

## **POLICY DOCUMENT**

<b><u>Objective:</u></b>	To provide Meals and Transportation for employees working at night on project sites
<b><u>Effective Date:</u></b>	1 <sup>st</sup> December, 2021

### **Background:**

In order to speed-up the project work, some of our employees are required to stay late in the evening to complete the construction work at their respective project sites.

To keep them motivated and focused on work, it is proposed to provide following allowance / facility to meet their expenses towards their Meals & snack at site and ensure their safe return to their residences at late night.

**Eligibility:** Employees working at project site after **8.30 PM**.

1.	<b>Meals &amp; Snack</b>	Rs. 250/- per day
2.	<b>Transportation</b>	Use of Corporate Services - OLA or UBER for returning home safely.

### **Process:**

- Project Heads should approve and maintain a record of such employees who are working late evening for their respective sites.
- Employees to put-up expense details /claims for approval to their Project Heads on a monthly basis.
- Project Heads to approve their employees' claims.
- F&A Dept. to process the claims and re-imburse the amount to employees on monthly basis.

### **Deviations/ Exceptions:**

- Any deviations from this policy require approval from the Management.
- Management reserves the right to modify or terminate this policy at any time depending on business situation of the company.

### **Policy Owner:**

- The Head of HR, Smartworld Developers Pvt. Ltd. owns this policy.