Transport Guidelines
Official Events

Document Classification: Restricted
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Control Information

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<tr>
<td>Document Owner</td>
<td>Accenture Transport Team</td>
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<tr>
<td>Document Reviewed By</td>
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<tr>
<td>Document Classification</td>
<td>Restricted</td>
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Version Control

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<tr>
<th>Version</th>
<th>Date</th>
<th>Author</th>
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<tr>
<td>Release</td>
<td>01 Sep 2013</td>
<td>Sudeep Ghoshal</td>
<td>Revision in policy framework and structure</td>
</tr>
<tr>
<td>version 2.0</td>
<td></td>
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**Guidelines for Transport Services for Accenture Events**

The guidelines are subject to local laws where the company operates. These guidelines are subject to change without prior notification.

**Purpose of the guidelines**

The purpose of this policy is to outline guidelines regarding transportation facilities that are provided to all Accenture employees to and from Accenture events venue. The transportation facilities described in this policy will be applicable for both within city and offsite events held during working / non-working days. This guideline applies to all Accenture India entities.

**Guidelines**

- Company sponsored events and activities must be planned according to **Policy 1064 - Business Meetings and Events**
- The timelines for sending transport request for events shall be as per the table below:

<table>
<thead>
<tr>
<th>No. Of Cabs</th>
<th>Domestic Events</th>
<th>Offsite Events</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Timeline (Prior to Actual date of Event)</td>
<td>No. Of Employees</td>
</tr>
<tr>
<td>1-10</td>
<td>to be routed to e-travel</td>
<td>1 to 100</td>
</tr>
<tr>
<td>11 to 20</td>
<td>1 week</td>
<td>101 to 500</td>
</tr>
<tr>
<td>21 to 40</td>
<td>2 weeks</td>
<td>500+</td>
</tr>
<tr>
<td>41 to 60</td>
<td>3 weeks</td>
<td></td>
</tr>
<tr>
<td>60+</td>
<td>4 weeks</td>
<td></td>
</tr>
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</table>

- The request should be accompanied with the employee details as per format attached in Annexure ‘A’
- Transport Event Manager (TEM) to prepare detailed route chart as per list received from the Project to ascertain the number and mix of vehicles (cabs / Shuttles) and security escorts required for the event. (if vehicles (cabs) are less than 10 TEM would advise SPOC to approach e-travel - https://india.etravel.accenture.com)
- Escorts for events would be picked and dropped from respective facility.
- In case of any addition / deletion of the list shared by SPOC, timelines would be revised as per the above table
- TEM to work out the costing as per rate card from APS team for vehicles, security escorts. Transport executive will share details with relevant
Project SPOC of the event to get required cost approval from their respective Senior Manager / Leadership and provide WBSe for billing.

- TEM to coordinate with transport vendors for the vehicle details and provide vehicle, security escort and vendor team executive details to the Project Event SPOC prior to the event.
- On the day of event TEM should coordinate with respective stakeholders i.e. Project SPOC, Local Transport team and with vendors to ensure that shuttles / cabs are deployed in a timely manner at the required pickup points and at the venue for drops.
- For offsite events; the coordination will be done on phone and on ground coordination will have to be managed by the Project SPOC.
- In case employees travelling in company transport vehicles during drop post the event; litter or deface the vehicle, details of the employees involved shall be provided by the vendor to the TEM and separate cleaning charges for the vehicle will be levied and added to event transport bill of the concerned Project. The same shall be intimated by the transport event manager to the Project SPOC.
- As per the Transport Policy family members and friends of employees are not eligible for company Transport services. However in case of events if any Project / Deal plans to include immediate family (spouse & kids in case of married employees and parents in case of unmarried employees) in any company sponsored event then the concerned Project / Deal will have to take necessary exceptional approvals from their MD, Location GAP Lead and from India Transport Lead.
- Project to interact only with Transport Event Manager regarding any billing queries. No communication with the vendors to be initiated. Final decision regarding any penalty to be levied from a transport vendor shall remain with the respective Transport Zonal Leads and India Transport Lead.

**Safety & Security**

- Project SPOC should provide location wise list of employees mentioning the gender of the employee as per the format attached attending the event.
- In case event is scheduled to finish late evening (post 6.00pm) then the Project SPOC should provide a list of all female employees along with their addresses and contact details so that routing for female employees can be carried out and depending on the trip sheets generated required no. of security escorts can be arranged.
- The security escorts per day duty charges will be finalized by APS team with the various security agencies and the same rate shall be charged to the WBSe of the respective project conducting the event.
- TEM to ensure that a list of security escorts with their mobile numbers is obtained from the concerned security agency. Vendor Executives at the
venue should note which security escort has been deployed in each of the vehicle.

- The contact details of the female employees shall be provided to ABS helpdesk team to carry out tracking of dropped employees post the event. A report for the same shall be maintained by the AEE helpdesk team and details shared with the TEM so that necessary feedback can be provided to the Project SPOC.
- For any Offsite event the bus documents like valid permits, Trip permit for offsite events, etc should be checked by the Transport Executives in presence of vendor supervisor.
- In case an employee gets inebriated and behaves in an objectionable manner which can cause inconvenience to fellow colleagues, the employee shall be sent home in a separate vehicle along with a security escort. In case of female employee showing such objectionable behavior the employee shall be sent home accompanied with another female colleague and security escort and post dropping the concerned female employee the colleague accompanying her shall be dropped by the security escort. Any use of additional vehicles to cater for such situations would be charged back to the Project.
- Employees shall not offer any beverages (liquor) to the driver/drivers and Vendor / Transport Executives should ensure that the drivers don’t try to gain entry inside the venue and mix with the employees during the event.

