cl. 6.20

(ii) Age 12 months *( or less )* : current market-price agreed to by respective Grade M-7 or above Employee excluding ‘ Security Tracker ’ cost

**Car installments for recovery of 60 % of the calculated Car value**

6.12 within the context of Clauses 6.10 and 6.11 (i) & (ii) , the 60% value of Cars shall be recovered by the concerned QADRI-Group Company from the respective Grade M-7 or above Car-users monthly salary by way of equal monthly installments . Such monthly installment deduction shall start from the month which follows the month during which the Cars in question are handed over to the respective Grade M-7 or above Employees

6.13 within the context of Clause 6.12 , QADRI-Group’s Group Financial Controller shall get approved in writing from QADRI-Group’s CFO the number of monthly installments calculated on the following basis ;

**60 months minus spent months of the Life-period = number of monthly installments**

**(Car Maturity Life)**  **of respective Car *( if any )***

6.14 Cars handed over to other Grade Employees within the context of Clause 6.7 shall remain to be property of the concerned QADRI-Group Company … Clause 6.12 shall not apply for Cars handed over to other Grade Employees

**Car Type & Colour**

6.15 subject to relevant provisions of ‘ The Policy ’ , Grade M-7 or above Employee shall be entitled to be handed over a Car from within the following make & type ;

(i) HONDA City *( standard model with manual transmission ; with A/C )* ; colour *( if new Car purchased )*  to be chosen by Grade M-7 or above Employee

(ii) any other Car of value equal or lower than (i) ; colour *(if new Car purchased)* chosen by Grade M-7 or above Employee

6.16 within the context of Clause 6.5 , any type , age , color of Car may be handed over to other Grade Employees

**Upgraded Car Type**

6.17 notwithstanding Clause 6.15 (i) & (ii) but subject to compliance with other relevant provisions of ‘The Policy’ the BOD may accept the request of a Grade M-7 or above Employee to be handed over a Car having‘ automatic transmission ’ provided that the respective Grade M-7 or above Employee shall , at the time of purchase of such Car , instantly pay to the concerned QADRI-Group Company 100% of the additional-price *(additional price means that portion of price which is over & above price of Car with manual-transmission)* for Car with ‘automatic transmission’ . For purpose of Clause 6.11 such additional price shall not be considered a part of the value of Cars

6.18 notwithstanding Clause 6.15 (i) & (ii) but subject to compliance with other relevant provisions of ‘The Policy’ the BOD may accept the request of a Grade M-7 or above Employee for his Car-Type to be of a price or make or capacity which is higher than that defined under Clause 6.15 (i) & (ii) provided that the respective Grade M-7 or above Employee shall , at the time of purchase of such Car , instantly pay to the concerned QADRI-Group Company 100% of the additional-price of the Car of such higher price or make or capacity *( additional price means that portion of price which is over & above that of the Car defined under Clause 6.15 (i) & (ii) )*. For purpose of Clause 6.11 , such additional price shall not be considered a part of the value of Cars

**Car Registration Fees & Taxes *( one-time )***

6.19 upon purchase of Car the one-time ‘Car Reg. Fees & Taxes’ shall be considered a part of the value of the Car

6.20 notwithstanding Clause 6.19 , in the event of Cars being of price or make or capacity which is higher than that defined under Clause 6.15 (i) & (ii) the respective Grade M-7 or above Employee shall, upon purchase of such Car, instantly pay to concerned QADRI-Group Company 100% of additional ‘Car Reg. Fees & Taxes’ levied on such higher price or make or capacity Car *(additional ‘Car Reg. Fees & Taxes’ means that amount of the ‘Car Reg Fees &Taxes’ which is over & above that which would have been payable on Car defined under Clause 6.15 (i) & (ii))* . For purpose of Cl. 6.11 , such additional ‘Car Reg. Fees & Taxes’ shall not be considered a part of the value of Cars

