

## Key Transport Guidelines

These guidelines cover key points with reference to the cab transport entitlement provision and safety instructions during the travel for employees of J.P. Morgan Services India Private Limited ("Company") and it is employees' responsibility to abide by the same.

Please note that transport is a facility provided to employees of J.P. Morgan Services India Private Limited ("Company") as a privilege by the Company. It is the responsibility of each employee using the transport facility to ensure, know, fully understand and abide by the guidelines and policies of the transport services.

### Cab Transport Entitlement:

- The cab transport facility is provided to all the employees whose shift starts or ends after 8 p.m. and before 6:30 a.m. and it entails home pick up and drop as per site specific transport boundaries
- Transport is provided only to and from the registered residential address of the employees (subject to transport boundary). Any deviation to the registered residential address has to be pre-approved by LOB Head/HR
- Any change in residential address needs to be updated in the Transport Database (TRS) with prior updates in HR records
- Company provides provision to roster employees at night to avail transport
- Cab transport is a shared cab service. Routing, clubbing drop sequence and travel time is decided by the Transport Team considering the vehicle optimization and operational feasibility
- At night the cab transport facility entails drops/pick up between the office and the registered residential address premises only of the employees. No requests for drops at any other location/deviation from the specified route will be entertained
- All colleagues working within the cab transport operation window but who do not wish to avail the facility need to abide by the undertaking mentioned in the declaration form
- Any misuse of this facility will be considered as misconduct and will be dealt strictly

## Safety guidelines:

- All colleagues should confirm the cab number with helpdesk before boarding the cab.
- It is mandatory to have security escort guard for first pickup or last drop of women employees. The employee should not board the cab and call the helpdesk immediately if there is no escort guard.
- Midway transport is not allowed for women employees and they have to mandatorily avail home pickup/drop between 8:30 p.m. to 6:30 a.m. Do not ask or allow the driver to stop the cab in between. Immediately inform helpdesk in case of any such emergencies.
- Save emergency contact numbers in your mobile phones
- Employees have to take care of their personal belongings. Transport services will not be responsible for any loss.
- Please escalate concerns immediately to transport helpdesk in case of any concerns/feedbacks. Employees are requested to be prompt in raising concerns
- Please do not share your personal details (phone number etc.) with drivers and supervisors
- Do not pressurize the driver to drive fast. Also, no staff will ever drive the hired cabs
- Please do not indulge in an argument with the driver or supervisor. Report such instances immediately to help desk.
- Please communicate the updates in contact info and your feedback to Transport Departments mail group
- Do fill the manifest in your own writing and sign it
- Please wear seat belts while traveling
- Do not smoke or consume alcohol in the Cab
- Do not board the Cab if you find the driver unfit or drunk
- Do not sleep while traveling in the Cab and in case you find the driver drowsy report immediately to help desk

## Undertaking

Name: \_\_\_\_\_

SID: \_\_\_\_\_

Gender: \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, do hereby confirm, declare, agree and undertake as follows:

1. I am aware that J. P. Morgan Services India Private Limited ("Company") arranges for mandatory transport of its employees working on non-India shifts as per its internal policies and my work hours fall within the definition of night shift as defined by the Company.
2. In the event I choose not to use the Company arranged transport for personal reasons and voluntarily make my own arrangements for commuting to office.

//OR//

In the event I choose, I choose not to use the Company arranged transport on certain days for personal reasons and voluntarily make my own arrangements for commuting to office on those days.

3. I, on behalf of myself and on behalf of all my legal heirs, hereby release and forever discharge the Company from any and all claims, demands, liabilities and suits of any kind and nature whatsoever, which I or any of my legal heirs may have, arising out of or relating to, my choice of not using Company arranged transport and any related incidents thereto.

4. I have read and understood the transport guidelines provided along with this undertaking.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_