



Adobe Commute Alternatives Program - Ottawa

Adobe's Commute Alternatives Program is designed to help employees find less stressful, less expensive, and less polluting options than driving alone to work, such as carpooling, riding transit, and bicycling.

Adobe's Commute Alternatives Program provides a valuable benefit to current and future employees, and demonstrates Adobe's commitment to reducing traffic congestion and air pollution.

Public Transit

Adobe will provide regular employees in Ottawa, ON for the cost of an OC Transpo transit with a reimbursement of up to \$100.00/month. Passes can be used for both commute and personal trips.

To obtain your OC Transpo pass go to <http://www.octranspo.com/maps/vendors/map.asp> to locate the closest OC Transpo bus pass vendor in your area. Once you have purchased your pass you will be required to provide proof of purchase as well as the completed reimbursement form to commute@adobe.com.

You will not be required to return your parking pass if you have had one issued to you as parking will still be available to you if it is needed.

This is a taxable benefit to all employees.

For more information on services, such as bus routes and schedules as well as cost for monthly passes for OC Transpo visit www.octranspo.com.

Carpooling

Carpooling is one of the most flexible commute options. Many commuters carpool 2-3 days per week as their work and personal schedules permit. The City of Ottawa provides a free service to help find people to carpool with in your area. For more information on this service please visit www.ottawaridematch.com.

Bicycle Commuting - Ottawa

Bicycle racks are available outside and in the underground parking garage to employees located at 343 Preston St. The outdoor bicycle racks can be found on Aberdeen behind the Heat \$ Crown Pub and the indoor ones are located on P1 level of the parking garage on each side of booth #1 as well as on P1 sec 111 tan. Bicycle lockers are available on a first-come-first-served basis. It is the employee's responsibility to lock his or her own bicycle. Bicycles are not permitted in Adobe offices or the elevators.

Bicycle users are required to enter and exit the garage with their bicycles via the side door located beside the Rochester garage entrance overhead door. **Riding in and out of the garage via overhead doors are dangerous to all involved.** The side door can only be accessed by a fob that must be provided to you by security in Tower 1. A \$10.00 deposit will be required for the fob and a receipt will be given for the deposit. This fob only activates the side door and not the garage overhead door. If you need assistance with finding the bike racks, any of the parking booth attendants or garage rovers can direct you.

Showers and clothing lockers are available in the Wellness Centre located on the ground floor of Tower III at no charge to the employee. Clothing lockers are available on a first-come-first served basis. To gain access to the Wellness Center please see Adobe reception.

Emergency Ride Home

Employees who use a commute alternative to the Adobe Ottawa office are eligible for Adobe's Emergency Ride Home Program. In a case of a personal emergency during your work day Adobe will arrange for and pay the cost of a taxi cab to get you to your home or another destination (hospital, child's school, etc.).

In order to qualify for a free ride you must:

- Be using a commute alternative on the day you need a ride, and
- Have a legitimate, verifiable need

Legitimate needs for a ride include:

- An accident of injury to your immediate family, spouse, or partner
- A sudden and unexpected illness of yours, your immediate family, spouse or partner
- A major individual catastrophe such as a house fire, gas leak or flood

Needs not covered by the program:

- Working overtime (your department may choose to pay for your ride home)
- A job related injury where you need to get to a doctor
- Prearranged medical or dental appointments
- Personal errands
- Situations where your immediate presence is not required or physically possible

If you need an Emergency Ride Home, please follow the instructions below:

Ottawa:

Proceed to the reception area of the 343 Preston St. to request a taxi voucher (24 hours per day). Provide the receptionist or security officer (when receptionist is not on duty) with your name and the reason you need an Emergency Ride Home. Call the cab vendor listed on the voucher to arrange a pick-up time and location. It is preferable to wait until you have the taxi voucher in hand before calling the Cab. However, if time is critical you may call the Cab from your office and then proceed to the reception area to pick-up a cab voucher.

Please contact the Commuter Benefits program by emailing commute@adobe.com if you have any questions.