**Car Yearly Token Tax**

6.21 notwithstanding Clause 6.19 , in the event of Cars being of price or make or capacity which is higher than that defined under Clause 6.15 (i) & (ii) the respective Grade M-7 or above Employee shall, upon purchase of such Car and thereafter till completion of the respective Car Maturity Life , pay every year to concerned QADRI-Group Company 100% of the additional ‘Yearly Token Tax’ levied on such higher price or make or capacity Car *( additional ‘Yearly Token Tax’ means that portion of the ‘ Yearly Token Tax ’ amount which is over & above that which would have been payable on Car defined under Clause 6.15 (i) & (ii)*

**Car Insurance**

6.22 before being handed over to Employees , and thereafter at all times during QADRI-Group ownership, Cars shall be covered under ‘ Comprehensive Insurance ’ . Insurance Premium in respect of Cars shall be borne by the respective QADRI-Group Company

6.23 notwithstanding Clause 6.22 , in the case of Cars handed over to Grade M-7 or above Employees being of price or make or capacity higher than that defined under Cl. 6.15 (i) & (ii) the respective Grade M-7 or above Employee shall , at time of annual payment of ‘Annual Car Insurance Premium’ for such Car , pay every year to concerned QADRI-Group Company 100% of the additional ‘Annual Car Insurance Premium’ levied on such higher price or make or capacity Car *( additional ‘Annual Car Insurance Premium’ means that portion of the ‘Annual Car Insurance Premium’ amount which is over & above that which would have been payable on the Car defined under Clause 6.15 (i) & (ii) )*

**Car ‘ Security Tracker ’ installation**

6.24 Cars may, at the discretion of QADRI-Group CFO, be equipped with ‘Security Tracker(s)’ before or after being handed over to Grade M-7 or above Employees or to other Grade Employees

6.25 in the event of‘ Security Tracker(s) ’ being installed in Cars , the cost of ‘ Security Tracker(s) ’ as well as the cost incurred on installation of the same shall be paid for by the concerned QADRI-Group Company and such cost shall not be considered a part of the cost of the respective Cars for purpose of Clause 6.11

6.26 in the event of ‘Security Tracker(s)’ being installed in Cars, the respective monthly / yearly service charges for use of ‘ Security Tracker(s) ’ shall be paid for by the concerned QADRI-Group Company and shall not be considered a part of the ‘ Yearly Car Maintenance Expenditure ’ within the context of Clauses 6.57 and 6.58

6.27 prior to transfer of the ownership of Cars to Grade M-7 or above Employees within the context of Clauses 6.9, 6.35, 6.38 and 6.39, ‘ Security Trackers ’ shall be removed and returned by the concerned Grade M-7 or above Employee to the GH-SS

**Car Accident / Theft / Other damage**

6.28 in the event of **Cars** getting involved in a road accident *(whether minor or major)* or suffering damage as a result of any other event, it shall be the firm obligation of the respective Car-holder Grade M-7 or above Employee or the respective Car-holder other Grade Employee to report the accident / event to the GH-SS within 1 hour of accident/ event causing damage. If, at the time of road accident / event causing damage, the Car involved in road accident / event causing damage is being driven by a driver other than Car-holder himself, final obligation to report the road accident / event causing damage to the GH-SS shall rest with respective Car-holder Grade M-7 or above Employee or the respective Car-holder other Grade Employee as the case may be

6.29 in the event of Cars getting stolen or snatched *(car-jacked)* , it shall be the firm obligation of the respective Car-holder Grade M-7 or above Employee or the respective Car-holder other Grade Employee , as the case may be , to report the Car-theft / snatching to GH-SS within 1 hour of the Car-theft / snatching. If, at the time of the Car-theft / Car-snatching the respective Car is being driven by a driver other than the Car-holder himself, the final obligation to report Car-theft / snatching to the GH-SS shall still rest with the respective Car-holder Grade M-7 or above Employee or respective Car-holder other Grade Employee as the case may be

