



Maritec Tanker Management Pvt Ltd

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SAFETY CIRCULAR

07/2020

Date: 10th Mar 2020.

Subject: Travel Request Policy

TO: Fleet

RUBIS has across the Co issued new guidelines when travelling for Work / Business and this is in majority , due to the fact of wanting to know the whereabouts of a an employee at any point of time , for the sake of his/her own personal safety and above to avoid unnecessary travel (to contribute towards reducing the Carbon footprint).

The instructions are quite simple and straightforward:

- Every employee is to inform and seek approval for travel from his / her immediate superior
- The person responsible to approve it is to sign off on the travel plan.
Only once that is done then the confirmation for the travel booking can be made.

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