 Savan Resorts	<b>POLICY AND PROCEDURE</b>	
	Department: Human Resources	
	Section : Talent, Compensation and Benefit Management	
SR.HR.P.02.011	Policy : Transport Benefit Grid (revised 02)	
Supersedes Policy No: <u>Yes</u>	Issued on: 25 June 2019	Effective Date: 1 July 2019

### **Purpose:**

The purpose of this policy is to ensure that transport department would offer the appropriate shuttle service to employee and other business partners. It must not irritate to customer experience when arriving/departing Savan Resorts

### **Definition**

- Employee: SR permanent employment type
- Employee Immediate Family: Employee's own father, mother, husband or wife and children
- Casual staff: daily wage staff hired by SR
- Other outsourced staff: Vendor and Outsourced company staff (either by long-term contract or short-term service)

### **Procedure:**

1. Eligible employees and business partners must contact to and depart from Legend Rewards counter (departing from Savan Resorts) or Welcome Center (departing from Friendship Thai-Lao II bridge) for the ticket. Everyone must present the employee ID and comply the standard of procedures strictly
2. Picking up or driving to some areas in Mukdahan province, it must be prior information to Transport Supervisor and/or Welcome Center Manager.
3. Short Route Cross Country Lao – Thai Transport benefit grid is as follows (for personal purpose):

TIER	SR - WC	SR – WC Employee Family Transport	Remark
<b>E1</b>	Yes	Yes	-
<b>D2</b>	Yes	Yes	-
<b>D1</b>	Yes	Yes	-
<b>C2</b>	Yes	Yes	-
<b>C1</b>	Yes	No	-
<b>A1 – B2</b>	Twice a month	No	*Only Mon – Thu (not holiday)
<b>Junket</b>	Twice a month	No	*Only Mon – Thu (not holiday)
<b>Casual staff</b>	No	No	-
<b>Business Partner</b>	No	No	-

\* For the staff who has fixed day-off on Fri, Sat or Sun, such as: Admin, Finance, HR and etc., they could ask for this transport benefit but may need to wait and follow the instruction of Operation/Transport department as we focus first to service guest

Initiated by

 25/2/19

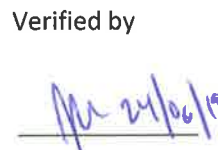
Director - Human Resources

Verified by

 25-6-2019

Director – Gaming Operations

Verified by


 24/6/19

Chief Operating Officer

Approved by

 27/6/19

President

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4. The employee's immediate family members transport request must be in advance and contact by the certain staff prior.
5. If the staff's immediate family, relative and friends reserve the hotel room as per SR.FO.P.01.001 Employee Special Rate, they are qualified for 1 round trip between border of Lao and Thai.
6. This service is not included such as: the new boarder pass application, upon arrival visa fee of out-of-list countries and etc.
7. Transport, operations and welcome center reserve the right to arrange the queue and the type of vehicle.
8. Transport use which is assigned for some staff for work purpose doesn't cut from this staff benefit, such as: purchasing, picking up/welcoming guest, company activity, sales call and etc. Emergency treatment is also not cut the persona benefit.
9. Other outsources/business partners may have different term of condition/agreement regarding transport process, eligibility. The management will communicate separately once updated.
10. Airport shuttle for home leave passage purpose is eligible for only expatriates and as followed:

TIER	Airport Shuttle (round trip) : ZVK/KOP/UBP/SNO	Employee Family Transport	Remark
<b>E1</b>	Yes	Yes	-
<b>D2</b>	Yes	No	-
<b>D1</b>	Yes	No	-
<b>C2</b>	2 times a year (After completion of one year of service)	No	Only on Mon – Thu. And upon the availability of time and vehicle

11. Management reserve the right to cancel any times and P&P is subject to change without advance notice.

Remark: Abusing to this privilege such as personal purpose, commercial and so on. It will lead to the disciplinary action, 'Dismissal'.

Initiated by	Verified by	Verified by	Approved by
 26/4/19	 25/6/2019	 24/06/19	 22/6/19
Director - Human Resources	Director – Gaming Operations	Chief Operating Officer	President