
Company Car & Car Allowance

1. Purpose

This policy provides guidance and clarity to employees on the provision and use of company vehicles and 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

2. Scope

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

3. Drivers of Company Vehicles

3.1. Following Selection of the Agency Worker

Company Car

Administration of the company vehicle is outsourced to Agnews. The vehicle may be on contract hire and if so shall at all times remain the property of Agnews. Some vehicles, however, have been purchased outright by GRAHAM Facilities Management but the servicing, maintenance and repair of these vehicles is the responsibility of Agnews.

The vehicle at no time becomes the employee's property and should be available for inspection by the Company at any time.

If you have any general queries concerning your responsibilities or have a complaint about the vehicle you should contact the company's Fleet Manager at the Hillsborough Office.

3.2. Provision and Choice of Vehicle

Company Car

Company cars are not normally ordered during the first three months of employment unless authorised by a Board Director.

Staff select from a designated list which is reviewed on a regular basis.

Note that employees may be allocated an existing vehicle for the remainder of its contract term.

The company advocates environmentally friendly cars and encourages staff, when selecting their new car to investigate this option from both the environmental and tax perspective.

Generally, company vehicles are replaced every 4 years. However, the company reserves the right to vary the length of the contract term depending on the vehicle's condition.

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 vehicle/allowance the company expects you to drive safely and responsibly.

The vehicle will be taxed, insured and fully maintained at the company's expense. The company will also reimburse you for fuel used solely for business journeys. However, you are responsible for the cost of fuel used for private journeys which will include those between your home and permanent place of work. The arrangements for reimbursing the cost of business fuel is detailed in section 5.1.

3.3. Vehicle Modifications and Accessories

As a general rule you are not permitted to install accessories other than towing brackets etc. without the written authority of your Director. When such permission is given the accessory must be fitted and removed by an authorized garage and at your expense. Any damage caused by the accessory being fitted, removed or during use must be made good by you.

Vehicle modifications are not normally permitted. However sympathetic consideration will be given to the installation of certain accessories or modifications if they are required because you or an immediate family member has a registered disability or other medically certified reason which necessitates such an accessory or modification.

3.4. Driver Responsibilities

A company vehicle is a valuable facility to both the Company and the Employee to who it has been entrusted. It is treated as a benefit in kind by HMRC and consequently those concerned will be taxed in accordance with PAYE rules. It is not the purpose of this policy to explain your tax liability, if you need general guidance on how your income tax liability maybe affected, you should consult your Payroll Manager at Head Office. For specific queries about your PAYE tax code and tax implications of company vehicles you should consult HMRC direct at 0845 302 1481 quoting the company's tax reference 916/N939.

Company vehicles are to be treated by the employee as the property of GRAHAM Facilities Management at all times, drivers are expected to care for it and ensure its cleanliness and regular maintenance. Regular self- assessment should be carried out and condition reported.

Each driver of the company vehicle is responsible for driving within the law and complying with any and all relevant driver and vehicle legislation. If any driver breaks the law and subsequently is fined for any reason, even for a minor parking offence, payment of the fine is the driver's responsibility. More serious penalties

such as penalty points and / or disqualification must be reported to the Insurance Manager as detailed in section 3.8.

When drivers are provided with training by the company it is their duty to comply with the advice given.

3.5. Routine Maintenance

The management of GRAHAM Facilities Management fleet will depend on the vehicles contract type; Company Car, Commercial Vehicles Leased and Flexible Hired.

Company Car

Agnews currently has responsibility for the management of the GRAHAM Facilities Management fleet of cars. In addition to this policy you will have received a Agnews Drivers' Handbook with which you must familiarize yourself.

In particular, we would reinforce the following points to ensure that unnecessary costs are kept to a minimum:

- You must ensure that there is always an adequate amount of the correct lubricating oil in the engine. This should be checked weekly. The vehicle must never be driven with the oil pressure light on. You are advised to carry a spare container of engine oil in the boot of the vehicle. Please be aware that Audi or Volkswagen vehicles use a special synthetic oil and only the prescribed oil should be used. If in doubt contact the Fleet Team at the Hillsborough Office.
- You must ensure that there is always an adequate amount of coolant in the vehicle's cooling system. This should be checked weekly and the vehicle must never be driven in an overheated condition. You should not attempt to drive but stop and call for assistance. Failure to do so could result in damage ranging from a damaged water house at £10 to a replacement engine at £4,000.
- You must ensure that the fuel you use is obtained from a reputable source, especially diesel, as damage to the vehicle injection system can be caused by contaminated or below specification fuel.
- You must present your vehicle for servicing at the manufacturer's specified intervals. This is especially relevant with vehicles that have a 3-year warranty that can be invalidated by incorrect service intervals and major claims can be rejected causing financial loss.
- GRAHAM Facilities Management will, when notified by the manufacturers; send any relevant recall notices directly to you. It is then your responsibility to take your vehicle immediately to a repairing dealership appropriate to your vehicle and have the corrective action undertaken by the garage. The Company will hold you personally responsible for any costs that occur as a result of failure to have the repairs affected within a reasonable timescale and for damage caused as a result of failing to comply with the manufacturers servicing schedule.
- It is your responsibility, as custodian of the vehicle, to ensure that the tyres exceed the statutory minimum tread depth of 1.6 mm. If you are involved in an accident and have tyres with illegal treads the Company's insurer may not meet a claim even if the condition of the tyres was not a direct cause of the accident.

