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# Car Allowance

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## 1. Purpose

This policy provides guidance and clarity to employees on the provision by the company of an allowance.

GRAHAM are committed to being an inclusive workplace where all employees, customers and stakeholders can fully participate and contribute. We strive to ensure accessibility across all facets of our operations, including physical spaces, digital platforms, communication channels and services.

Our People policies are regularly audited against rigorous accessibility standards to ensure compliance and to support every employee.

Anyone who requires additional support or has any questions regarding accessibility can contact the HR team at [HR-GFM@graham.co.uk](mailto:HR-GFM@graham.co.uk)

## 2. Scope

This policy applies to all employees of GRAHAM Facilities Management with a Company car allowance. It includes all employees transferring into the organisation, unless expressly stated otherwise in their employment contract with GRAHAM Facilities Management.

All drivers must comply with the procedures outlined within this policy. Failure to do so may result in the withdrawal of the vehicle together with disciplinary action. In providing you with a allowance the company expects you to drive safely and responsibly.

### 2.1. Withdrawal of Car Allowance

The company reserves the right to withdraw the car allowance in line with the policy.

In certain circumstances the Car Allowance may be withdrawn for other reasons as listed below.

- Where the driver has a medical condition that makes them unfit to drive or prohibits them driving under the company's motor insurance policy.
- Extended career breaks
- An unacceptable driving record resulting in multiple convictions or accidents, or in the event of a disqualification.
- Repeated violation of company vehicle rules.
- During periods of unpaid extended maternity leave or extended unpaid sickness absence at the company's discretion.
- Exceptional circumstances not listed above but at the sole discretion of the directors.

## **3. Drivers Using Their Own Cars on Company Business**

### **3.1. Motor and Traveling Allowances**

Eligible employees can elect to accept a Motor Allowance and, depending on their role, a Travelling allowance to help fund the use of a private car. The level of these allowances will be reviewed annually.

Employees accept when taking a Motor Allowance that they will provide an appropriate car which they will use for the purpose of carrying out their job as though it was a Company car. It must be fit for purpose, insured for business use, reliable and in good repair both mechanically and bodywork.

Employees accept that the Company will have no liability for any cost in relation to a vehicle, which is provided by the employee other than the reimbursement of authorised business mileage. This includes the costs of any temporary arrangement while their normal privately owned vehicle is off the road or otherwise unavailable for use.

Employees accept when taking an allowance that they will provide copies of a Motor Insurance Certificate which shows that business use is included and when appropriate a Vehicle Test Certificate to show that the vehicle is roadworthy, and that they will complete a Driver's Questionnaire annually as they may be required to drive a Company or Hired vehicle as part of their duties.

If an Employee's car is unavailable for business use, for whatever reason, the Employee must ensure that a suitable alternative vehicle is provided for the purpose of carrying out their job at their own cost.

#### **Payment of Allowance**

- Both the Motor and Travelling allowances will be paid monthly through Payroll complying with Revenue legislation.
- A mileage allowance that you receive for the use of your car for business purposes is not taxable if it does not exceed the civil service mileage rates. There is no tax relief on expenses for getting to or from work.

#### **Not Pensionable**

The Motor and Travelling allowances are not pensionable nor do they form part of basic salary for any purpose whatsoever.

#### **Level of Allowance**

The Motor Allowance is a fixed sum provided for employees using their own vehicle for business related Travelling. The Travelling Allowance relates to the role of the employee. Both allowances will be reviewed annually. Should the employee become eligible for a higher Travelling Allowance category the amount will be increased by the difference at the date of the change in eligibility.

The allowances will be pro-rated where part-time working arrangements are in place, by pro-rating the Travelling Allowance in the first instance, then if necessary the Motor Allowance.

Employees in receipt of the Motor and where relevant Travelling allowances will be responsible for all associated motoring costs e.g. insurance, servicing, testing, payment of fines etc.

## Continuation of Payment during Absence

All employees will continue to receive these allowances when they are absent through normal leave periods. Employees will continue to receive the allowances if they are absent from work during certified sickness, which is within the scope of the company Sickness Absence Policy, or during periods of maternity/paternity/adoption leave whilst they retain their right to return to work.

### 4.1.1 Car Allowance

The Car Allowance will be paid in equal monthly instalments through Payroll complying with Revenue legislation.

### 4.1.2 Not Pensionable

The car allowance is not pensionable nor does it form part of basic salary for any purpose whatsoever.

**4.1.3** All employees will continue to receive the car allowance when they are absent through normal leave periods. Employees will continue to receive the allowance if they are absent from work during certified sickness, which is within the scope of the company Sickness Absence Policy, or during periods of maternity leave whilst they retain their right to return to work.