**Duties and responsibilities of Project SPOC**

- To send timely transport request to the Transport Events team providing initial details of event dates and tentative number of employees who would be attending the event, venue, timing as per the Annexure-A
- Provide specific requirements in terms of buses (seating Capacity eg: 27/32/49seater. AC/ Non-AC, Volvo etc) or Cabs (AC / Non-AC) to the TEM for the event, actual no of employees attending, in case multiple buses are required to be deployed from various locations then in that case contact details of employees for each start point.
- To provide employee list as per format attached in Annexure ‘A’
- To provide list of immediate family members (spouse & kids) along with the employee details in case transport has to be arranged for the immediate family members.
- Project SPOC to clearly specify whether separate vehicles would have to be arranged for employees coming along with their immediate family members.
- Post receipt of costing from the Transport Event Manager; Project SPOC to take necessary approvals from the Senior Manager / Leadership and provide WBSe for the event to the TEM.
In case of large events involving 100+ employees coordinate with the
Events team / venue staff to provide a space for vehicle parking and to
setup Transport Desk.
In coordination with the Transport Executives will have the route charts
displayed at the venue
Adhere to the timelines provided during specific requirements. Eg: In case
an event is scheduled to get over by 10pm then the same should not get
extended by 2-3 hours. In case the event gets extended then it will be on
chargeable basis.
Extend necessary support to the Transport Executives to make transport
related announcements at the venue.
Project SPOC should to take necessary permission from the venue
coordinator to allow the vehicles inside the premises to pick and drop
employees as well as provide parking space.

**Duties and responsibilities of Transport Event Manager**

- On receipt of initial request from the requestor for an event, coordinate
  with the concerned Project SPOC and get all necessary details.
- Post receipt of specific requirements from the Project SPOC, TEM should
  work out the vehicle requirements (Buses and cabs), prepare routes for
  buses / cabs, and work on the Security Escort requirements.
- TEM should coordinate with various transport vendors and security
  agency and take confirmation regarding availability of vehicles and
  security escorts.
- Post that based on the rate card finalized by the APS team work out the
  costing for arranging the transportation and security escorts and transport
  executives for a particular event and share the cost with the Project SPOC
  to get further approvals from their SM/ SDL/ Leadership
- Post receipt of approvals and WBSe code TEM to send written
  confirmation to Transport vendors regarding the event and inform them to
  arrange for the required no of vehicles on the day of event.
- Prior to event provide the vehicle, driver and Transport Executive details
to the Project SPOC.
- Coordinate with Local Transport team and generate route chart for
  employees and keep hard copy of trip sheets to be provided to transport
  vendors before the event.
- TEM to get the security escort details (list along with Mob nos) in advance
  from the Security agency and handover the same to Transport Executives
  going to the event venue.
- For Offsite / overnight events TEM shall not directly take the request from
  the requestor instead direct them to come through the Events team.
- TEM should be personally available at venue for all major events involving 500+ employees; in case of any clash of events he should nominate a person from the Transport team to be available on his behalf.
- TEM to share the list of female employees attending the event with the AEE helpdesk team for female employee tracking.
- Once all the vehicles are dispatched from the venue TEM should provide report to the Project SPOC regarding completion of duty at the venue.
- TEM to maintain a monthly MIS of all the events conducted.
- TEM to ensure that all points are checked as provided in the Event Transport Checklist in Annexure ‘B’

**Duties and responsibilities of Transport Executives**

- On receipt of employee list as per the format, transport executive should prepare the route chart so that the vehicle and security escort requirement can be ascertained.
- The final route list will be shared to SPOC which has to be cascaded to all participants (Employees)
- On instructions from TEM the nominated transport executives should coordinate with transport vendors to ensure that all required vehicles are deployed at the designated pick up points.
- Transport executives should coordinate with Project SPOC for timely departure of vehicles from pickup points.
- At the venue the transport executives should coordinate with the transport vendors and ensure that all the vehicles are brought in to the venue at least 30min prior to the drop time.
- Transport / Vendor Executives should put up the route list on notice board
- Set up a Transport Helpdesk at the venue to provide clarification on queries raised by employees.
- Transport Executives should ensure deployment of Security Escort as per the trip sheet generated.
- Transport Executives should ensure that all drop vehicles are timely dispatched from venue.
- In case if they find any employee displaying objectionable behavior then they should immediately inform the Project SPOC and TEM about the same and follow the safety guidelines given above.

**Duties and responsibilities of Security Escorts**

- The TEM in coordination with the security agency has to ensure that the required number of security escorts is available at the venue during drop.
- The Security agency should provide Security Guards whose BGC is done and provide a copy of the same to the TEM along with guard list.
- The security escorts should be carrying mobile phones with them and save the contact details of the TEM and the Transport Executives on their mobiles before going for escort duty so as to enable them to contact the authorities in case of any incident.
- The Security Supervisor shall assist the transport executives in carrying out the breath analysis test of the drivers.
- The security escort shall ensure that all the female employees are dropped at their doorstep.
- In case the vehicle cannot enter a particular lane / by-lane the security guard will escort the female employee upto her residence.
- In case of any misbehavior by an employee inside the vehicle at the time of drop the security escort will immediately inform his supervisor as well as the TEM and take instructions for further action to be taken.
- In case of any incident / accident depending on the nature and condition of the Security Escort post the incident he should immediately inform the TEM about the incident.

Annexure ‘A’

Format - Employee List For Event.xlsx

Annexure ‘B’

Event Checklist.xlsx

Escalation Matrix

escalation matrix.xlsx