



**S.J. Abed & Al Sulaimi Catering Group SAOC**

*"We Cater to Your Needs"*

## **COMMUTING POLICY**

- Our Company is committed to follow the PDO HSE procedures
- We provide transport facilities to all our staff (local & expatriates) In line with PDO SP2000
- We are responsible for employees' commute whose place of residence is located more than one hour driving time from their primary interior work location
- We provide tickets for all staff from PDO approved transport buses at our interior work locations and back home
- We highly discourage employees who wish to collect money to purchase their own bus tickets
- We will not be responsible for the travel arrangements and safety of employees travelling between their place of residence and the commuting hub
- We provide designated car parking areas for those who use private cars to travel to work within one hour driving distance
- Our Company has established commuting hubs for employees whose residence is more than one hour drive from their primary interior work location
- We will arrange transportation for employees back to their place of residence in case of an emergency
- We ensure that the vehicle journeys are subject to the requirements of the safe journey management specifications
- Our Company will be responsible for the necessary night travel approval from the concerned department from PDO at our interior work locations in special circumstances.

**Joseph J. Abed**  
Director



**Date: 10-03-2025**