

**Overview**

SKG Services' company vehicle policy describes our guidelines for using company cars. A "company car" is any type of vehicle our company assigns to employees to support their transportation needs for their jobs. Company cars belong to SKG Services and we want to make sure our employees use them properly.

**Scope**

This policy refers to all our employees who are eligible to drive or receive a company car and those who drive one as part of their daily job duties.

Employees who may be assigned a company car fall into four categories:

- Employees who need to travel to meet with customers, partners or vendors.
- Employees who use company vehicles as an indispensable part of their jobs (e.g. truck drivers and delivery drivers).
- Employees who are given a company car as a benefit attached to their jobs.
- Employees who are given one off or temporary permission to drive an SKG vehicle to be able to perform a duty or job

**SKG Services' obligations**

We want to ensure that all our employees are safe at work and preserve our company's legality. For these reasons SKG Services ensures to:

- Make sure cars are legally safe to drive before assigning them to employees.
- Schedule periodical maintenance to ensure cars remain in good condition.
- Provide a copy of this policy to all employees who are assigned permission to drive company cars.
- Insure vehicles with a reliable insurance provider.

Drivers are responsible for bringing in their company cars for any maintenance our company schedules. We keep records of our fleet with manufacturing date and mileage. We will retire any car that's deemed unsafe, too old or is too high in mileage.

SKG Services is not responsible for:

- Paying fines employees accumulate while driving company cars that they are responsible for (e.g. for driving too fast.)
- Bailing out employees arrested while driving company cars.

**Protecting the environment and saving costs**

Cars are harmful to our environment and costly to use. We'll try to provide employees with eco-friendly cars when possible. We also expect our employees to use their assigned company cars sensibly, considering environmental impacts. Examples of instances when using company cars isn't necessary:

- When public transport is easily accessible and faster.
- When business trips are far enough to warrant use of train or plane.
- When employees can complete a task without driving.

### Disciplinary Consequences

- Employees will face disciplinary consequences if they don't follow this policy's rules. For minor offenses, like allowing unauthorized people to drive a company car or receiving more than [two] fines, we may issue reprimands and ultimately revoke the company car.
- We may terminate an employee and/or take legal action as needed for more serious offenses. That can include leasing out a company car for personal financial gain or causing an accident while driving intoxicated.

### SKG Services Vehicle Policy

SKG Services runs a fleet of company vehicles that are allocated to head office managers, customer service managers, security managers/officers operating in the field. Additionally, there are service vans for the transport of consumables and equipment for specialist cleans and security at major events.

Staff are also reminded that several vehicles display the company logo or have personalised number plates (beginning with SKG) and are easily identified by the public if the vehicle is being driven in an unlawful or unsafe manner.

SKG Services does not permit staff under the age of 25 drive company vehicles due to Insurance Policy requirements. Dean Manoussakis has permission to drive company vehicles.

In most cases, our company will determine which employees will be assigned company cars. Employees who aren't assigned company cars but believe they need one may discuss this with their supervisor or consult with our [Human Resources (HR) department.]

Employees are permitted to drive their assigned company cars outside of working hours, but they must always abide by this policy.

We retain the right to revoke or assign company vehicles at our discretion.

If employees have their driver's licenses suspended or revoked, they must inform our Human Resources department. We'll reassign their company car until they become eligible to drive in accordance with our policy (maintaining a clean driving record for at least 5 years).

Employees who are fatigued and/or sick should avoid driving if they feel their driving ability is impaired. If sickness occurs during a business trip that requires the use of a company car, employees should take regular breaks while driving or ask HR for overnight accommodations, if needed.

Vehicles issued on a fulltime basis are subject to strict conditions of use. These conditions involve the following:

- Have a valid driver's license – to drive the appropriate allocated vehicles, and abide by your licence conditions e.g., spectacles or contact lenses must be worn.
- Have a clean driving record for at least 5 years. This means they must not have been held at fault for a car accident or arrested on charges of violating vehicle and traffic laws (e.g., driving under the influence of drugs or alcohol), and driving in a manner that endangers life and property.
- Drive in a safe manner – always comply with the sign posted speed limits and other controls.
- Never drive at excessive speed – Speeding over 45 Kms per hour above signed speed limit will result in cancellation of licence and impounding of vehicle.
- Avoid double-parking, blocking entrances and engaging in other traffic violations that may result in fines.
- If issued with a Fuel Card only use it to purchase fuel (appropriate for the vehicle), oils, coolant, and other vehicle fluids. Do not purchase nonvehicle items on the card.
- If vehicle is fitted with an E-Tag, ensure it is working correctly when using tollways. If the battery has expired request Human Resources to secure a replacement.
- If no Fuel Card is issued, then document any driving-related expenses – fuels and tolls and submit a monthly claim to Human Resources for approval and reimbursement.
- SKG Services staff issued with a vehicle are required to regularly check service requirements, tire pressure, safe tread, all car fluids are at appropriate levels, and the vehicle is regularly cleaned inside and out.
- Ensure the vehicle is serviced at the determined time intervals as indicated in the Service Log.
- Report any damages or problems with their assigned cars to HR as soon as possible.
- No Smoking inside a company vehicle – smoking near a vehicle transporting gas cylinders may cause an explosion.
- Do not lend a company vehicle to a family member or friend unless permission has been given by the Human Resources Manager.
- Violate laws by using a phone or texting while driving. Hands-free phone attachments must always be used if it is necessary to communicate whilst driving.
- Leave the vehicle unlocked, unattended or parked in a dangerous area.
- Avoid traffic violations that may result in fines.
- Traffic fines for speeding, parking, and red-light offences are the responsibility of the staff member who has been allocated a company vehicle.
- Where a staff member is attending an emergency at an SKG site and is forced to park in violation of parking restrictions the cost of any fine or tow away costs is covered.
- Never drive in a manner that endangers life and property.

Casual or part-time use of company vehicles. (In addition to all full-time employee driving policies)

- Staff members, who need to use a company vehicle for work related activities must gain approval from the Human Resources Manager before use is approved.
- Present a copy of their current licence to be recorded.
- Provide details of the intended use and approximate duration of use.
- On completion of use ensure vehicle is emptied of materials and return keys to the office or to the staff member who is allocated the vehicle.

#### **Employees with disabilities**

- Employees with disabilities may also be eligible for company cars and parking spaces. We're also willing to make reasonable accommodations to facilitate their company vehicle use. Employees who take medications that severely affect their sense of orientation, vision or reflexes or have impairments that can't guarantee safe driving may not be permitted to drive a company car.

#### **Accidents**

- Staff involved in an accident with a company car, must contact the HR Manager immediately, to enable contact with our insurance provider.
- Staff should not accept responsibility or guarantee payment to another party in an accident without company authorization.
- Staff should follow legal guidelines for exchanging information with other drivers and call local police if accidents are serious with injured persons.
- If the damaged vehicle is unable to be driven the driver should arrange towing services and report this to the Human Resources Manager to confirm the location of company approved smash repairer.