

Off-Hours Taxi Policy

Any employee who normally commutes by public transportation may, with the approval of his or her manager, use a taxi at company expense to travel between home and work during certain "off hours," as described below.

The Policy has three principal parts:

1. 10:00 p.m. - 7:00 a.m. -- All Dow Jones Employees: An employee who would otherwise normally use public transportation and who begins or ends work between 10:00 p.m. and 7:00 a.m. may take a taxi between home and work at company expense, provided that the employee's manager reasonably believes that public transportation would be unsafe.

2. 8:00 p.m. - 10:00 p.m. -- All Dow Jones Employees, except for Harborside and New York City Based Employees Who Live in New York City or commute using the PATH: Again provided the employee's manager reasonably believes that walking or taking a bus or subway to or from public transportation would be unsafe, an employee who otherwise normally would walk or take a bus or subway to or from public transportation and who begins or ends work between 8:00 p.m. and 10:00 p.m. may take a taxi at company expense between work and the nearest practicable public transportation terminal and/or between a public transportation terminal and home.

3. 8:00 p.m. - 10:00 p.m. -- Harborside and New York City Based Employees Who Live in New York City or commute using the PATH: A Harborside or New York City-based employee who begins or ends work between 8:00 p.m. and 10:00 p.m. and who lives in Manhattan, Queens, Brooklyn, Staten Island or the Bronx, may take a taxi at company expense between work and home, and for those using the PATH the employee may take a taxi to the point at which the employee's trip on the PATH ends, provided (as in all other cases) the employee's manager reasonably believes that public transportation would be unsafe.

Additional Provisions: Participation in a company-sponsored or company-related function outside an employee's normal working hours is considered an extension of work for purposes of the Policy.

Employees should share company-provided taxis whenever possible. They may not be used for personal purposes other than for commuting due to unsafe conditions as provided above. Personal stops are not permitted. Unless specifically approved by a manager, any waiting time, use of an in-car telephone or any other add-on service will be charged to the employee.

Because they are usually more expensive, on-call taxi and car services should only be used if licensed taxi cabs cannot be hailed on the street with reasonable ease. If on-call taxi or car services are engaged, only fleets designated by the company can be used. Drivers will be instructed to obtain employees' names for each use. Gratuities are included in the charges of on-call taxi and car services, and any extra tips added by an employee will be charged to the employee.

Department managers are responsible for monitoring compliance with this policy and approving related expenses. Off-hours taxi expenses incurred by department managers must be approved by their managers.

IRS regulations state that the value of all or a portion of company-paid taxi fares in certain instances may be included as additional income to some employees on which those employees could be subject to personal income taxes.