



HEXAGON

Cab Services Policy

Revision: 1.0

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1. Introduction

The purpose of this policy is to lay the guidelines for providing Transport Drop Facility to the employees working beyond the designated work hours to meet project schedules. This benefit is to provide a comfortable, safe and secure transport system.

2. Scope & Eligibility

Usage of this policy is on account of project exigencies and employees working beyond 8.30p.m. depending on the project/business needs. All Full time employees are eligible to avail of the transport drop facility.

3. Procedure

- The employee shall avail of the transport facility through the online application – Book My Cab(<http://hexaview/bookmycab/>).
- The request shall have information about the business need and the specifications about the timing until which the employee is expected to be in office.
- The online request should be raised before 2 p.m. on any working day.
- The request for working late hours has to be submitted with prior approval from his/her Manager.
- The residential address should be updated in the Hexconnect by the employee at all times.
- The drop facility shall be provided to the residential address as mentioned in the online application.
- The employee and reporting manager shall be intimated regarding the availability and details of the cab service.
- Employees are expected to carry their ID cards while traveling for safety and security reasons.
- Company will not be responsible for any loss or damage to the personal belongings of employees while they are traveling in a company-provided cab.
- Woman employee would be accompanied by a Security Guard for safety till the drop point.

4. Policy Administration & Exceptions

The admin department will be responsible for the execution of this policy. The representative from the administration team would be responsible for taking decisions on routing, scheduling, and coordination with the Transport service provider ensuring the smooth operation of the services.

5. Revision History

| Rev. | Rev. Date | Reason for Revision | Revised By | Approved By |
|------|--------------|-------------------------------------|------------|---------------|
| 1.0 | 10-May- 2023 | Updating to the new policy template | Hema Samir | Ballav Mundra |
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