6.30 within the context of Clauses 6.28 and 6.29 and over and above the provisions thereof , the concerned Grade M-7 or above Employee or the concerned other Grade Employee or the Car driver *( if other than the Car holder )* of the Car which got involved in a road accident / event causing damage or which got stolen / snatched *( car-jacked )* , shall be obliged to report the road accident / event causing damage or Car-theft / Car-snatching also to one other Grade M-7 or above Employee within 1 hour of the road accident / event causing damage or Car-theft / Car-snatching

6.31 in the event of Cars getting involved in a road accident / event causing damage or Cars getting stolen / snatched *(car-jacked)*, the GH-SS shall be obliged to, in the quickest possible time, lodge an insurance claim or a police-FIR as the case may be

6.32 within the context of Clauses 6.28, 6.29 and 6.30, if the respective Car-holder Grade M-7 or above Employee or the respective Car-holder other Grade Employee fails to report the accident / event causing damage or the Car-theft/Car-snatching *(car-jacking )* to the GH-SS or commits any similar default due to which insurance claim in respect of the road accident / event causing damage is rejected or the insurance claim in respect of Car-theft is rejected , the concerned Grade M-7 or above Employee in default or the concerned other Grade Employee in default shall bear all Car repair cost (s) or Car total loss cost from his own pocket

6.33 in the event of Cars suffering damage(s) which do not qualify for insurance claim then, provided that such damage(s) occur clearly due to the mistake or negligence of the concerned Grade M-7 or above Employee or the concerned other Grade Employee as finally decided by the QADRI-Group CFO, the concerned Grade M-7 or aboveEmployee or the concerned other Grade Employee shall bear out of his own pocket 50 % of the cost(s) of repairing such damage(s)

6.34 in the event of non-availability of Car held by Grade M-7 or above Employee or non-availability of Car held by other Grade Employee due to the respective Car being under repair or having been stolen / snatched, the GH-SS shall make interim arrangements for the respective Grade M-7 or above Employee (s) or the respective other Grade Employee (s) pick & drop to & from his home to his work-place until the time that the respective Car has been repaired or , in the event of the respective Car being stolen / snatched , until the stolen / carjacked *(snatched)* Car has been recovered / replaced *( within the earliest possible time )*

**Car insurance-claim consequent to Grade M-7 or above Employee’s total loss or stolen Car not recovered within reasonable time**

6.35 in the event of Grade M-7 or above Employee’s Car being totally damaged (total loss) due to accident or stolen Car not being recovered within reasonable time, QADRI-Group’s GFCwith the permission of QADRI-Group CFO, take one of the following courses of action,

(i) get from the respective Car-insurance company a cash-claim for an amount compatible with value of the totally lost / stolen / carjacked Car and, fairly divide the realized-claim amount between the respective Grade M-7 or above Employee and the concerned QADRI-Group Company giving fair consideration to the Car-value calculated in accordance with Clause 6.11 (i) & (ii)

(ii) get from the respective Car-insurance company a Car-replacement compatible with price or make or capacity of the totally lost / stolen / carjacked Car and handover such replaced Car to respective Grade M-7 or above Employee

6.36 in the event of the course of action taken being as per Clause 6.35 (i), concerned Grade M-7 or above Employee shall be handed over a Car compatible with the stolen / carjacked Car with ‘The Policy’ provisions being the same as contained under Clauses 6.1 to 6.4 and Clauses 6.8 to 6.27

6.37 in the event of the course of action taken being as per Clause 6.35 (ii), concerned Grade M-7 or above Employee shall be handed over the Car-insurance company’s replaced Car with ‘The Policy’ provisions being the same as contained under Clauses 6.1 to 6.4 and Clauses 6.8 to 6.27

