

	<b>Imagicaaworld Entertainment Ltd.</b>	IEL-HRD-EM -BT-POL-19
		Issue Date: 01 April 22
Employee Bus Travel Policy		REV-02

### Employee Bus Travel Policy

- All Employees desirous of availing bus service should apply for Monthly Bus Pass from Travel Desk as per their desired route. New passes will be issued within 4 days. Temporary Pass will be given till the permanent pass is made. The same is applicable for new joiners
- Bus Pass would be issued based on the seat availability. If the Bus occupancy is full and still the employee wish to travel then the Transport department would keep that particular employee on waiting list. As a when there is a availability based on the waiting number the priority would be given.
- New Joining Employee on the day of joining needs to fill the Bus Pass Application form and submit to the Travel desk Representative.
- Monthly Bus pass is issued to the staffs, which is paid monthly as per route of travel. There, is no part subscription i.e. A person has to pay for full month for usage more than 2 days.
- Bus Travel will be charged to employee till he/she returns back the Bus Pass to the Travel Desk. Those who want to discontinue the bus facility should return their bus pass to Travel Desk and sign in the Pass register by filling all mandatory details.
- Every staff desirous of using bus other than their fixed route must obtain daily pass in advance from Travel Desk. Not taking daily pass in advance will make him/her a defaulter and will be charged as per penal rates.
- Bus pass will bear the employee photo, employee name & ID number, route of travel, pass number on it and it is non-transferable.
- Those staff who are found using bus without the valid Bus Pass will be charged as per penal rates.
- Penalty for defaulters using wrong bus or not holding Pass for the said bus will be:

Grade	Fine/Penalty
2 to 5	Rs. 1000/-
6 to 7	Rs. 500/-



- Repetitive offenders of Bus Pass would face disciplinary action.
- Using Fake pass is considered as Integrity issue. Any employee is found using Fake Bus Pass will face strict disciplinary Action, which could be termination.
- If any employee wish to travel by bus an is not having Bus Pass should contact Travel Desk and inform prior to travel and express the desire to travel by Bus.
- Payment for bus usage is on monthly basis, through Salary debit. Rates as decided by Imagicaa Management as mentioned in Annexure-I. The Rates would further be revised as per Management decision.
- All Employees including Third Party staff are governed under this rule.
- Mid-month change of route or discontinue the Pass will be permitted after debiting/refunding proportionate cost of route. The change has to be approved by HOD with reason for mid-month change.
- Travel Desk remains one point contact for all needs.

**ANNEXURE-I**

<b>Sr.</b>	<b>Destination</b>	<b>Bus Travel Charges Grade 1-5 (Monthly)</b>	<b>Bus Travel Charges Grade 6-7 (Monthly)</b>	<b>One way travel</b>	<b>Return Travel</b>
1	Kharghar (HOD Vehicle)	4,500/-	NA	200	400
2	Mansarovar Kamothe	2,500/-	1,250/-	60	120
3	Karjat	2,200/-	1,100/-	50	100
4	Pen	2,200/-	1,100/-	50	100
5	Khopoli	2,000/-	1,000/-	30	60

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## RULE EMPLOYEE TRANSPORTATION

Bus arrival timing is only indicative and can vary depending on traffic conditions; employees must be ready for their scheduled pickup as at least 5 minutes before scheduled departure time from the respective pickup point.

In order to maintain an effective time plan for each vehicle and route; employees should board their bus/vehicle immediately on its arrival. Bus will not wait for anyone.

Do not change the route plan as per your wishes without prior intimation to the transportation team.

No unauthorized halts will be made during pick up or drop especially in traffic affected areas, as this may cause accidents. No vehicle will halt at junctions for boarding/de-boarding. If some vehicle is doing so, please report to Travel Desk

Do not decide or argue amongst yourselves about who is going to be picked up/ dropped first. The pickup/drop will be carried out strictly as per the Route plan.

All pickup or drops will be from pickup point and to drop point only strictly as per the route chart for the vehicles; employees will not be picked / dropped anywhere else.

Travel time may vary from 90 minutes to 120 minutes, in some cases even 150

180 minutes depending on distance and traffic conditions, therefore employees must not pressurize the driver to drive fast.

Due to religious processions/road disruption due to natural forces/strikes/ bandhs employees may have to plan for reaching their scheduled pickup points up to 1 hours in advance, any cancellation / such changes will be intimated in advance to all concerned.

Any Employee, who loses/misplaces his Bus pass, need to immediately inform the travel desk and need to apply for Duplicate Bus Pass, the employee would be charged fine of Rs. 200/-.In case if the misplaced Bus Pass is found after application for Issuance of Duplicate pass, the lost bus pass stands invalid.

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### DO'S AND DON'TS:

- Avoid dealing with the Drivers directly. Please co-ordinate with Transport Team for any requirements & assistance.
- Travel Desk will coordinate with the Driver's Assistance for any communication.
- Do not sit in the driver's cabin and chat with the driver, this distracts the driver and may cause accident.
- Pickup/Drop shall be strictly as per the route chart for the vehicles.
- Do ensure that mobiles are switched on and attended to whenever they get a call from Transportation team/driver with concerns for any delay in expected bus/vehicle arrival time.
- Do not pressurize the driver to drive fast.
- Do not attempt to drive any vehicle.
- Report to the Transport Team in case of following abnormalities.
  1. Vehicle driving without a cleaner.
  2. Driver is under the influence of alcohol.
  3. Vehicle is not cleaned.
  4. Vehicle windows glass broken or non-functioning.
  5. Seats cushions worn/torn off.
  6. Vehicle wipers not working.
  7. Lights not working.



- Smoking & consumption of alcohol, chewing Paan, tobacco, Ghutka is strictly prohibited.
- Be more vigilant, helpful and supportive to your colleagues.
- During Pickup/drops, employees should exercise patience and be seated in the bus/vehicle and wait for their colleagues to get dropped/join.
- The seat are available on First Come First Serve basis. Reserved Seat concept is not encouraged for any grade.
- Do not disturb the fellow passengers by creating nuisances, shouting, playing loud music via mobile etc.
- Report to the Transport Team if you find a stranger in the bus/vehicle immediately.
- Please check your belongings before getting down from the bus/vehicle.
- Always carry helpline numbers. The numbers are: Travel Desk: 02192-669902, Command Centre 02192-669832.
- If any employee found not adhering to Do's & Don'ts, please report the same to Admin Dept.

<b>Proposed by</b>	<b>Endorsed by</b>	<b>Approved by</b>
<b>Human Recourse</b>	<b>Mr. Mayuresh Kore CFO</b>	<b>Mr. Dhimant Bakshi CEO</b>