



## TWO / THREE WHEELER DRIVING POLICY

GreenLine Two / Three Wheeler policy offers general guidelines for using personal and company Two/Three Wheeler.

For commuting from Residence to work place, two/three wheelers will be allowed, under the following guidelines.

- Both driver and pillion should wear a Crash helmet while driving.
- Do not use mobile phone while driving.
- Maintain the required distance from other vehicle on road.
- Get two wheeler serviced regularly.
- Identify blind spots and avoid traveling besides the vehicle.
- Follow all traffic rules.
- Maintain speed limit as per prescribed limits while driving in respective area.
- Reflective tape/Reflector should be placed on the vehicle.

For carrying operations for customers business who have specifically mention non usage of Two/Three Wheelers, employees/staff will adhere to the same. Only Four Wheeler to be used for commuting for such customers.

This policy applies to all drivers and staffs including contractors and their employees and this should be communicated during induction.

GreenLine will take strict disciplinary action against drivers who violate this policy.

Policy Number – TW/001  
Date: 23.03.2021  
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Anand Mimani  
Chief Executive Officer