It is recommended that tyre pressures and tread depth are checked weekly. Tyres that need to be replaced prematurely due to damage caused by impact, irreparable puncture, being driven badly, out of alignment or are incorrectly inflated may result in the company having to contribute to the replacement cost. It is the Company's recommendation that tyres are replaced when the tread depth has worn down to 2.0 mm. The tyres on the front of the vehicle should be replaced as a pair and the same with the rear if worn. *Beware; if you are found by the police to have worn tyres you may be issued with three penalty points per tyre. If you receive 12 or more penalty points in a three-year period, you will automatically be disqualified for at least six months and may have to re-sit the driving test.*

- With some vehicles having extended servicing intervals of up to 20,000 miles the brake pads may need to be changed between services. Most vehicles have a pad wear warning light but some don't. When the symptoms of pad wear occur e.g. the warning light comes on or a grinding noise is audible when breaking, the vehicle should be taken to the nearest service point or if you are away from your normal territory or your normal service point cannot carry out the work immediately you should go to the next nearest service point to have the pads replaced as soon as possible. Pads can normally be replaced while you wait. Failure to have the pads replaced quickly is considered to be negligent and may result in terminal damage to the brake discs necessitating a much more expensive repair.
- It is your responsibility to ensure that the exterior and interior of the vehicle are kept clean, damage and corrosion free. Stone chips to the paintwork should be touched up quickly and corrosive bird droppings removed as soon as possible as they can burn into the surface of the paint. Accidental damage to the bodywork must be reported to the GRAHAM Facilities Management Control Hub and repaired as soon as possible. Paintwork should be polished at least every six months.
- Cracks or chips to the windscreen should be rectified or the screen replaced. This damage and repair must also be reported to the GRAHAM Facilities Management Control Hub.

3.6. Breakdown Assistance

Company Car

After the manufacturer's breakdown cover expires Agnews will provide you with an AA Fleet Rescue Card. This is a 'Pay for Use' Scheme and should be used in emergencies only. Any faults that have caused the breakdown should be permanently repaired straight away to avoid another call out for the same problem.

3.7. Acceptable use of the Vehicle

Company Car

A company car may be used only for the following purposes.

- in connection with the company's business
- for social, pleasure or domestic use.

Social, pleasure or domestic use includes use during annual holidays. You should, however, check with the Insurance Manager, before commencing your journey to ensure that you have insurance cover for the countries through which you will be driving. You should also check with the Plant Manager, as to whether or not you will continue to have breakdown cover.

Drivers must also make themselves aware of the rules and regulations relating to monitoring in the foreign countries being visited; e.g. driving on the right, speed limits, adjusting the headlamp beam pattern, carrying the original vehicle registration document, their driving licence, the motor insurance certificate, a reflective jacket, accident triangle and replacement bulbs, and using a GB or ROI sticker as applicable. For full information consult the European Driving section of the AA's webpage – www.TheAA.com

3.8. Authorised Drivers

No individual may drive a company vehicle without the prior approval of the Insurance Department.

All drivers of the vehicle must hold a current full UK, ROI or International driving licence for the class of vehicle you will be required to drive. Your spouse or partner and other members of your family can also with your permission drive your company car subject to the following conditions. It is your responsibility to decide their suitability. By accepting a company vehicle and continuing to use this, you are confirming and undertaking to the Company that you, and any other drivers whom you may permit to use the vehicle, are appropriately qualified and fully licensed to use the vehicle.

In addition, each driver, including yourself, must complete a 'Company Vehicle Driver Questionnaire' annually and declare: -

- how long each driver has held a full UK, ROI or International driving licence
- which vehicle groups each licence covers
- all motoring offences in the past 5 years
- all penalty points, fixed penalty notices or other driving convictions
- previous, current or pending suspensions
- details of any accidents and/or claims in the past 3 years
- an insurance proposal declined, policy cancelled, renewal refused or special conditions imposed by any motor insurer.
- any physical disability and medical conditions

In addition, each driver must provide to the Insurance Manager, annually a photocopy of both parts of their licence and anyone else with permission to drive the company vehicle.

It is also a requirement that each driver advises the Insurance Manager of any new material facts that could result in an insurance claim being rejected e.g. **motoring convictions, penalty points incurred, disqualification, pending prosecutions, medical conditions and physical or mental disabilities etc.**

Sub-Contractors' employees are **not** permitted to drive a GRAHAM Facilities Management vehicle.

3.9. MOT Testing

In Northern Ireland it is an offence to drive a vehicle over 4 years old on a public road without a current MOT road worthiness certificate. Certificates remain current for 12 months and must then be replaced following a further vehicle test.

