

YASKAWA	PROCEDURE MANUAL	Procedure No	YIND-H-PR-39
	TRANSPORT POLICY for REGIONAL OFFICE EMPLOYEES	Date & Rev No	01.10.2018 / A

1. OBJECTIVE

The company vehicle policy gives employees guidelines for obtaining, qualifying for, and using a company vehicle. A “company vehicle” is any vehicle as assigned to employees. This policy applies to all employees who use a company vehicle, and applies during and outside of working hours.

2. SCOPE

This policy refers to all YIND Regional employees who are eligible to receive a company vehicle and those who drive one as part of their daily job duties.

3. The entitlement/qualifying shall be as follows:

Designation	Four-Wheeler	Two-Wheeler
General Manager to Sr. Manager	Rs. 800,000	Rs. 100,000
Manager to Engineer	Rs. 500,000	

4. DEFINITION

NA

5. PROCESS FLOW

NA

6. PROCEDURE

General Terms and Conditions of the Scheme:

- Company provides vehicle to employees to support their transportation needs for their jobs
- Employees who are entitled to opt for a Company Car/Two-wheeler have free choice of their own on brand & category to select
- Once employee opts for the company car/bike scheme; no change of car/bike is possible for duration of the scheme [5years from date of purchase]. After successful completion of continues 5 years of service, vehicle would be transferred into employee’s name on the prevailing market value. **Vehicle transfer process need to be followed as per “Company Authorization Matrix”.**
- Transfer charges and process are to be borne/ taken care by employee.

Prepared By	Reviewed By	Approved By
HR Dept.	Head HR & GA	COO

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- **Vehicle Insurance & Fuel Expenses:** The employee is responsible for the payment of full comprehensive insurance renewal and running costs of Fuel.
- **Maintenance / Repair:** Employee is responsible for repair and maintenance of the company vehicle. The employee will be required to maintain the Vehicle in good condition & incur all running costs including costs of spares, tubes, tyres, repairs, maintenance, servicing etc., as required from time to time.

Note: The company does not compensate any maintenance/repair costs paid.

- **Accident:** In case the vehicle meets with an accident, all expenses for its repair etc. shall be borne by the Employee to restore vehicle in good running condition. All legal & statutory requirements to be handled by at employee responsibility.
- **Theft:** in case the any theft of the vehicle, employee will be held responsible fully.

7. Prerequisites to drive a company Car/Bike

Our employees are only allowed to drive a company vehicle if they:

- Have a valid driver's license.
- Have a clean driving record, this means they mustn't have been held at fault for a vehicle accident, or arrested on charges of violating vehicle and traffic laws (e.g. driving under the influence of drugs or alcohol).
- Employees will need to complete a form and submit a copy of their driver's license to be eligible for a company vehicle.

8. Driver's obligations

Company expect employees who drive company vehicles to follow rules.

They should:

- Drive safe and sober
 - Respect traffic laws and fellow drivers
 - If applicable, wear glasses or contacts when driving
 - Document any driving-related expenses, like fuels and tolls
 - Check their car/bike regularly to ensure gas, tire pressure and all car/bike fluids are at appropriate levels
 - Report any damages or problems with their assigned cars as soon as possible
 - Avoid double-parking, blocking entrances and engaging in other traffic violations that may result in fines
 - Tax and Statutory requirements: All taxes and statutory requirements to be taken care by employee. Company vehicle provided to employee would attract Perquisite tax as per IT rules, which would be considered by employee.
9. **Separation:** In case of separation from the Company, employee has to buy the company vehicle or can pay the vehicle cost as per the market value at the time of separation.

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10. Procedure for Company vehicle procurement:

- a) The eligible employees can submit the proforma invoice along with requisition, the vehicle details like, model, brochure along with vehicle requisition form after approval from reporting manager & HOD to HR Department.
- b) As per the eligibility and policy, 100% Payment of the total value of the vehicle shall be made by the Company in the name of Dealer only, payable at the respective locations to take possession of the vehicle including the registration charges, road tax & others as applicable.
- c) The vehicle shall be registered in the name of company and be transferred to the employee on completion of five years [from the date of purchase].

11. VALIDITY & CHANGE

The policy will be reviewed as when necessary and will be approved by Management.

12. AUTHORITY

The Human Resource department will be the process owner and will respond to queries arising out of the policy and will put up recommendations for approval.

13. RELATED DOCUMENTS

NA

14. REVISION HISTORY

Date	Rev	Reason for Revision
01.10.2018	A	Initial Release

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