**Car ownership title transfer upon attainment of ‘ Car Maturity Life ’ of the respective Car**

6.38 upon completion of ‘ Car Maturity Life ’ *( within the context of Clauses 1.3 and 6.8 )* of Cars handed over to Grade M-7 or above Employees, the GH-SS shall , with the written approval of QADRI-Group’s Director Finance and in consultation with QADRI-Group’s Chief Financial Officer *(CFO)* , process the transfer of ownership of the respective Car to the name of the concerned Grade M-7 or above Employee provided that such transfer of title shall not be done until the concerned Grade M-7 or above Employee has , in strict fulfillment and without exception or relaxation , fully paid the 60% value mentioned under Clauses 6.11 and 6.12 and has also complied with all other relevant clauses of ‘The Policy’

6.39 upon completion of transfer of ownership title within the context of Cl. 6.32, the concerned Grade M-7 or above Employee shall become entitled to another QADRI-Group owned Car *(within the context of Clauses 6.2 and 6.4)*

6.40 Cars handed over to other Grade Employees *(within the context of Clauses 6.5)* shall neither be sold to nor ownership title of such Cars be transferred to Employee (s) of QADRI-Group

Car ownership title transfer before attainment of ‘Car Maturity Life’ of the respective Car

6.41 If a Grade M-7 or above Employee, who has completed a minimum of 3 years of QADRI-Group service and furnishes a sworn affidavit stating that he is to continue his QADRI-Group service for the next 2 years or more, requests that the ownership title of the Car handed over to him be transferred to him before the respective Car has attained ‘Car Maturity Life’ , the BOD shall reserve the right to accept such request provided that in the event of BOD accepting such request, the concerned Grade M-7 or above Employee shall pay 75 % of the full value of the Car determined in the manner specified under Clause 6.11 (i) & (ii) of as well as comply with Cl. 6.27

6**.**42 If , for whatever reason , the QADRI-Group service of a Grade M-7 or above Employee is discontinued before the respective Car handed over to him has attained ‘Car Maturity Life’ , it shall be entirely the BOD’s discretion whether to make it obligatory upon the outgoing Grade M-7 or above Employee to get the ownership title of the Car handed over to him transferred to his name after fully recovering the value of the Car determined as per the below formula as well as complying with Clause 6.27 :

**Market Value** agreed to by the respective Grade M-7 or above Employee

**minus**

Total of the monthly installments paid by the respectiveGrade M-7 or above Employee

**minus**

100% additional-price stated under Clauses 6.17, 6.18 and Cl. 6.20

or whether not to transfer the ownership title of the Car to the outgoing Grade M-7 or above Employee and instead to refund to him the amount *(without any interest payment whatsoever)* calculated as per the below formula:

Total of the monthly installments paid by the respectiveGrade M-7 or above Employee

**plus**

100% additional-price stated under Clauses 6.17, 6.18 and Cl. 6.20

**Car ownership title transfer costs**

6.43 all costs arising from transfer of Car ownership title to Grade M-7 or above Employee within the context of Clauses 6.10, 6.38, 6.41 and 6.42 shall be borne by the concerned Grade M-7 or above Employee out of his personal pocket

6.44 out of the prepaid amount of annual motor vehicle tax the amount calculated for the unutilized tax-period, as on the day of transfer of Car ownership *(within the context of Clause 6.10, 6.38, 6.41 and 6.42),* shall be refunded to the concerned QADRI-Group Company by the Grade M-7 or above Employees from his personal pocket

6.45 out of the prepaid amount of Car Insurance Premium the unutilized Insurance Premium, as on the day of transfer of Car (s) ownership *(within the context of Clause 6.10, 6.38, 6.41 and 6.42)* , shall be refunded to the concerned QADRI-Group Company by the concerned Grade M-7 or above Employees from his personal pocket