In England and Scotland, the MOT test becomes due when the vehicle is three years old and annually thereafter.

In the Republic of Ireland, the vehicle must be NCT tested after four years and every two years thereafter.

You will be reminded in advance of the MOT or NCT test becoming due by the Plant Manager. A pre-test inspection appointment will be arranged for you and it is your responsibility to take your vehicle to an appropriate venue for inspection / remedial work and subsequent test.

Any fines or expenses resulting from not having the vehicle tested on or before it becomes due or not displaying a current test certificate are your responsibility as the designated driver.

3.10. Insurance Cover

Whilst the Company provides insurance cover for you and your nominated drivers subject to each one meeting the requirements set out in 3.8 it does not include cover for personal injury to the driver in the event of an accident occurring which is attributed to the fault of the driver.

Personal effects such as laptop computers, mobile phones, cameras, golf clubs etc. are not covered. It is your responsibility to provide your own insurance, such as 'all risk' cover under an existing house contents insurance policy for such items.

It goes without saying that common sense precautions such as securing personal effects out of sight and locking the vehicle and activating the alarm / immobilizer when you leave the vehicle unattended should be taken.

3.11. Theft of Vehicle

In the event of the vehicle being stolen you must immediately report the theft to the police and also to the Plant Manager and Insurance Manager. In each case you will be required to provide a detailed report of the circumstances of the loss. Please note that insurers do not provide an Indemnity when a vehicle is stolen as a result of being left unlocked and unattended or if the ignition key has not been removed. Consequently, vehicles must never be left unattended, even for a few seconds in car parks, petrol station forecourts, construction sites, builder's merchants' yards, GRAHAM Facilities Management's yard and home driveways or anywhere without the ignition key being removed and the vehicle locked and immobilized.

3.12. Vehicle Accident Procedure

Accidents can happen, and if you are unfortunate enough to find yourself in such a situation you must follow these procedures. As the driver of a company vehicle you are insured under the Company's Motor Vehicle Policy and it is essential that we comply with the terms of that policy.

- Exchange names, addresses, vehicle and insurance details with the other driver/s involved in the incident.
- Obtain the names, addresses and contact details of any witnesses.
- If any driver, passenger or pedestrian has been injured call for an ambulance and the police.
- If the vehicle(s) are disabled and are impeding the flow of traffic call the police even if no one has been injured. If they attend, make a note of the name and/or service number of the police officer and the station to which he/she is attached. If they decline to attend still make a note of the name and/or service number of the police officer, you spoke to.
- In cases of severe vehicle damage where the occupants of a vehicle cannot be extracted or where there is an oil or fuel spillage the fire brigade must be called.
- If you have a warning triangle, place it on the road about 45m away from the disabled vehicle/s and facing oncoming traffic. Also switch on your vehicle's hazard warning lights.
- Take a photograph of the accident location showing the position of the vehicles and also a detailed photo of the damage to each vehicle. Most mobile phones now incorporate a digital camera function.
- Draw a couple of sketches of the incident site; one showing the position and direction of travel of the vehicles immediately prior to impact and the other showing the position of the vehicles in relation to roadside fixtures after impact. Note also the road and weather conditions at the time including visibility.
- Even if you feel that you have been partly or fully responsible for the accident **UNDER NO CIRCUMSTANCES ADMIT LIABILITY.**
- As soon as possible notify the company's Insurance Manager and your Line Manager of the accident and the location of your vehicle. You will be given details of the company's insurance policy which you will have to forward to the other driver/s. If the police have been involved, you will have been asked to provide a copy for them as well.

3.13. Withdrawal of Vehicle

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

On the termination of a driver's employment for whatever reason, he/she is required to make the necessary arrangements for the prompt return of their company vehicle and fuel card if applicable.

In certain circumstances the vehicle 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.

In all circumstances the vehicle must be returned in a clean and roadworthy condition. Any damage or loss, including, but not restricted to the insurance excess, may be deducted from wages and or any monies due or owed by the company, either monthly or by way of the full amount as a lump sum, howsoever same arises, and shall not constitute an unlawful deduction of wages.

4. Drivers Using Their Own Cars on Company Business

4.1. 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 HMRC legislation.
- National Insurance relief is available on the monthly Motor Allowance based on the levels of employees' authorised business mileage returns.
- Tax relief is available on business mileage claimed in accordance with HMRC guidance either through a P87 or self-assessment.

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 HMRC legislation.

Business miles x 45ppm or 25ppm – Mileage payment = Employee car allowance relief.

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.

5. All Drivers

5.1. 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 5th working day of the month.

This process will be monitored to ensure compliance with HMRC 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.

5.2. 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.

5.3. 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.

5.4. 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
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Agnews**GRAHAM Account Manager**

Jonny Elliott 07876136990

E: Jonathan.Elliott@agnews.co.uk

AA Breakdown	0800 0480112
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Membership No. 0045408

Control Hub

Wildflower Way, Belfast	084 5600 5400
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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.