## 4.2 Insurance Requirements

If you use your own vehicle on company business you are required to ensure that you are legally insured to drive on company business. To this end your insurance certificate must contain a clause the same as or similar to:

***“Limitations as to use: - Social, Domestic and Pleasure use which includes travel to and from your normal place of work. Use by the Policyholder and/or the Policyholder’s spouse in person in connection with his/her business or profession.”***

Please note if you choose third party insurance cover any loss or damage to your own vehicle whether on Company business or not is your own responsibility.

It is the duty of a car allowance holder to comply with all legal requirements of owning a vehicle including the provision of road tax and suitable insurance for business purposes, having the vehicle MOT tested successfully when applicable and maintaining the vehicle in a roadworthy condition.

By accepting, and continuing to accept, the payment by the company of a car allowance the employee is confirming and undertaking to the company that they are appropriately qualified, licensed and insured to drive their vehicle for company business.

## 4. All Drivers

### 4.1. Fuel cost reimbursement

This applies to Company cars and Car Allowances only but does NOT apply to company vans.

Whether you drive a company vehicle or drive your own vehicle and receive a car allowance you are entitled to be reimbursed for business mileage at a standard 'pence per business-mile' rate. This rate is regularly reviewed.

To claim reimbursement, you must complete a monthly online mileage claim. Claims should be submitted for manager authorisation by the 5<sup>th</sup> working day of the month.

This process will be monitored to ensure compliance with Revenue rules relating to employee travel. This is our legal responsibility and failure to comply with procedures may result in over-taxation. Please refer to the GRAHAM Facilities Management Expenses policy for guidance on what constitutes business journeys.

#### **4.2. Driving and mobile phones**

It is unlawful and unsafe to use a handheld mobile device whilst driving. This includes cradling it on the shoulder or holding it by any other means, including getting someone else to hold it whilst being used by you. It is GRAHAM Facilities Management policy that those using a mobile device to make or receive calls or messages whilst driving a company vehicle must stop their vehicle at a safe location and switch off the engine before using their device. Hands-free equipment for employees with a company mobile phone is fitted for the driver's convenience and is not supplied to enable calls to be made or received whilst in transit. The illegal use of a mobile phone may invalidate insurance cover. Consequently, the Mobile Phone Policy must be strictly adhered to.

#### **4.3. Convictions**

Any motoring convictions carrying an endorsement must be reported to your Line Manager.

In the event of any conviction which leads to a temporary suspension or loss of your Driving Licence, the Company will investigate all the relevant circumstances and may at its discretion impose special conditions with regard to use of the car or withdraw the use of the car or car allowance altogether.

Employees are responsible for all fines and penalties incurred as a result of the use of their vehicle by themselves or nominated drivers (includes parking fines, congestion charges etc.) If the Company is requested to provide driver details the employee will be notified and must comply with the request. The Company reserves the right (should the employee be unwilling or unable to supply this information) to provide the name and address of the employee concerned to the police.

Personal information in relation to a vehicle is shared with a third party responsible for the management of company vehicles and will provide this information upon request from the Police.

In the event that the Company pays any fines or penalties on an employee's behalf, the charge amount will be recovered from the employee by the Company.

On obtaining a vehicle from the Company employees are deemed to have authorised these deductions (if applicable) from their salary.

#### 4.4. Safe Driving

You must at all times drive within the law by obeying all speed limits, road signs and in a careful and considerate manner. Failure to do so may result in disciplinary action up to and including dismissal.

As an employee who may be engaged in driving on company business you have a responsibility along with the company not to put yourself or others at risk and to co-operate in the efforts to manage our occupational road risk as effectively as possible.

These objectives can be achieved by complying with the following simple guidelines: -

- **Report any vehicle defect to your line manager**
- **Do not drive a defective vehicle**
- **Be aware of what action needs to be taken in an emergency situation**
- **Inform your line manager of any health problems or personal circumstances which could make driving hazardous**
- **Ensure you are physically fit to drive**
- **Do not drive under the influence of alcohol or drugs**
- **Be aware that fatigue will be more of a problem at certain times (there is an increased likelihood of falling asleep at the wheel in the afternoon and in the early hours of the morning)**
- **Stay calm and relaxed while driving and try to avoid situations which could lead to stress or road rage**

#### 6.0. Contact Names and Telephone Numbers

##### **Plant Manager**

Ian Balmer	028 9268 1933	Land Line
	078 4149 3404	Mobile

##### **Fleet Manager**

Tony McKee	073 8551 1513	Mobile
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##### **Head Office**

Reception (Hillsborough)	028 9268 9500
Reception (GAM)	0845 600 6300

##### **Insurance Manager**

Kevin Rogan	028 9268 1972
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## **Human Resources**

Jean Mushet/Oisin McCullagh 0845 600 5400

## **Control Hub**

Wildflower Way, Belfast 084 5600 5400

*GRAHAM Facilities Management reserves the right to withdraw or vary the terms of this policy in line with business requirements.*

*This policy should be read in conjunction with the GRAHAM Facilities Management Expenses Policy.*