

**AE-DOCU-011 - APPSELEC POLICIES (Rev 9)****8 COMPANY VEHICLE POLICY**

- In keeping with our requirements to provide and maintain a safe and healthy place of work, this policy sets out the responsibilities of all employees and other people who will drive or operate Appselec vehicles in their course of work.
- Appselec is committed to providing roadworthy vehicles sufficiently fitted out with appropriate safety equipment, cargo barriers and adequate storage units to ensure the safety of occupants who use or travel in the vehicle.
- It is the vehicle operator's responsibility to ensure the vehicle is kept clean and tidy throughout, and in a roadworthy condition with tools and equipment correctly stored and contained.
- Operators are also responsible for the daily or scheduled maintenance checks as per the manufacturers' requirements.

Regular maintenance, servicing and repair of breakdowns, insurances and registrations of the vehicle are the responsibility of Appselec.

- Vehicle operators must have and carry the appropriate current licence for the type of vehicle they are operating.

Vehicle operators must advise the Company immediately of any variations, or any additional conditions placed on their licence.

- All statutory and workplace road rules shall be adhered to at all times.

Vehicle operators found to be in breach of these rules, including speeding and parking fines, shall be responsible for any fines or penalties incurred through breach of the rules and may lose their right to operate the vehicle.

- Any faults with the vehicle or involvement in any accident or incident must be reported to Appselec immediately.
- Vehicles are to be used for work purposes only and operators will refrain from using vehicles after hours or for private use without management approval.
- No person shall operate the vehicle whilst (i) under the influence of any illegal drugs, (ii) over the statutory limit for alcohol consumption, or (iii) impaired by any drug or medication, whether prescribed by a doctor or obtained over-the-counter.

Company disciplinary procedures, including dismissal, shall apply for breach of this requirement.

- There will be no smoking or vaping in company vehicles.
- Appselec will not be responsible for damage to vehicle or loss of Company or private tools and equipment after hours if the vehicle is not stationed at the vehicle operator's normal residential address.
- Appselec will not be held responsible for any insurance claims made if the above requirements are not followed.