



## IBM India Employees Transport Policy

Effective from June 1, 2020

Transport Policy was last updated on 02 June 2020

**Please read through the Transport Policy and click on Submit. You will be directed to Update Profile page.**

unethical behavior, offering gratuities to the drivers for personal favors, creating false records related to transportation, transporting employee's family and friends, carrying hazardous materials, smoking, unsafe boarding/exiting, etc., are violations which could lead to disciplinary action, up to and including termination.

### 2.5. Women Employee Travel & Safety

2.5.1. IBM strongly encourages all women employees to avail IBM transport services during the night window. This is a company paid transport facility available at IBM locations having shift operations. In case of any challenges, the employee may reach out to the site transport team. For contact details, refer [here](#).

2.5.2. It is mandatory for all women employees to create their profile and submit their transport declaration in the [Commute@IBM tool](#).

2.5.3. If a woman employee who has opted for company provided transport chooses not to avail the transport service in the night window on a specific day, she is required to inform her manager in writing in advance, providing details on the alternate arrangement being made through an email, keeping transport department in loop, and, cancel the roster for that specific duration within the prescribed [cut-off timing](#).

2.5.4. All scheduling will be such that at least one male employee or duly verified escort guard accompanies a woman employee at all times, in the night window. No woman employee will be picked up first or dropped last without the presence of a male employee or an escort guard during the night window (i.e., shifts that fall between 19:01 Hrs to 06:59 Hrs and for NCR, from October to February months only, 18:01 Hrs to

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