

# Travel & Road Safety Policy

## CONTENTS

1. Objective .....	02
2. Regulatory Framework .....	02
3. Key Thrust Areas .....	02
4. Implementation .....	03
5. Governance .....	03
6. SHE Expenditure .....	03
7. Monitoring & Impact Assessment .....	04
8. General .....	04
9. Policy statement .....	04

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# Travel & Road Safety Policy

## 1. Objective

1.1. The Objective of this policy is to ensure that all drivers using company/hired vehicles or driving any vehicle on company business / personal circumstances do so in a manner that minimizes the risk, both to the member and the company.

## 2. Framework

2.1. Considering the operations of Marico, logistics as well as member commuting play a very crucial role for the business. Though the Government of India is working towards adopting **National Road Safety Policy**, Marico, as a responsible organization, has articulated this policy over and above the regulatory requirements.

## 3. Key Thrust Areas

### 3.1. Road Safety:

Ensuring the safety of the workforce at the work place as well as during the official tour/daily commuting is our prime responsibility. While devising this policy, the following aspects of road safety have been taken into account;

- Over Speeding
- Drunken Driving
- Distracted Driving
- Violation of traffic lights/signage/rules
- Avoiding Safety Gears like Seat Belts and Helmets

## 4. Implementation

4.1. Travel & Road Safety policy statement consists of ongoing activities as well as long and short terms SHE goals. These activities and goals shall be comply and achieve respectively by sites/individuals as well as by corporate team based on its nature.

## 5. Governance

**Corporate SHE team** comprises of SHE Executive, SHE Manager and Operations Excellence Head. This team will report the progress of Travel & Road Safety to senior management at appropriate forums. This team will ensure effective implementation of policy, implementation of strategy, identification of Travel & Road Safety projects, and review of the progress.

### **SHE leaders across the sites**

The SHE leaders across various locations shall coordinate with the corporate SHE committee members for the implementation of policy, projects and their successful completion.

It will be the overall responsibility of **Functional Heads and Unit Heads** to ensure the implementation of this policy.

However, compliance to policy is the responsibility of each and every employee.

## 6. SHE Expenditure

6.1. All expenditures related to Travel & Road Safety i.e. compliance, goals and initiatives will follow regular budgeting and expenditure processes. Additional consideration with respect to Travel & Road Safety will be given while approving these expenditures if needed.

## 7. Monitoring & Review framework

7.1. Monitoring and review mechanism ensure that the Policy adherence happens in true sense and it has following procedures –

7.1.1. Monthly SHE report will be prepared by SHE leaders across locations and report shall be send to SHE leaders at corporate center, Mumbai.

- 7.1.2. Adherence to policy at all the locations will be done by SHE leaders. It is expected to check the principle alignment with respect to policy and implementation in depth.
- 7.1.3. The compilation of reports shall be done by SHE team at corporate center, Mumbai and report shall be shared to **Senior management**.
- 7.1.4. Corporate SHE team along with location SHE leaders will review the progress on initiatives quarterly.
- 7.1.5. Details of progress will be published in Annual report / Sustainability Report wherever relevant.

## 8. General

- 8.1. The Travel & Road Safety policy would be subject to revision / amendment in accordance with the guidelines as may be issued by the regulatory authorities or Voluntary organizations in field.
- 8.2. The company reserves its right to alter, modify, add, delete or amend any of the provisions of this policy.
- 8.3. The power to interpret and administer the policy shall rest with CEO & MD of the company whose decision will be final and binding. The CEO & MD is also empowered to do make any supplementary rules / order effective implementation of the policy. These will, however, be reported to or tabled before the **Marico Board Management** from time to time to have oversight of these issues.

## 9. Policy Statement:

Marico Limited is committed towards employee safety. In order to protect our employees, other drivers, motorists and pedestrians, our employees shall not engage in activities that distract their focus from driving responsibly. Marico Limited is committed to enforce-

- **Travel** of maximum 350Km shall be taken in a day. A mandatory break of 10 minutes after every 2 hours or 100 km driven shall be taken.
- **Intercity** travel between 2200 to 0500 hrs. will be avoided. In cases where this is urgent, travel should be undertaken by public transport modes only.
- **All hired vehicle drivers and own employees** who drive for business as well as personal work should undergo training on defensive driving as well as medical fitness tests annually
- **Speed limits and safety cautions** as defined on roads should be adhered to at all times.

- **Seat belts** should be worn by all occupants (front as well as rear) in the vehicles at all times during the travel in own as well as hired vehicles.
- **Helmets** have to be worn, by the rider as well as the pillion, on two wheelers by all members
- The driver of the vehicle or the member while walking on road (pedestrian) should not be engaged in **distractions** like usage of mobile phones, smoking, eating, drinking, grooming etc. during driving or walking
- **Drivers** must not be under the influence of alcohol/drugs/intoxicants or medication that causes drowsiness, while driving.
- **Only commercial (T board) vehicles or own vehicles** to be used by the members during official visits. All vehicles hired for business purposes to have minimum features such as front & rear seat belts, indicators, fog lights, head lamps, wipers , power steering, fire extinguishers 1kg ABC /Dry Agent , front air bags, side and rear view mirrors, horn, tyres with adequate treads, spare wheel & toolkit and first aid box.
- **While travelling abroad**, do's & don'ts on safe travel that are applicable for the host country should be understood
- **Emergency Numbers** (hospital, ambulance, local contact /help) should be known to the traveler and displayed on all hired vehicles for the quick response

All members of Marico Limited are expected to adhere to and comply with the Travel & Road Safety Policy as stated above. This policy extends to all the functions of Marico Limited.

**Saugata Gupta**

Managing Director

01 March, 2019