



# Road Safety Policy

This Policy is applicable to all employees of Godrej Consumer Products Limited (India & SAARC).

## POLICY CHANGE LOG

Version	Issued on	Effective from	Purpose of change
1	Aug, 2023	Aug, 2023	New policy release

## PURPOSE

The safety of all GCPL employees during their work-related travel is extremely important. Our Road Safety Policy provides a framework for permitted conditions and expected behaviors for employees as well as their drivers while driving or riding.

## SCOPE AND APPLICABILITY

- This Policy is applicable to all employees who use company, private, pool, leased or hired vehicles during their work-related travel. As part of the Policy, the onus also lies in the hands of employees to ensure that their drivers follow all precautions stated in this document.
- Employees' commute to their respective office/factory location is excluded from the scope of the Policy.
- A breach of this Policy will be taken very seriously. GCPL reserves the right to fully investigate any incident and may take disciplinary action, which may result in termination of employment.

## KEY REQUIREMENTS

### **Seat belts (for four-wheelers)**

Seat belts must be worn by the driver and all passengers while a vehicle is in motion. It is the responsibility of the senior-most employee in the vehicle to ensure that seat belts are worn prior to the commencement of a journey.

### **Helmets (for two-wheelers)**

Crash helmets must be worn by the rider as well as the pillion rider on two-wheelers prior to the commencement of a journey. The rider is responsible for ensuring that the pillion rider is also wearing a helmet. All helmets worn should be of national or international standards (BIS 4151).

### **Mobile phones and other hand-held electronic devices**

Usage of hand-held electronics including mobile phones, bluetooth devices and earphones (wired or wireless) is prohibited by drivers/riders while a vehicle is in motion. In the event of an exigency, phones should be used only after the vehicle is stationary and parked towards the extreme left of a road.

## Intercity travel

- Personal vehicles are not allowed for intercity travel
- Intercity travel should be carried out only between 5 AM and 7 PM, and employees must ensure that they are off highways before 7 PM
- Night travel restriction does not include travel by public transport
- Employees are advised to plan their journey so that they reach their destination within the given time limit
- In case of an unavoidable situation, employees are encouraged to use public transport to reach their destination. Local accommodation can also be availed. Both, at the company's expense.

Note: Local administration can change restrictions depending on time zones and local conditions (for example: In North Eastern states, time restriction can be from 6:30 PM to 4:30 AM considering early sunrise and sunset)

## Driving or riding under the influence of alcohol, drugs or medicines

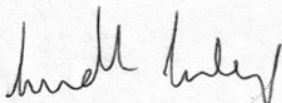
- GCPL strictly prohibits employees or their drivers from driving or riding under the influence of alcohol and drugs, or medicines which can impact driving ability on roads. This is very important and should always be adhered to.
- If an employee consumes alcohol during any event organised by the company or events where employees represent the company, they should opt for public transport, taxis or cars with designated drivers to drop them to their respective location post event.
- The management must ensure communication of this important rule before any such event.

## Reporting of any road/vehicle related incidents

In the event of any road/vehicle related incident while travelling for work-related activities, please immediately report it to the respective line manager/Cluster Safety Lead.

Communication of all such incidents should reach the respective function/persons as per the following timelines:

Sr. No.	Incident details	Timeline for reporting
1	First aid case or minor damage to vehicle	Within 48 hours to Cluster Safety Lead and Regional HR manager
2	Major injury (fracture, disability), fatality or major damage to vehicle	Immediate reporting to HO Safety, Regional and HO HR team and the head of the respective cluster



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