**Car Fuel Consumption Limit for Employees**

6.46 Cost of fuel consumed by Cars handed over to Employees for official use within city and personal use; shall be borne by the respective QADRI-Group Company provided that for each such Car the ‘Monthly Car Fuel Consumption Limit’ shall be fixed for the respective Grades as per the following;

|  |  |
| --- | --- |
| **Grade** | **Monthly Fuel Limit** |
| **M-5 or below** | 150 liters |
| M-6 | 175 liters |
| M-7 | 200 liters |
| M-8 | 250 liters |
| M-9 | 300 liters |
| M-10 | As per actual |

6.47 within the context of Clause 6.46, the ‘Monthly Car Fuel Consumption Limit’ shall be fixed for the volume of fuel and such fixed volume of fuel shall be covered by the ‘PSO Fleet Card’ for each respective Car

6.48 within the context of Clause 6.46, for official travel out of city, the respective Employee shall submit their claim for fuel consumption on signed ‘Travel Reimbursement Form’ *(as per Annexure - A)* with Accounts Dept. of the respective QADRI-Group Company before the end of the month during which such fuel consumption took place

6.49 within the context of Clause 6.46, in case of excessive official travel within city the respective Employee shall submit their signed request with GH-SS to increase monthly fuel limit. GH-SS shall calculate the average fuel consumption of ‘last three months’ and increase the monthly fuel limit with the advice of CHRO.

6.50 Upon receiving monthly fuel bill, admin department will forward the bill to Employee for verification, Employee shall verify the details and inform admin department about any discrepancy within 24 hours.

6.51 Group Financial Controller will ensure timely payment of fuel bills to avoid blocking of PSO Fleet Cards

**Car Fuel Cost payment from personal pocket**

6.52 within the context of Clauses 6.46, If any Employee fully consumes his ‘Monthly Fuel Consumption Limit’ before the end of the month, the concerned Employee will pay from his personal pocket for the fuel that he will consume during the remaining days of the month

6.53 in the event of loss/damage of ‘PSO Fleet Cars’ the concerned Employee shall be obliged to immediately report the loss/damage to the GH-SS and the GH-SS shall arrange for the lost/damaged ‘PSO Fleet Card’ to be replaced at the earliest

**Toll Taxes, Parking Fees, Traffic Violation Fines**

6.54 Grade M-7 or above Employees and other Grade Employees shall be reimbursed Toll Taxes and Parking Fees incurred during the course of official use of the respective Cars provided that such reimbursement shall not be done during the course of Grade M-7 or above Employees and other Grade Employees personal use of the Cars

6.55 Grade M-7 or above Employees and other Grade Employees shall pay from their personal pocket any Traffic Violation Fines that may be suffered during the course of their use, whether official or personal, of their respective Cars

6.56 Traffic Violation Fines, suffered during the course of the Grade M-7 or above Employee’s Cars or other Grade Employee’s Cars being driven by any other driver authorized by the concerned QADRI-Group Company, shall be paid from personal pocket of the driver who committed the traffic violation

**Car Maintenance Cost**

6.57 maintenance cost of Car (s) handed over to Grade M-7 or above Employees shall be borne by the respective QADRI-Group Company provided that the 12-month total of such cost in respect of a Car shall be within the ‘Yearly Car Maintenance Cost Limit’ fixed for that particular Car as per the following formula;

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **YEARLY CAR MAINTENANCE COST LIMIT**  **( 1st to 5th year of car use )** | | | | |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| 2.5 %  of purchase price  of respective **Car**  **less**  addl. price/ tax as per **Cl. 6.17 , 6.18 , 6.20** | 3 %  Of purchase price  of respective **Car**  **less**  addl. price/ tax as per **Cl. 6.17 , 6.18 , 6.20** | 3.5 %  of purchase price  of respective **Car**  **less**  addl. price/ tax as per **Cl. 6.17 , 6.18 , 6.20** | 4 %  of purchase price  of respective **Car**  **less**  addl. price/ tax as per **Cl. 6.17 , 6.18 , 6.20** | 4.5 %  of purchase price  of respective **Car**  **less**  addl. price/ tax as per **Cl. 6.17 , 6.18 , 6.20** |

