



Vehicle Usage for Company work Policy -
Pharmanza Herbal Pvt. Ltd.

	Verified By	Approved By
Signature		
Date	01/04/2022	01/04/2022
Name	Vinit Thakkar	Dr. Lal Hingorani
Designation	Manager HR	Technical Director



1. OVERVIEW

The company provides vehicles for business use to allow employees to drive on company-designated business and to reimburse employees for business use of personal vehicles according to the guidelines below. The company retains the right to amend or terminate this policy at any time. (The term "vehicle," as used in these guidelines, includes, but is not limited to, cars, trucks, and Two Wheelers.)

2. SCOPE

This policy is applicable to all the Employees attending outside official work.

3. POLICY

3.1 PROCEDURE

1. Employees may not drive any business vehicles without prior approval of their Department In-charge / Head of the Department. Prior to approving, Department In-charge / Head of the Department must check the employee's driving record. Employees approved to drive on company business are required to inform their Department In-charge / Head of the Department of any changes that may affect either their legal or physical ability to drive or their continued insurability.
2. Employees holding jobs requiring regular driving for business as an essential job function must, as a condition of employment, be able to always meet the approval standards of this policy.
3. Employees who need transportation during their normal company work may be used company vehicle with prior approval of Admin Department. As a last alternative, when no company vehicles are available, employees may use their own vehicles for company work with prior approval of their Department In-charge / Head of the Department.
4. Employees who drive an own vehicle on company work must, in addition to meeting the approval requirements above, exercise due diligence to drive safely and to maintain the security. Use of handheld cell phones (including texting) while behind the wheel of a moving vehicle being used on company work is strictly prohibited. Employees are solely responsible for any driving infractions or fines because of their driving.
5. Nonemployees and nonbusiness passengers (i.e., family and friends) are prohibited from riding in company / Own vehicles during company work.
6. Employees who use their personal vehicles for approved company work will receive a Petrol allowance for such usage. This allowance is to compensate for the cost of Fuel, oil,

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depreciation, and insurance. Employees must take note that they will eligible only for Extra Kilometers which used for company work.

7. Employees must report any accident, theft or malicious damage involving a company vehicle to their Department In-charge / Head of the Department and the Admin Department, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than 48 hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, employees should make no voluntary statement other than in reply to questions of investigating officers.
8. Employees are not permitted, under any circumstances, to operate a company vehicle or a personal vehicle for company work when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any company vehicle at any time or operate any personal vehicle while on company work while using or consuming alcohol, illegal drugs or prescription medications that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication, or intoxication.
9. Employees who are using their own vehicle for company work they are eligible to claim the amount as per the following:

Sr. No.	Type of Vehicle	Rate per KM.
1	Two-Wheeler	4.0
2	Four-Wheeler	9.5
3	Auto Ricksha / Bus on rental Based	3.5

This rate will be revised periodically as and when major changes in the rate of fuel.

10. Employees who are using personal vehicles / Public Transportation during the month they must maintain records in prescribed form for company work on a regular basis. This form submits to account Department before 3rd of subsequent month for reimbursement.
11. Account Department will reimburse the amount before 11th of every next month.

3.2 APPLICABILITY

This policy is applicable to all the Employees attending outside official work. This Policy will be applicable from 1st April 2022.

3.3 DEVIATION

Any deviation to this policy can be approved by Plant Manager only.

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