

Workday India Pvt Ltd Transportation Guidelines
V1.9 Effective 20 January 2025

Introduction

Workday is happy to provide scheduled transportation for our Workmates while commuting to and from the Office, in India. This benefit also extends to Workmates visiting on business, from other Countries. This is a perk that comes with no cost to Workmates and is in line with our core value, Employees. Similarly, Workmates should work to always adhere to the program requirements including ample notice for ride requests, consistent with our core value, Profitability.

Program Details

Transportation is available for all Workday Full Time Employees as follows:

1. Workmates may not use the service for personal matters / personal business.
2. Workmates must provide a permanent residential address to use the service for nodal point assignment.

Exceptions will be rare and require pre-approval from GWS India Commute team and P&P.

3. Workmates must schedule commutes with trips requested in the service App no later than 10 pm the prior day as follows:
 - a. One morning pickup inbound to the office from the Workmates designated nodal point as per residential address on WOW or hotel (see 3a).
 - b. One afternoon or evening return from the office to the same location as the morning pickup (see 3b).
 - c. If the app does not function properly or the Workmate does not have access for any reason, they may schedule their commute by contacting the [GWS India Commute](#) Team no later than 10pm the day prior.
4. Workmates visiting from other countries may schedule their commutes 24 hours in advance by contacting the [GWS India Commute](#) Team.

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5. Special rules for Workday sponsored events (any event organized by a People Leader):
 - a. With at least 3 business days notice (ideally as much notice as possible) and approval from the GWS India Commute Team, Workday sponsored events may include GWS funded transportation to and from the event from a Workmates designated nodal point or the office, depending on the time of day and other circumstances that dictate appropriate safety measures as determined by the GWS India Commute team.
 - b. If the event coverage is not approved by the GWS India Commute Team, it may still proceed based on the vendor's availability. In these cases, the event transportation will be billable to the organizers cost center. This will include all events for specific teams, e.g. a team Luncheon.

Using the Service

1. Account creation will be taken care of with NHO sessions or can be requested by contacting [GWS India Commute](#) team.
2. India based Workmates should download the “Transport” App on your smartphone via Google Play Store (Android) or the App Store (iOS).
3. Prior to 10pm the day before your commute, select your arrival (log-in) in the App.
 - a. Log-in (arrival) times are available as follows:
 - i. Logins for Pune office
 - General entity: 0900 and 1000 IST
 - Shift entity: 0800 and 1100 IST
 - ii. Logins for Mumbai office: 1100 and 1400 IST
 - iii. Login for Chennai office: 0900 and 1000 IST
 - b. Log-out (departure) times are available as follows:
 - i. Logouts for Pune office
 - General entity: 1600 and 1700 IST
 - Shift entity: 1700 and 2000 IST

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- ii. Logout request for Mumbai office: 1700 and 2030 IST
- iii. Logout for Chennai office: 1600 and 1700 IST
- c. We will continue to provide cabs and security escorts for women Workmates as per State guidelines. Security escort and transport can be arranged with 48 hours notice (expect a delay for unplanned emergencies) the [GWS India Commute](#) team.
- d. Workmates from outside of India can take advantage of this service by contacting GWS India Commute via email with the same notice requirements and stipulations as India based Workmates.

4. WHERE TO GO FOR RIDES

We expect all Workmates to respect the time of their fellow Workmates, and we expect Workmates will reach the designated location at least 5 minutes prior to boarding.

- a. The cab will wait for a maximum of 3 minutes before proceeding to the next boarding point, as we respect each other's time.
- b. If for any unforeseen reason, you are not able to board your cab, you are expected to mark the trip as 'NO SHOW'.
- c. Note that 5 no shows in a month will suspend your cab privileges for 2 weeks.
- d. Cab privileges may be deactivated for 3 months if there are repeated instances of no-show deactivations. Each case will be evaluated individually.

5. Missed rides, rescheduling:

- a. Be ready at your pickup location on time. If you miss your AM pickup you are responsible for your transportation to the office that day. Your PM ride will not be canceled, and will count as an additional missed ride if you do not cancel it. You may cancel your PM ride by contacting the [GWS India Commute](#) Team right away.
- b. If you need to change your PM departure time, you may be able to do so with at least 3 hours notice by contacting [GWS India Commute](#) team for further assistance.

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6. General Ride Safety

- a. Do not eat, drink or smoke while riding.
- b. Do not distract the driver with conversation.
- c. Do not encourage speeding or aggressive driving.
- d. Do report concerns about the vehicle and/or driver to the [GWS India Commute](#) Team.

7. Two-way Accountability

- a. Drivers and passengers are expected to behave courteously and professionally at all times. Driving and Riding privileges are subject to revocation.

8. Female Workmate Safety.

- a. Female Workmates who will be traveling after 08:00 pm or before 6:00 am (Maharashtra) and 8:00 pm and 6:00 am (Tamil Nadu) will be provided a security escort to ensure they are not alone with the cab driver at any time.

F.A.Q.

1. I will be visiting the Pune/Mumbai/Chennai office for some official work from another Workday office. Will I be able to avail the cab services?
 - Yes. Please drop an email to GWS India Commute and drop a cc to your People Leader with at least 24 hours notice.
2. Can I take a drop to some other location other than my home location.
 - No, cabs are provided for to and from designated Nodal point as per WOW address (hotel, for travelers) to office only.
3. What is the procedure to change home address location?
 - Please [update your home location in WoW](#) and please drop an email to GWS India Commute with confirmation of address change.

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4. Can I use my personal car for commuting to the office?

- Yes. Shuttles are provided on a voluntary basis, if Workmates choose to use their own vehicles for office commute, they are free to do so. Workday has limited free parking. Workday does not reimburse for any fuel/conveyance charges. Please update the Safety team if you are coming by your own vehicle on a weekly basis so we can coordinate the F&B services.

5. How can I book a cab for my business trip in India?

- Please email the GWS India Commute team with trip details.

Note: The transport policy will be reviewed and revised quarterly, taking into account utilization and trends.

For Any Emergency, please Contact on +91 6827 621 015

Policy Version Control

<i>Date</i>	<i>Version</i>	<i>Approved By</i>	<i>Owner</i>
<i>27-02-2023</i>	<i>1.0</i>	<i>Sal Del Rio</i>	<i>Garima Kushwaha</i>
<i>31-03-2023</i>	<i>1.1</i>	<i>Christina Limata</i>	<i>Simkie Rana</i>
<i>31-08-2023</i>	<i>1.2</i>	<i>Sal Del Rio</i>	<i>Rohit Sapkal</i>
<i>31-10-2023</i>	<i>1.3</i>	<i>Matt Oien</i>	<i>Rohit Sapkal</i>
<i>23-4-2024</i>	<i>1.4</i>	<i>Matt Oien/Sal Del Rio</i>	<i>Rohit Sapkal</i>
<i>05-11-2024</i>	<i>1.5</i>	<i>Matt Oien/Sal Del Rio</i>	<i>Rohit Sapkal</i>
<i>1-16-2025</i>	<i>1.6</i>	<i>Matt Oien/Sal Del Rio</i>	<i>Rohit Sapkal</i>
<i>3-8-2025</i>	<i>1.7</i>	<i>Matt Oien/Sal Del Rio</i>	<i>Rohit Sapkal</i>
<i>3-28-2025</i>	<i>1.8</i>	<i>Matt Oien/Sal Del Rio</i>	<i>Rohit Sapkal</i>
<i>5-19-2025</i>	<i>1.9</i>	<i>Sal Del Rio</i>	<i>Rohit Sapkal</i>