6.58 maintenance cost of Car (s) handed over to other Grade Employees shall be borne by the respective QADRI-Group Company provided that the 12-month total of such cost in respect of a Car shall be within the ‘ Yearly Car Maintenance Cost Limit ’ fixed for that particular Car as per the following formula ;

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **YEARLY CAR MAINTENANCE COST LIMIT**  **( 1st to 5th year of car use )** | | | | |
| **milometer showing**  **0 ~ 50000 km** | **milometer showing**  **50001 ~ 100000 km** | **milometer showing**  **100001 ~ 150000 km** | **milometer showing**  **150001 ~ 200000 km** | **milometer showing**  **200001 ~ 250000 km** |
| 6 %  of purchase price  of respective **Car** | 8 %  of purchase price  of respective **Car** | 10 %  of purchase price  of respective **Car** | 10 %  of purchase price  of respective **Car** | 10 %  of purchase price  of respective **Car** |

6.59 within the context of Clauses 6.57 and 6.58, for purpose of determining the specific ‘ Yearly Car Maintenance Cost Limit ’ for each Car , purchase price of the respective Car shall be determined as stated under Clause 6.11

6.60 within the context of Clause 6.57 and Clause 6.58, ‘Yearly Car Maintenance Cost Limit’ in respect of each Car shall be calculated by QADRI-Group’s Chief Financial Officer *(CFO)* followed by approval in writing by QADRI-Group’s Director Finance prior to being put into effect

6.61 within the context of Clauses 6.57 and 6.58 the Grade M-7 or above Employees and other Grade Employees shall be under professional and moral obligation to ensure that their respective ‘Yearly Car Maintenance Cost Limit’ is not exceeded. Instead, the Grade M-7 or above Employees and other Grade Employees shall be obliged to make a conscious effort to maintain the Cars in a manner which causes minimum maintenance costs

6.62 within the context of Clauses 6.57 and 6.58 , the following types of expenditure shall be covered under the ‘ Yearly Car Maintenance Cost Limit ’ ;

6.62.1 Service at service station ( *if necessary )*

6.62.2 Oil change

6.62.3 Air filter change

6.62.4 Periodic Tuning

6.62.5 Seat Covers, Floor Mating etc.

6.62.6 All type of repairs whether minor or major *(which are not paid for by the Insurance Company )*

6.62.7 Tyre replacement *(after 50000 km run; subject to getting worn to extent of being unsafe for use)*

6.63 upon replacement of tyres within the context of Clause 6.62.7, the concerned Grade M-7 or above Employee or other Grade Employee shall ensure that the old/ worn-out set of 5-tyres *(or 4-tyres if the number of replaced tyres is 4)* is handed over to the GH-SS

6.64 if “ special situations ” / circumstances compel that the car maintenance cost of any Car is to exceed the ‘ Yearly Car Maintenance Cost Limit ’ for that particular Car as defined under Clauses 6.57 and 6.58 , it shall be obligatory upon the concerned Grade M-7 or above Employee or other Grade Employee to request the GH-SS to get written permission from the BOD prior to exceeding the respective ‘ Yearly Car Maintenance Cost Limit ’

6.65 in the event of BOD’s non approval regarding exceeding of the ‘Yearly Car Maintenance Cost Limit’ in respect of any Car , it shall be the sole discretion of BOD to either allow use of funds for the maintenance of that particular Car out of the next due ‘ Yearly Car Maintenance Cost Limit ’ for that Car or to make it obligatory upon the concerned Grade M-7 or above Employee or other Grade Employee to bear the excess expenditure for that particular Car from his personal pocket

6.66 all Cars maintenance activity specified under Clause 6.62 and all expenditure thereof shall, subject to prior approval of QADRI-Group’s Chief Financial Officer *(CFO )* , be coordinated by the GH-SS

