

Company Motor Vehicle Policy

1. Policy

- 1.1** Dorex Pty Ltd (the Company) provides company vehicles to employees in certain instances to better enable them to conduct Company business. This policy has been developed to ensure that employees are aware of the expectations in relation to safe and lawful use of all Company owned and leased vehicles.

2. Lawful Use of Vehicles

- 2.1** Employees who are provided a vehicle for business purposes must hold a current and valid drivers license for the class of vehicle being provided. If an employee who has been provided a vehicle ceases to hold a current and valid drivers license for any reason, they must not drive a Company vehicle and must advise their manager immediately.

3. Reasonable Personal Use

- 3.1** Company vehicles are provided to certain employees to ensure that those employees are able to perform their work in the most efficient and productive way possible. These vehicles may, by written permission, be driven for reasonable personal use from time to time.
- 3.2** Reasonable Personal Use is defined as using the vehicle,
- to drive to and from work each day;
 - on weekends for short distances (less than 200km per day); and
 - during periods of approved leave for short distances (less than 400km round trip).
- 3.3** The restriction on personal use of company vehicles is necessary to manage the operating expenses of the vehicle, retain the resale value of the vehicle, and to ensure the Fringe Benefits Tax liability associated with those vehicles is kept to a minimum.

4. Personal Use of Vehicles and Leave

- 4.1** When being used for private purposes, Company vehicles may be driven within a 200km radius of the office or workplace where the vehicle is normally based. Permission must be obtained from the CEO for longer distances.
- 4.2** During an allocated driver's annual leave, Company vehicles may be requested to be returned to the workplace so they may be reallocated to other employees during that leave period to undertake work-related travel.
- 4.3** Whilst on unpaid leave, such as Parental Leave, the vehicle is to be returned to the Company and it may be reallocated during this period.

5. Health & Safety

- 5.1** The policy statement issued by the company underlines the absolute commitment to create and maintain a safe working environment. When adhered to it will, so far as is reasonably practicable,

help to safeguard the interests of the Company and the health and safety of its employees who drive in the course of their employment.

- 5.2** There is a legal duty for employees to follow company guidance; taking reasonable care for themselves and for the safety of others whilst at work and this includes driving during the course of their employment.

Summary checklist:

5.3 Your journey:

- Consider if it is necessary.
- Allow sufficient time for traffic delays, breaks and re-routing, etc.
- Choose the safest route, taking into account the weather conditions, etc.
- Prepare emergency arrangements for an unplanned overnight stay should there be adverse conditions.
- Ensure you have sufficient fuel for the journey to avoid the possibility of breakdown or stopping in unsafe areas.

6. The Law and your company vehicle

- 6.1** It is your responsibility to comply with all laws relating to your company vehicle.

7. Drugs, Drinking and Driving

- 7.1** It is a very serious matter to be convicted of a driving offence, e.g., driving while under the Influence of drugs or alcohol. In the event of a conviction, your status in relation to the use of a Company vehicle will be re-assessed. If you lose your driver's licence and you are required to use a vehicle in the course of your work, your employment may be terminated.

8. Parking fines

- 8.1** Should you at any time incur a fixed penalty parking or speeding fine, you must settle this yourself within the time specified. This will not be paid for by the Company. The Company will complete a Statutory Declaration form and return to the Department of Transport advising of the staff member responsible for the fine.

9. Mobile phones

- 9.1** It is an offence for the driver to use a mobile phone whilst a vehicle is being driven, unless it is being used with a hands-free kit. Even with legal hands free kit the Company still believes the use of a mobile phone increases risk dramatically and employees are expected to use sensible judgement to restrict calls on the move to situations where there is little or no risk.
- 9.2** A hands-free kit is defined as a kit that enables a call to be made or received without the need to hold the handset.

10. Condition / Cleaning of vehicle

- 10.1** You have the responsibility to drive the vehicle safely and to comply with all vehicle-operating requirements as stated in law, this policy and the manufacturer's handbook.
- 10.2** You are expected to keep the vehicle in a clean and tidy condition at all times. Kept in good order, the vehicle will reflect a good image of both you and the Company. If you allow the vehicle condition to deteriorate through neglect it could be dangerous and cause serious injury.
- 10.3** E-Toll tags are attached in all vehicles.
- 10.4** Log books are to be completed with each journey for Fringe Benefits Tax record keeping.
- 10.5** Smoking is not permitted in Company provided vehicles at any time.
- 10.6** The Company reserves the right to inspect a vehicle allocated to an employee at any time.
- 10.7** Where an employee has failed to maintain a vehicle in accordance with this policy, or is found to be in breach of this policy in any way, the vehicle may be withdrawn with no compensation and the employee may be subject to disciplinary action up to and including dismissal.

11. Reporting accidents to the Police

11.1 Only report an accident to the Police if:

- There is an injury to a person or animal (i.e., dog or larger).
- The third-party refuses to give their name and address details or fails to stop after the accident (however slight). This includes damage caused to the vehicle whilst parked.

11.2 What to do in the event of an accident:

- Stop and switch off your engine to avoid fire and switch on your hazard warning lights.
- Your first priority must be the safety and care of any persons involved. Call an ambulance in case of injury or the fire brigade if there is danger of fire or where someone is trapped.
- Do not discuss what happened with anyone present.
- DO NOT ADMIT LIABILITY, APOLOGISE OR OFFER ANY PAYMENT even if you consider the accident was your fault. To do so could invalidate the Company's insurance claim if one is to be made. Even a simple apology can be misconstrued at a later stage of the proceedings.
- Conversely, do not accept any offer to pay for any damage to your vehicle.

11.3 Write down:

- Names, addresses and telephone numbers of any witnesses.
- The date and time of accident.
- The registration number of any vehicle whose occupants may have seen the accident.
- Name, number and station of any attending police officers.

11.4 Obtain and write down third party(s):

- Name (if not owner, relevant particulars of owner).
- Address in full, and telephone number if applicable.
- Owner of vehicle(s) and addresses.
- Insurance company including policy numbers.
- Make, model, colour and registration of vehicle.
- Details of all damage.
- The number of people in the vehicle.

11.5 REMEMBER you do not have to make a statement to the police, and it is better not to as you may be in a state of shock and could incriminate yourself. If you do decide to make a statement write it down yourself and keep a copy.

12. Vehicle Return

12.1 When a driver is returning an allocated Company vehicle after a period of use (e.g. exiting the Company, reallocation of vehicle to another driver), the vehicle is required to be returned in the below listed condition:

- All personal items removed.
- Interior of vehicle and boot vacuumed.
- Interior upholstery and glass cleaned.
- Seat covers clean, including washed and refitted if marked or dirty.
- Exterior of vehicle (including windows) washed.

12.2 If the vehicle is unable to be returned in the required condition, the company will arrange for detailing to be carried out on the allocated driver's behalf and may deduct the cost of that detailing from the employee's wages or termination pay.

12.3 Company vehicles are required to be returned in the same condition they were in when picked up from any 'car pool' arrangements, with:

- All personal items removed.
- Interior of vehicle and boot cleaned.

13. Insurance Excess

13.1 Where an employee is involved in an accident or incident which results in damage to a Company vehicle, and it is determined that the accident or incident was the result of a breach of this policy, negligence, or deliberate vandalism on the part of the employee, the employee will be responsible for the cost of any insurance excess, or the cost of repairs/replacement if an insurance claim in relation to that accident or incident is denied.

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