

Company Commercial Vehicle Policy

1. Purpose

This policy provides guidance and clarity to employees on the provision and use of company owned commercial vehicles i.e. vans.

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 commercial vehicle. It includes all employees transferring into the organisation, unless expressly stated otherwise in their employment contract with GRAHAM Facilities Management. This policy is written in conjunction with the GFM Commercial Fleet Handbook and it will be referenced throughout.

3. Policy Statement

GRAHAM is committed to achieving continual improvement in standards of health and safety at work and seeks to reduce the risk to its drivers whilst they are driving to and from their place of work and during the course of their work.

Driving any vehicle carries significant risk or injury or death. The company takes very seriously its duty of care to ensure that all drivers using company vehicles or driving any vehicle on company business in any circumstances do so in a manner that minimises the risk, both to the employee and the company.

Motor vehicles are a necessary requirement for the fulfilment of the business. The Company Commercial Vehicle Policy and GFM Commercial Fleet Handbook sets out all the rules, policies, and regulations that the company and all drivers should follow. Within the policy, specific requirements and tasks are set out. Anyone using a vehicle must comply with these requirements. Failure to do so may result in the company treating the matter as a disciplinary issue.

Drivers are encouraged to study this policy and handbook in conjunction with the various Company Policies it refers to. Drivers must comply with its requirements and share in the significant benefits for everyone as a result of safer driving.

4. Drivers of Company Vehicles

4.1 Introduction

Leased - Administration of the commercial vehicle of which you have been given custody is outsourced to either Lex, Northgate or Dawsons. The vehicle will be on contract hire and at all times remain the property of either Lex, Northgate or Dawson.

Flexible Hire - Administration of the commercial vehicle of which you have been given custody is outsourced to Lex Autolease, Northgate Vehicle Hire or Dawson Group Vans Ltd. The vehicle will be on contract hire and at all times remain the property of Lex Autolease, Northgate Vehicle Hire or Dawson Group Vans Ltd.

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 either the appropriate contract manager or your line manager.

4.2 Routine Maintenance

Routine maintenance, including oil changes, tyre replacements, and brake checks will be performed by the van supplier. Drivers are responsible for promptly reporting any mechanical issues to the van supplier, Fleet Manager and Line Manager. Repairs will be conducted at authorised service centres to maintain warranties and ensure quality.

All GRAHAM vans are on Contract/Flexible hire through the following suppliers:

- Northgate Vehicle Hire
- Dawson Group Vans
- Lex Autolease

The three suppliers look after all servicing and MOT's. It is the driver's responsibility to book their van in for appointments as and when required.

Van Walkaround van checks are mandatory for all employees and must be completed a minimum of once per week. Regular inspections help identify potential issues and ensure the safety and functionality of the vehicle. Walkaround checks must be done using the Masternaut SmarterDriver App or hard copy. All checks must be forwarded to Fleet Manager, Eoin McAlonan. A comprehensive vehicle inspection guide can be found in the appendices of the GFM Commercial Fleet Handbook.

At GRAHAM, we are committed to maintaining a clean and presentable fleet of vehicles. It is a driver's responsibility to ensure that all company-owned vehicles are kept in a clean and are in a well-maintained condition. A clean fleet not only reflects positively on our brand image but also promotes safety, comfort, and extends the lifespan of our vehicles. Odor control is also important; smoking and having domestic pets in vans is strictly prohibited. More details on vehicle washing and cleaning can be found in section 15 of the GFM Commercial Fleet Handbook.

4.3 Reporting Vehicle Defects

It is the responsibility of all employees who operate company vehicles to promptly report any defects or issues they observe during walkaround checks, while the vehicle is in use or out on site. Employees should report any defects, damages, or issues that may impact the safe operation of the vehicle. This includes, but is not limited to, mechanical problems, unusual noises, warning lights, fluid leaks, tyre issues, or any other observable abnormalities.

Defects or issues that pose an immediate risk to safety should be reported immediately to the drivers Supervisor, Line Manager, or Fleet Manager. If the defect renders the vehicle unsafe to drive, the employee should refrain from operating the vehicle until the necessary repairs are completed.

Drivers can report defects by filling out either a hard copy walkaround check or complete a check on the SmarterDriver App. Photographs of the defect, if applicable, should be attached to the check and emailed to the Fleet Manager who will then advise on the best course of action to get it rectified. The Fleet Manager will assess the reported issue(s) and prioritise repairs based on severity and safety considerations.

