



St. George Project Services

Our Team... Your Success

Company Vehicle Policy

St. George Project Services' "Company Vehicle Policy" provides guidelines for employees in using their company vehicle. A "company vehicle" is any vehicle St. George Project Services assigns to an employee. This policy applies to all employees who use a company vehicle and applies during and outside of working hours.


Company vehicle rules:

- Abide by all traffic laws and drive in a safe and professional manner;
- Maintain a current valid driver's licence;
- Report changes to your driver privileges, such as driver's license suspension, immediately;
- Monitor tyre pressure and all fluid levels;
- Report any damage or problems to your assigned vehicle immediately;
- Always lock company cars;
- Arrange with Administration scheduled maintenance appointments;
- Do not drive while intoxicated, fatigued, or on medication that affects your driving ability;
- Do not smoke in any company vehicle;
- Do not lease, sell, or lend a company vehicle;
- Do not use a phone or text while driving;
- Do not allow unauthorised drivers to use a company vehicle unless required by an emergency; and
- Vehicles must be carefully looked after, cleaned, economically used, and maintained.

In the event of an accident:

- Contact a SGPS Senior Management Team member immediately;
- Follow legal guidelines for exchanging information with other drivers and report the accident to local police if required; and
- Do not guarantee payment or accept responsibility without company authorisation.

Luke St. George
Managing Director

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