Policy: Late Night Conveyance for EMPLOYEES

# Objective

This Policy aims to ensure the safety of women employees who stay back late at office to meet project or department deadlines, by providing company transportation for them to return to their residence.

# applicaBILITY

This policy is applicable to all employees of Protechsoft Systems Pvt. Ltd, India, hereafter referred to as the “Company”.

# POLICY

1. The Company will arrange conveyance for all employees staying back late to meet project or department deadlines, subject to approval.
2. This special arrangement will be made only if regular company transportation is not available near the residence of the requesting employee.
3. The facility will be available only in two slots, at 8.30 PM and 10.30 PM. Requests for other time slots will not be taken up.
4. The cost of such arrangements will be charged to the respective projects.
5. The request shall be raised by a request to the HR and Administration Team representative. This needs to be approved by the Reporting Manager of the Employee.
6. Employees must plan their work in advance to ensure that conveyance can be arranged. Conveyance requests for unplanned late stays will not be addressed.
7. All employees staying late can request reimbursement of conveyance to their designated residence by producing bills from ride-sharing services.

# RESPONSIBILITY

Project Managers and Department managers will be responsible for their staff working late hours to meet deadlines.

# EXCEPTIONS

There are no exceptions to this policy.

# EFFECTIVE DATE

This Policy shall be effective immediately until further notice.