ANNEX TO THE TERMS OF SERVICE

ACCEPTABLE USE POLICY

This Acceptable Use Policy (the "AUP") specifies guidelines for users of the Services of the Provider. Users of the Services ("You" or "Users") are obligated to use the Services as agreed to in your Agreement and respective Order Form(s), in compliance with Documentation. Use of the Services may be suspended or terminated for violation of this AUP in accordance with your Agreement with the Provider. Unless otherwise defined in this AUP, capitalized terms shall have the meaning set out in the Agreement. By creating an account and using the Services, you agree to comply with this AUP and all applicable laws. For the avoidance of doubt, Users access and use the Services solely on behalf of and for the benefit of the Customer under the Agreement. Any obligations, representations, or conduct of a User under this AUP shall be deemed to be the obligations, representations, or conduct of the Customer. Nothing in this AUP creates any direct contractual relationship between the Provider and any individual User. Any reference to "You" in this AUP refers to the applicable User acting on behalf of the Customer.

1. DEFINITIONS

For the purposes of this AUP:

"**Platform**" means the Provider's website, applications, and related services provided to the Customer under the Agreement.

"**Account**" means a personal user account created on the Platform.

"**User**" means any individual accessing the Platform.

"**Member**" means a User who has created an Account.

"**Driver**" means a Member offering a Ride to other Members.

"**Passenger**" means a Member booking or participating in a Ride.

"**Ride**" means a shared journey offered by a Driver acting in a private, non-professional capacity, using a vehicle they are legally authorised to operate, in which Passengers may reserve seats in exchange for a contribution to travel costs.

"**Ride advertisement**" means a Ride offer published on the Platform.

"**Seat**" means a passenger seat offered in a Driver's vehicle.

"**Trip**" means the journey described in a Ride advertisement.

"**Cost contribution**" means the amount requested by the Driver to share actual travel costs.

"**Parking reservation**" means a reservation of a parking space made through the Platform.

"Car reservation" means a reservation of a fleet vehicle made through the Platform.

The Provider does not provide transportation services and is not a party to agreements between Drivers and Passengers.

2. GENERAL ELIGIBILITY AND PERMITTED USE

2.1. You must be at least 18 years of age to use the Services. By accessing or using the Services, you represent and warrant that you are 18 years of age or older. Each User may maintain one (1) account only and shall not create accounts on behalf of third parties.

2.2. You must be an employee or contractor of the Customer or its Affiliate who is authorised to access the Services. User IDs are granted to individual, named persons and may not be shared.

2.3. You may use the Services solely for the benefit of your employer and in accordance with the Terms of Service, the Documentation, and any scope of use restrictions designated in the applicable Order Form.

2.4. Your use of the Services must comply with your employer's policies, including any benefit allocation rules, spending limits, or category restrictions set by your employer.

3. CARPOOLING SERVICES: IF YOU ARE A DRIVER

3.1. Driver Eligibility Requirements

You may post a Ride advertisement only if all of the following conditions are met:

a) You hold a valid driving licence;

b) You only offer Rides for vehicles you own or are authorised to use for carpooling;

c) You are and remain the main driver of the vehicle;

d) The vehicle has valid third-party insurance;

e) You have no medical condition or incapacity preventing you from driving;

f) The vehicle is a passenger car with four wheels and a maximum of nine seats;

g) You do not post more than one Ride advertisement for the same Trip;

h) You do not offer more Seats than are available in the vehicle;

i) All offered Seats are equipped with seatbelts;

j) The vehicle is in good working order and complies with applicable legal requirements, including a valid technical inspection certificate.

3.2. Posting Ride Advertisements

When posting a Ride advertisement, you must provide accurate and complete information, including:

a) Date and time of the Trip;

b) Pick-up and drop-off locations;

c) Number of Seats offered;

d) Cost contribution requested.

You are solely responsible for the content of your Ride advertisement and must complete the Trip under the conditions described in it.

3.3. Cost Sharing: No Profit Allowed

Drivers determine the cost contribution requested from Passengers. However, making a profit is strictly prohibited.

You must limit the cost contribution to the actual costs incurred for the Trip. The Platform may not be used to generate income.