6.67 notwithstanding Clause 6.66, in compelling situations which require “on the spot action ” in respect of car maintenance expenditure , the concerned Grade M-7 or above Employee or other Grade Employee shall undertake such on-the-spot expenditure at their discretion under intimation to the GH-SS provided that such intimation shall be done within 1 hour of undertaking such maintenance expenditure

6.68 ‘Car Maintenance Bills ’ covering the types of expenditures specified under Clause 6.62 shall be signed in person by the concerned Grade M-7 or above Employee or by the other Grade Employee , as the case may be, and shall be presented for approval to QADRI-Group’s Chief Financial Officer *( CFO )* prior to being paid

6.69 upon transfer of Car ownership *( within the context of Clauses 6.10 , 6.38 , 6.41 and 6.42 )* , benefit of the unused life of tyres of the respective Car shall be foregone in favor of the concerned Grade M-7 or above Employees

6.70 notwithstanding the Clauses 6.57 till 6.69 , for those Cars handed over to Grade M-7 or above Employee which are 6 months *( or lesser )* away from ‘ Car Maturity Life ’ , the respective ‘Yearly Car Maintenance Cost Limit’ for such Cars shall cease to be effective . For such Cars, with the exception of those maintenance costs which fall under Sub-Clauses 6.62.1, 6.62.2, 6.62.3, 6.62.4, all other maintenance costs shall have to be necessarily prior approved by QADRI-Group’s Director Finance

**General Terms of use of Cars**

6.71 Grade M-7 or above Employees and other Grade Employees shall be under professional and moral obligation to play a personal role in ensuring that the respective Cars under their use are kept in clean and good working condition

6.72 Grade M-7 or above Employees and other Grade Employees shall be under obligation for handing over the respective Cars under their use to the GH-SS for being regularly *(timely)* serviced

6.73 the GH-SS shall get the Cars serviced either at service stations run by OEM authorized dealers of the respective make of Cars or at other well-reputed service stations

6.74 for repairs within context of Cl. 6.67 the GH-SS , after prior approval of QADRI-Group’s Chief Financial Officer *(CFO)*, pass necessary instructions to get the Cars repaired either from repair-shops run by OEM authorized dealers of respective make of Cars or from other well-reputed repair shops

6.75 within the context of Clauses 6.4 and 6.5, Grade M-7 or above Employees and other Grade Employees shall be under professional and moral obligation to ensure that their respective Cars are driven only by themselves or by QADRI-Group Companies official drivers or by a license-holding Employee duly authorized verbally or in writing by the concerned Grade M-7 or above Employee himself or by the concerned other Grade Employee himself. However, in the event of a specific emergency, this restriction shall be temporarily lifted provided that this restriction shall again come into effect immediately after the specific emergency has been met

6.76 notwithstanding any of ‘ The Policy ’ provisions to the contrary and subject to written or verbal instructions of QADRI-Group’s Chief Financial Officer *(CFO)*  or of a member of the BOD , the Grade M-7 or above Employees shall be under obligation to temporarily handover to the GH-SS their respective Cars for Company-use or for non-Company use during office hours or after office hours provided that the concerned Grade M-7 or above Employees shall have priority to first meet their own need for their respective Cars

6.77 notwithstanding any of ‘ The Policy ’ provisions to the contrary and subject to written or verbal instructions of the GH-SS , the other Grade Employees shall be under strict obligation to handover their respective Cars to GH-SS for purpose of including such Cars in the Company Car-pool for Company-use whether during office hours or after office hours if required

6.78 Grade M-7 or above Employees and other Grade Employees shall be strictly prohibited from selling, pledging , loaning , renting the Cars as well as from using the Cars for driving lessons , participation in political / other rallies as well as from using the Cars for race competitions / other such activity or activity which is illegal or activity which is objectionable according to the sole judgment of the concerned QADRI-Group Company Director irrespective of whether or not such activity could cause damage to the Cars

