

Qatargas Operating Company Limited

Procedure	03.08.03.02
Effective	01/09/2013
Issue Date	01/09/2013
Valid Until	31/08/2016
Revision	03

1. PURPOSE

The purpose of the procedure is to establish policy controls and guidelines for providing Shuttle and Shopping bus services for Community residents.

2. SCOPE

Covers all Qatargas, Rasgas employees and their dependents residing in Al Khor Community.

3. PROCEDURE

It is the policy of the Community to provide transport services to the Company employees and their family members.

These services include the following:

- Community Shuttle & Al Khor Hospital Bus Services.
- Family Shopping Bus Services to Doha locations.
- Al Khor Mall Shopping Bus Services.
- Ladies only Shopping Bus Services to Doha.

3.1. RESPONSIBILITIES OF EMPLOYEES AND THEIR FAMILY MEMBERS

- Being present at the pick-up locations at least five minutes before the scheduled departure time.
- Not to carry bulky items that occupy space in the bus.
- No smoking whilst on the bus.
- Food & beverages are not to be consumed on the bus.
- Not to allow any non-Qatargas/RasGas Staff member to use the bus services.
- Not to deliberately damage or vandalise the bus. Any damage reported will be charged to the individual concerned and HR will be notified.
- Not to drop litter or make a mess on the bus. Any extra cleaning necessary due to misbehaviour will be charged to the employee.

3.1.1. COMMUNITY TRANSPORT IS RESPONSIBLE FOR:

- Issuing proper schedules for services provided in advance and publishing them.
- Ensuring that the contractor abides with the schedules.
- Continuously monitors the feedback received from users.
- Providing additional buses in a quick manner if the scheduled buses or not adequate.
- Ensure that the contractor takes all necessary safety precautions and follows Company Safety guidelines at all times.

3.1.2. CONTRACTOR IS RESPONSIBLE FOR:

- Providing suitable buses in a timely manner as per requirement.
- Ensuring that the drivers observe safety requirements and follow Company procedures at all times.
- Not transporting any one who is not a Qatargas/RasGas employee or staff family member.
- During Ramadan , Contractor should not provide buses with fasting drivers for any School transport, Doha Shopping, club events, etc.

Shuttle Bus Services		Prepared By: Community / Transport
Approved:	Date:	Issued By: Administration Group

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3.1.3. SHUTTLE SERVICES

- Transport Section develops the schedules and takes approval from Community Director and publishes it through company e-mail and by posting it on notice Boards of all clubs and web site. Hard copy of the updated schedule is available with the Transport Section.
- Passengers have to be at the designated pick-up locations at least five (5) minutes before the departure time.

3.2. RESTRICTION

- No adult males are allowed to utilize buses designated for ladies only shopping.
- Children & teenagers should be accompanied by an adult.

4. APPROVAL

This procedure along with any amendments made thereto, require review and approval by Community Director.

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