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Better
Every Day

EMPLOYEE TRANSPORT POLICY

Montego
—Pet Nutrition—

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1. PURPOSE

This Policy outlines the guidelines and procedures for transporting operational staff working the following shifts:

- Graaff-Reinet Production Dry employees
- Engineering Department employees
- Security employees
- SHEQ Cleaners (Treats & M-Junction)
- Graaff-Reinet Warehouse 3 (Smalls)
- Treats Production employees
- Day Shift employees

2. AIM

This Policy aims to provide **employees working shifts** with a structured and reliable transportation system and ensure safe, efficient, and timely transportation to and from their designated bus stops.

3. SCOPE

This Policy applies to all employees who work shifts and utilise Montego Pet Nutrition's transport as Company-owned buses.

4. DISCRETIONARY ARRANGEMENT

Montego Pet Nutrition does not guarantee transportation for shift workers. The decision to provide this bus transportation is at the discretion of Management and depends on the Company's operational requirements and resources.

We offer Company buses to transport Shift-working employees, including Day-Shift employees, to their work site.

It's important to note that the bus will only stop at designated pickup points on the normal route and cannot go off-route to pick up employees.

5. TRANSPORTATION SCHEDULE

Company buses will operate on a fixed schedule and route to accommodate employees' shifts and working hours. The schedule will be communicated to all relevant staff members in advance and subject to periodic reviews and adjustments as necessary (See **Annexure A** for the Bus Transport Schedule).

6. ROUTES

The three (3) main routes, where buses pick up operational employees one (1) hour to forty-five (45) minutes before the start of each shift, are listed below:

- Asherville - 1st
- Santaville - 1st
- Umasizakhe - 1st

7. PICK-UP AND DROP-OFF PROCEDURES

7.1 Pick-up

Employees must be at the designated bus stops on routes to be taken to Montego Pet Nutrition's main factory, as stipulated in point 6 above and as per the attached schedule (*Annexure A*).

Buses will not wait for latecomers, and employees who miss the bus are responsible for making alternative transportation arrangements.

7.2 Drop-off

At the end of their shifts, buses will drop off employees at the same designated bus stops on routes as stipulated in point 6 above and as per the attached schedule (*Annexure A*).

Employees are expected to exit the bus promptly at the designated stop.

8. BUS CONDUCT RULES

Employees are expected to behave respectfully and courteously while on Company buses. No disruptive behaviour, harassment, or misconduct will not be tolerated.

The Driver (Bus) has the authority to deny an employee from boarding the bus under the following circumstances:

- Failure to adhere to the scheduled pickup time.
- Disruptive or disrespectful behaviour.
- Violation of safety rules, including failure to wear seat belts.
- Any other behaviour that jeopardises the safety and well-being of passengers.

9. SAFETY MEASURES

Any vehicle transporting employees must comply with relevant legislation. The Driver (Bus) may use their discretion in assessing situations and enforcing the rules for the safety and comfort of all passengers.

Bus security cameras will be monitored to ensure all safety measures are adhered to.

The following must be observed in this regard:

- A maximum of twenty-two (22) employees may be on each Company-owned *Toyota Coaster* bus at any time.
- All occupants are to wear seatbelts where these are fitted. All employees must fasten their seat belts while on board the Company bus.
- Seats must be supplied and securely fixed to the vehicle.
- No unsecured materials or equipment may be transported along with passengers.
- Smoking, eating, and drinking are prohibited on Company buses.
- Employees are prohibited from carrying hazardous or flammable materials.
- Vehicles are always to be maintained in a good roadworthy condition.
- Vehicles are to be licensed.
- Drivers must have a *Drivers License* and *Public Driving Permit (PDP)* and be medically fit to drive.
- Drivers are responsible for passengers in their vehicles and must not tolerate unruly behaviour or overloading—such persons must be removed from the vehicle.
- No moving about or jumping on and off is permitted whilst the vehicle is in motion.
- Drivers must acknowledge the full responsibilities outlined in their appointments.

10. EMERGENCY PROCEDURES

In the event of an emergency, employees must follow the instructions of the Driver (Bus).

Emergency Exits and safety equipment on the buses should only be used in case of an actual emergency.

11. MAINTENANCE AND INSPECTIONS

Company buses will undergo regular maintenance and inspections to meet safety standards. Employees are encouraged to report any bus safety concerns promptly.

12. COMMUNICATION

Any changes to the *Transportation Schedule* or other relevant information will be communicated to employees through official channels, such as Company announcements, emails, or notice boards.

13. ENQUIRIES

The Human Resources Department shall review concerns, complaints, or questions about applying this Policy as referred to them by Management or Montego Pet Nutrition employees.

ANNEXURE A

BUS TRANSPORT SCHEDULE FOR MONTEGO PET NUTRITION OPERATIONAL EMPLOYEES

Below are the official shift times and corresponding employee *Transport Schedules* for operational staff using company-offered bus transport at Montego Pet Nutrition.

Note: The bus transport will only operate at scheduled times and on specified routes.

ROUTES

The three (3) main routes, where buses pick up operational employees one (1) hour to forty-five (45) minutes before the start of each shift, are listed below:

- Asherville: 1st
- Santaville, 1st
- uMasizakhe: 1st

PICK UP AND DROP OFF TIMES PER SHIFT:				
MORNING PICK-UP AREAS: Asherville Santaville uMasizakhe		AFTERNOON / EVENING PICK-UP AREAS: M-Junction		
SHIFT	PICK-UP START TIMES	BUS	BUS DOOR OPENS	BUS DOOR CLOSES AND DEPARTS
06:00 - 14:00	05:00	Bus 1	14:15	14:20
		Bus 2	14:15	14:20
		Bus 3	14:15	14:20
		Bus 1	14:30	14:35
		Bus 2	14:30	14:35
		Bus 3	14:30	14:35
14:00 – 22:00	13:00	Bus 1	22:15	22:20
		Bus 2	22:15	22:20
		Bus 3	22:15	22:20
		Bus 1	22:30	22:35
		Bus 2	22:30	22:35
		Bus 3	22:30	22:35
22:00 – 06:00	21:00	Bus 1	06:15	06:20
		Bus 2	06:15	06:20
		Bus 3	06:15	06:20
		Bus 1	06:30	06:35
		Bus 2	06:30	06:35
		Bus 3	06:30	06:35
07:00 - 16:30	Staff will only be picked up if they are on the bus's return route	Bus 1	16:45	16:50
		Bus 2	17:00	17:05
07:00 - 19:00	06:30	Bus 1	19:05	19:10
19:00 – 07:00	18:30	Bus 1	07:05	07:10