 Savan Resorts	POLICY AND PROCEDURE	
	Department: Human Resources	
	Section : Compensation and Benefit	
SR.HR.P.02.012	Policy : Company Vehicle Benefit Grid	
Supersedes Policy No : n/a	Issued on: 28 September 2018	Effective Date: 1 October 2018

Purpose:

The purpose of this policy is to facilitate all eligible employee of the transportation convenience by allowing to drive company vehicle, nevertheless it must not be abused and misuse of vehicle for else purposes.

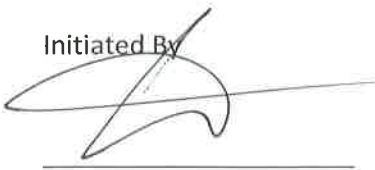
Procedure:

1. All vehicles must be clean, ready and well maintained by transport department
2. All drivers must sign before releasing any vehicles at transport department
3. Transport would prepare separately sheets for signing in/out of work hour period (such as 9 am – 5 pm) and non-working hours.
4. All keys are kept with transport department only and duplicating the keys is not permitted
5. Duplicating of the key by the reason of losing or else must be only approved by top management
6. Employees who are assigned and to be eligible to drive for the work operation purpose, Transport department will constantly update. Head of Department must propose, update and get approval by COO/President.
7. All eligible employees must contact and fill up the log book in and out every time. They must strictly fill up all information and must include the his/her telephone number that could be in contact.
8. In the log book of releasing vehicle, the requestor must comply
9. Employee must inform the expected time of returning and it must not be more than 6 hrs. period use. Beyond the time, it needs prior approval from COO/President.
10. When driving, the Employee must take good care of vehicle and respect to the traffic rules.
11. An accident which is caused from employee careless, unconscious condition, drunken or similarly, company will not be responsible for and may lead to disciplinary action if cause vehicle, people, law breaking and property damage
12. Vehicle benefit grid is as follows:

TIER	Vehicle Drive Eligibility	Driver Request	Driving Cross to Thailand
E1	Yes	Yes	Yes
D2	Yes	Yes (if avail)	Yes, but all fees are paid by their own
D1	Yes	No	No
C2	Some senior managers*	No	No
A1 – C1	No	No	No
Temporary/ Casual staff	No	No	No

13. Transport department may reject the request or call the person to return back once the vehicle is in need for customer service

Initiated By



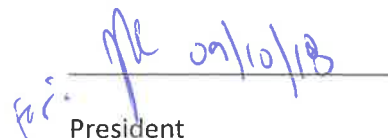
Director – HR & QC

Verified By



Chief Operating Officer

Approved By



President

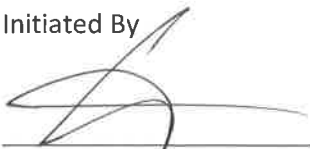
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14. Extra transport support would be proposed, considered and approved by COO/President and by cases
15. Top management reserve the right to cancel someone eligibility without advance notice.

* Senior Manager means the top manager in section or no.2 of department such as: Assistant Manager – Cage, Senior Site Engineer – Facility, Shift Manager – Casino, Manager - Gaming Manpower Admin, Technical Manager – Slot, Manager - Internal Audit, Senior Manager - Legend Rewards, Senior Shift Manager – Security, Manager – Sales/Marketing/Events, Senior Shift Manager – Surveillance, Senior Manager - VIP Services, Technical Manager - Surveillance

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

Initiated By



Director – HR & QC

Verified By



Chief Operating Officer

Approved By



President