

Policy for Using Company Cars for Personal Trips

This office circular outlines the policy and procedures for Kazi Farms employees who want to use a company car for personal reasons. The rules and expenses are different depending on the trip's duration.

Short Trips (Maximum of One Day)

Purpose: Short trips include getting a drop to a nearby train station, bus station, or airport (with or without family), or for emergencies like accidents, illness, or the sudden death of a close relative.

Approval: A Regional In-charge must approve the request.

Considerations: The Regional In-charge will consider the trip's distance and if the request is reasonable.

Cost: The company will pay for the fuel and the driver's food costs.

Long Trips (More than One Day, Long Distance)

Purpose: Long trips include visiting a home district during a festival or long holiday, or attending a close relative's wedding.

Approval: The Board of Directors must grant approval for long trips.

Considerations: The Board will consider the reason for the trip, its distance, and the number of days required.

Cost: The employee is responsible for the fuel costs as well as the driver's meals and accommodation.

This policy is applicable to all employees and is effective as of September 22, 2016.