

## Transport Policy

### 1. Purpose

This policy outlines the guidelines for using company-arranged transportation to ensure safety, punctuality, and discipline.

### 2. Eligibility

Employees who work in designated shifts or as approved by management are eligible to use company transport.

### 3. Pick-Up & Drop-Off

- Employees must be present at their pick-up point 5 minutes before the scheduled time.
- Drivers will not wait beyond the scheduled pick-up time.
- Any changes to pick-up/drop location must be communicated 24 hours in advance and approved by Administration Department.

### 4. Attendance & Leave

- If an employee is on leave or not reporting to work, transport must be cancelled at least 1 hour before shift starts.
- Failure to cancel may result in charges as per company rules.

### 5. Safety Rules

- No standing, shouting, or disturbing the driver during travel.
- Consumption of alcohol or smoking inside the vehicle is strictly prohibited.
- Employees must always carry their ID card.
- Once an employee boards the bus for their shift, they are not permitted to get off until the bus reaches the designated destination.

### 6. Conduct & Discipline

- Misbehavior with the driver or fellow passengers will result in disciplinary action.

**Effective Date:** Nov 1<sup>st</sup>, 2025

**Policy Owner:** Administration Department

**Approved By:** Jyotsana Bora (CHRO) & Vishal Bora (CEO)

- Damaging the vehicle intentionally or unintentionally may lead to penalties

## **7. Tracking & Communication**

- Employees should keep their phone reachable during transport hours.
- In case of delays or emergencies, inform the transport coordinator immediately.

## **8. Company Rights**

- The company reserves the right to modify or withdraw transport facilities at any time based on operational needs.

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