3.4. Driver Conduct and Obligations

When acting as a Driver, you must:

a) Comply with all applicable driving laws and regulations;

b) Ensure your insurance covers carpooling, including cross-border Trips;

c) Drive safely and not use substances that impair your ability to drive;

d) Only post Ride advertisements for Trips you genuinely plan to make;

e) Perform the Trip as described and respect agreed times and locations;

f) Not transport more Passengers than the number of Seats offered;

g) Use a roadworthy vehicle with valid inspection certificates;

h) Provide driving, vehicle, and insurance documents to the Provider or Passengers upon request;

i) Inform Passengers promptly of delays or changes;

j) Carry required identity and travel documents for cross-border Trips;

k) Wait at the agreed meeting point for at least 15 minutes;

l) Ensure you can be contacted by phone via the number registered on your Account;

m) Behave responsibly and respectfully during the Ride;

n) Not decline bookings based on discriminatory grounds, including race, religion, gender, age, disability, or similar characteristics.

3.5. Responding to Booking Requests

Drivers must respond to booking requests. Unanswered requests may expire automatically.

4. CARPOOLING SERVICES: IF YOU ARE A PASSENGER

4.1. Booking a Seat

Passengers may submit booking requests through the Platform. A booking becomes valid only after acceptance by the Driver and confirmation by the Platform.

4.2. Booking Must Match Identity

Bookings must correspond to the identity communicated on the Platform. You may book one Seat on behalf of another person, provided you accurately communicate that person's name and contact details to the Driver.

4.3. Restrictions on Booking for Children

a) Booking for children under 14 years of age travelling alone is prohibited.

b) Booking for young persons aged 14–17 travelling alone requires prior Driver approval and written consent from a legal guardian.

4.4. Prohibited Bookings

The Platform may only be used to book Seats for people. You must not:

a) Book Seats for objects, packages, or animals travelling alone;

b) Publish Ride advertisements on behalf of another Driver.

4.5. Passenger Conduct and Obligations

Passengers must:

a) Behave appropriately and not distract the Driver;

b) Respect the vehicle and its cleanliness;

c) Inform the Driver promptly in case of delay;

d) Pay the agreed cost contribution where applicable;

e) Wait at the meeting point for at least 15 minutes;

f) Provide identity documents upon request;

g) Not carry illegal or dangerous items;

h) Carry required identity and travel documents for cross-border Trips;

i) Ensure they can be contacted by phone via the registered number.

4.6. Responsibility for Third-Party Bookings

If you book a Seat for another person, you are responsible for ensuring that person complies with this AUP and the Agreement.

5. PARKING RESERVATION SERVICES

5.1. Parking Reservation Eligibility

You may create a Parking reservation only if:

a) You own or are authorised to use the vehicle;

b) You are the main driver of the vehicle;

c) The vehicle has valid third-party insurance;

d) You have no medical condition preventing driving;

e) The vehicle is a passenger car with four wheels and a maximum of nine seats;

f) You do not create duplicate reservations for the same Trip;

g) The vehicle is roadworthy and legally compliant, including a valid technical inspection certificate.

5.2. Posting Parking Reservations

Parking reservations that comply with the Agreement and this AUP may be published on the Platform. The Provider reserves the right to remove any Parking reservation that does not comply with these rules.

5.3. Visitor Booking Reservations

Admins and authorized Users of the company who can create Parking reservations for external visitors.

6. COMPLIANCE WITH LAWS AND SAFETY

6.1. Users are solely responsible for complying with all applicable laws and regulations, including those related to road traffic, insurance, safety, and consumer protection.

6.2. The Provider acts solely as an intermediary platform and does not:

a) Provide transportation services;

b) Employ or supervise drivers; or

c) Assume responsibility for the execution of any Ride.

6.3. Any agreement, interaction, or dispute related to a Ride exists solely between the participating Users.

7. MONITORING

7.1. The Provider reserves the right, but not the obligation, to monitor use of the Services and investigate potential violations of this AUP and the Agreement.

7.2. In the event of a violation, the Provider may, at its sole discretion and without prior notice:

a) Remove or restrict content;

b) Suspend or terminate a User's account;

c) Limit or permanently revoke access to the Services.

7.3. The Provider shall not be liable for any loss, damage, or inconvenience arising from the suspension, termination, or deletion of a User's account in accordance with this AUP and the Terms of Service.

7.4. Enforcement actions may be taken immediately where necessary to protect Users, ensure compliance with law, or safeguard the platform.

8. AMENDMENTS

8.1. The Provider may amend this AUP from time to time. Continued use of the Services after publication of an amended AUP constitutes acceptance of the revised version.