6.79 any alteration or addition in the Cars by way of installing any accessories *( example : music eqpt. other than that, originally installed in Cars )* shall be subject to prior written permission from the concerned QADRI-Group Company Director. In the event of installation of the said accessory (ies) in the Cars with the concerned Director’s written permission , the concerned Grade M-7 or above Employees or the concerned other Grade Employee shall pay from his own pocket the cost of the said accessory (ies) as well as its installation cost . In such cases, if the Cars are handed back to the concerned QADRI-Group Company *(permanently returned or withdrawn by the concerned QADRI-Group Company)* , the concerned Grade M-7 or above Employee or the concerned other Grade Employee shall have the right to remove from the Cars the said accessory (ies) that they may have paid for from their own pocket

## **Final Clauses:**

7.1 if a Grade M-7 or above Employee and / or another Grade Employee violates any provision(s) of ‘ The Policy ’ and the BOD judges it to be a serious / major violation of ‘ The Policy ’ ,the BOD may exercise its exclusive and unchallengeable right to take back / repossess, temporarily or permanently, the Cars from the Grade M-7 or above Employee(s) and/or from the other Grade Employee(s) who violated ‘ The Policy ’ provision(s) in question

7.2 provided that in the event of the BOD’s extreme action of taking back / repossessing the Cars, the concerned QADRI-Group Company shall payback  *( without any monetary return/ interest payment whatsoever )* to the concerned Grade M-7 or above Employee the full amount of installments money which the respective Grade M-7 or above Employee would have paid to the concerned QADRI-Group Company within the context of Clause 6.10 & Clause 6.12 as well as the concerned QADRI-Group Company shall payback *( without any monetary return/ interest payment whatsoever )* to concerned Grade M-7 or above Employee the additional-price / tax / insurance within the context of Clauses 6.17 , 6.18 and 6.20 . In such cases of the BOD’s extreme action , all other relevant provision(s) of ‘ The Policy ’ shall stay applicable

7.3 in the event of any ambiguity (ies) or confusion in respect of interpretation of any of the various clauses of ‘The Policy’ or in the event of any inadequacy (ies) of any of the various clauses of ‘The Policy’ , the BOD’s interpretation of the provision(s) in question and the BOD’s resultant decision shall not be challengeable

7.4 the BOD may , in unusual situations / extraordinary circumstances not foreseen and covered under ‘ The Policy ’ , hold in abeyance for any number of cases and / or for any length of time, any of the provisions of ‘The Policy’. However , even when confronted with unusual situations / extraordinary circumstances , the BOD shall safeguard the spirit & intent of ‘ The Policy ’

7.5 however , the BOD’s act , of holding in abeyance for any number of cases and / or for any length of time any of the provisions of ‘The Policy’ , shall not have any bearing on the general effectiveness of ‘ The Policy ’

7.6 the BOD shall have the unchallengeable right to hold in abeyance the whole of ‘ The Policy ’ for a specified period of time or for any indefinite period of time as it deems fit

## **Effectiveness:**

8.1 This Revision 03 of ‘ The Policy ’ shall come into force from the 1st day of the month of September, 2023 provided that , in the case of those Grade M-7 or above Employee(s) who are covered under ‘ The Policy ’ but whose Cars have not attained Car Maturity Life as on the 31st day of the month of May , 2021 , the provisions of Rev. 01 of ‘ The Policy ’ shall continue to apply / hold good till the date on which the title / ownership of the respective Cars is transferred to the names of such Grade M-7 or above Employee(s)

APPROVAL

**Farhan Khalid** **Faisal Saeed** **M. Noor Ayaz Qadri**

Head HR & OD Group Head Support Services Chief Human Resource Officer

**M. Ahmad Qadri Faizan Qadri Asim Qadri**

Chief Operations Officer Chief Commercial Officer Chief Executive Officer