	POLICY AND PROCEDURE	
	Department: Human Resources	
	Section : Talent, Compensation and Benefit Management	
SR.HR.P.02.012	Policy : Company Vehicle Benefit Grid (revised 02)	
Supersedes Policy No: Yes	Issued on: 17 March 2020	Effective Date: 21 March 2020

Purpose:

The purpose of this policy is to facilitate all eligible employees of the transportation convenience by allowing to drive company vehicle both duty and off duty, 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. All keys must be return every 5 pm each day with transport department for key checking
6. Duplicating of the key by the reason of losing or else must be only approved by top management
7. 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.
8. 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.
9. When driving, the Employee must take good care of vehicle and respect to the traffic rules.
10. 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
11. Eligible employees for personal use are the expatriates only
12. Eligible employees would not be the ones who has personal cars (parked in casino premises)

Initiated by



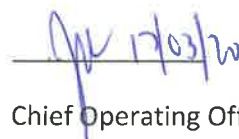
Manager - Human Resources

Verified by



Director – Gaming Operations

Verified by

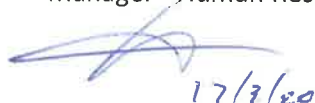



Chief Operating Officer

Approved by



President


17/3/20

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13. Specific Personal Use per Vehicle is strictly complied as followed:

Tier	Vehicle plate	Vehicle Type	24 Hrs. Service	On Duty 09:00-17:00	Off Duty 17:00	Private	Remark
Management	1911	TOYOTA CAMRY	Yes	Yes	Yes	Yes	Mr Travis Mr Jim Mr Teak
E1	0236/3498/0276	TOYOTA VIGO	Yes	Yes	Yes	Yes	E1 and Above
D2	2037/3496	TOYOTA VIGO	No	No	Yes	Yes	HR/Finance and D2 Above
D1	3822	KIA	No	No	Yes	Yes	HR/Finance and D1 Above
Finance	2994	Honda Stream	No	No	Yes	Yes	Ms Grace Mr Danni

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


15. Extra transport support would be proposed, considered and approved by COO/President and by cases

16. Top management reserve the right to cancel someone eligibility without advance notice.

Remark:

- Currently, Toyota VIGO Plate Number 3496 (At Thakhek) Used for Thakhek Project.

Initiated by

 17/3/2020

Manager - Human Resources

Verified by

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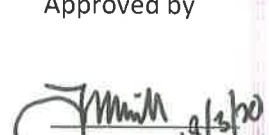
Director - Gaming Operations

Verified by


 17/3/20

Chief Operating Officer

Approved by

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President

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