



# **TRANSPORT POLICY - INDIA**

**Version No 4.00**

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## Document Information Page

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## TRANSPORT POLICY -INDIA

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### 1. OBJECTIVE:

The objective of this policy is to provide transport facility for those employees working outside the standard business hours to ensure proper safety & accessibility to Brillio offices. This policy is designed keeping in mind the business needs of various business teams across locations. The primary focus is given to employee safety, comfort and optimizing the operational cost.

### 2. APPLICABILITY:

2.1 All Brillio employees including contractors who work out of the standard business hours (in shifts) are eligible to avail the Brillio transport facility. All female Brillio employees including contractors who work out of the standard business hours and male employees who stay back beyond 9:00 PM are eligible to avail the Brillio transport facility. The Brillio transport team will coordinate the commute for all these employees who are eligible for this facility through E-mail & SMS every day.

2.2. The Brillio transport team will provide pickup / drop services to its employees working in shifts during non-standard hours as per the weekly rosters shared by the Transport lead from each project on every Thursday for upcoming week.

2.3. Employees with medical conditions will get 24x7 transport facility.

2.4. Transport arrangements will be made for all medical emergencies.

2.5. The Company transport team shall provide cabs on "Shared Basis" with the travel time of 90 minutes for a distance up to 25 KMs within BBMP Limits. The travel time might be revised as per requirement.

2.6. Maximum Occupancy in Cab will be 4 members including the security escort guard if required.

2.7. Escort services is provided if a lady employee is the first pick up or last drop in the night window (20:00hrs to 06:00hrs).

2.8. Vehicle would wait for 5 minutes at the first pickup point & 3 minutes at all subsequent pickup points.

2.9. Female employees are not encouraged to sit in the front seat.

2.10. Wearing seat belt is mandatory for the employee occupying the front seat.

2.11. For unsubscribing to the company's transport facility for any Brillio employee, he/she needs to send an email one day prior to their respective project lead, who in turn will inform the transport team.

2.12. Employees are entitled to avail reimbursement on exceptional cases where transport is not provided for eligible users.

2.13: Female employees working beyond 20:00hrs and making own transport arrangement must sign mandatory of Daily Adhoc Declaration which will be provided by the security.

### 3. Cabs for employees working in "Shifts".

3.1 The Brillio transport team will provide pickup / drop services to its employees working in shift during non-standard hours as per the roster provided by the Project lead.

Relevant SPOCs must complete weekly scheduling through the MoveinSync Application / Weblink by 1:00 PM on Thursday, at the latest, for the subsequent week.

3.2 Cab departure time are scheduled with a **buffer of 15 minutes**, from logout time. Employees are requested to plan their commute accordingly. If for any reason an employee fails to board the cab at the scheduled time, he / she will be clubbed in another vehicle which will leave the campus at a fixed time subject to the availability.

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**3.3** All Log in's / Log out's will be clubbed as per this policy. The Brillio transport team will follow fixed Log in's & Log outs.

### Below are the Available Shifts:

Login	6:00	7:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	21:00	22:00
Logout	15:00	16:00	20:00	21:00	22:00	23:00	0:00	1:00	2:00	6:00	7:00

### 4.4 Dos and don'ts for Brillians

1. Employees are required to be available at the pickup point 2-3mins in advance as per pickup time and reach the departure area 10minutes before logout time. Employees need to board the allocated route cabs.
2. Pick-up & Drop are strictly from Office and Residence. No deviation of pick-up and drop in midway will be entertained.
3. Cancellation of pickup's should be intimated at least 6 hours before the login time.
4. Logouts post 8.00pm will be a door drop for female employees.
5. If the vehicle is not able to reach the female employees' residence for drop, they will be escorted by a security guard till the doorstep of the employee.
6. Cancellation of a drop should be intimated at least, 4 hours in advance.
7. All employees on-board the cab must sign in into driver's device through OTP received on registered contact number in Moveinsync tool for both Login/Logout.
8. Be courteous towards drivers and have limited conversation with them.
9. If drivers are not adhering to the rules like wearing seat belts/over speeding/using mobile while driving- Report to Transport team immediately.
10. Take care of our personal belongings.
11. In case of any emergencies/incidence/accidents make use of SOS button in Moveinsync application or reach out Transport team.

### 4. Night Adhoc Services

4.1 Adhoc Cab services: Apart from the regular cab services that are provided for a pre-defined set of users, employees who work in general shift can request for cab services in case they are required to stay back beyond 8:00 PM. In such instances female employees can avail the cabs post 8PM, and male employees beyond 9:00 PM.

4.2. All Employees will necessarily have to book their reservation for an Adhoc cab 4 hours in advance with their managers approval to ensure smooth planning of the services. In case of managers absence for approval, request should be approved(regularized) by their respective managers at the earliest, else the employee will not be eligible to avail further cab services.

4.3 If a male employee is accompanying a fellow female employee while pick up/ drop, the security escort need not be mandated if the travel deviations is within 2 Kms radius.

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### 5. Airport transfers:

- 5.1. Employees must intimate 24 hours in advance to Transport Desk for Airport Transfers
- 5.2. Employees can use pre-paid airport taxis and claim reimbursement for any business travel through NetSuite <https://brillioonline.sharepoint.com>.
- 5.3. Escort security services will be provided at base locations of Brillio, for unaccompanied female employees who avail Airport transfers and Disposal cabs between 20:00hrs to 06:00hrs.

- 6. **Outstation cabs/ Disposal cabs:** Necessary approvals are required for providing outstation cabs with Business justification.

### 7. Emergency Helpline No

Level 1	Geetha C S	8971181538/Geetha.s@brillio.com
Level 2	Martin Francis T	9845472510/Martin.Francis@brillio.com
Level 3	Bijoy Sebastian	9663308080/Bijoy.sebastian@brillio.com