In cases where a vehicle is undergoing repairs and cannot be used, the company will provide alternative transportation to ensure minimal disruption to operations.

4.4 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.

Drivers must know when their MOT/NCT expires and book their test date in a timely manner. MOT/NCT expiry dates can be found on the windscreen, in the logbook or on the Government website.

You will be reminded before the MOT or NCT test becomes due by the Fleet 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 an expense 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.

4.5 Breakdown Assistance

Breakdown assistance is provided 24 hours a day, 7 days a week and 365 days a year. For breakdowns and roadside assistances drivers can call one of the below numbers depending on which supplier provides the van that they are driving:

Dawsons: 0344 967 3471

Lex: 0344 879 6000

Northgate: 0800 716 418

Northgate ROI: 1800 357 140

Lex, Northgate or Dawson will provide an integrated service with the AA, either by fixing your vehicle by the roadside or recovering you to a Lex, Northgate or Dawson branch and providing a replacement vehicle for your onward journey.

Breakdowns must be reported to the drivers Line Manager and Fleet Manager as soon as one is arranged. More details can be found in section 12 of the GFM Commercial Fleet Handbook.

4.6 Authorised Drivers

No individual may drive a company vehicle without the prior approval of the Insurance Department. Only GRAHAM employees are authorised to drive GRAHAM vans. Under no circumstances should friends/family of a GRAHAM's employee be allowed to drive the company van.

All drivers of GRAHAM vans must hold a current full UK, ROI, or international driving licence for the class of vehicle they will be required to drive. By accepting a company vehicle and continuing to use this, drivers are confirming and undertaking to GRAHAM that they are appropriately qualified and fully licensed to use the vehicle.

Employees must complete a 'Company Vehicle Driver Questionnaire' annually and declare: -

- How long they have held a full UK, ROI, or international driving licence.
- Which vehicle groups their 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, drivers must provide to the Fleet Manager and/or Insurance Manager, a photocopy of both parts of their licence once every 6 months.

It is also a requirement drivers advise the Fleet Manager/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 vehicle.

4.7 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. In an accident where liability rests with the third party, drivers have the right to pursue their own personal injury claim against the liable third party.

The presence of unauthorised passengers poses substantial liability risks. Consequently, to pre-empt potential accidents and legal entanglements, we maintain a steadfast policy prohibiting passengers in our commercial vehicles. Any violation of this policy could cause complications with insurance coverage and legal ramifications. More details on passengers in company vans can be found in section 7 of the GFM Commercial Fleet handbook.

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.

In the event of someone breaking into a van; cover is provided for personal tools up to the value of £500 with an excess of £100 applying. More details can be found in section 28 of the GFM Commercial Fleet Handbook.

4.8 Theft of vehicle

In the event of the vehicle being stolen you must immediately report the theft to the police and also to the Fleet Manager and Insurance Manager. In each case, you must provide a detailed report of the loss's circumstances. 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, builders merchants' yards, GRAHAM Facilities Management's yard and home driveways or anywhere without the ignition key being removed and the vehicle locked and immobilized. Failure to comply may result in disciplinary action.

4.9 Implications of Personal Use

If the Company deems the vehicle to have been used for personal use, the employee will be liable for any tax and NIC due as required by HMRC.

Employee Tax Implications

Definitions:

- *Personal Use: Any use of the company-provided van for non-work-related activities.*
- *Work-Related Use: Activities directly related to the employee's job, such as commuting to and from work, call outs, deliveries, or other job-related tasks.*

GRAHAM vans are primarily intended for business-related purposes. Personal use should be kept to a minimum. Employees are required to keep accurate records of personal van usage, including mileage logs, dates, and purposes of trips. Employees are required to report personal use of the van in a timely manner, in accordance with company procedures. Employees using the company-provided van for personal use may be subject to Benefit in Kind (BIK) taxation. This tax is based on the value of the benefit derived from personal use.

Where the van is subject to personal use and therefore the employee is deemed to have a benefit in kind, the Employee will be allowed 1,000 private miles per annum before any additional charge. Employees will be required to complete a mileage sheet which indicates the business and personal miles on a periodic basis.

Private miles more than 1,000 miles per annum requires prior approval of the Company. If approved the employee will be required to reimburse the company at the below rate per additional mile of personal use. Where the employee makes a payment for private use, the tax charge is reduced according to the payment in line with HMRC guidance. Employees using company vans for personal use are required to submit a mileage sheet to the Payroll Department on a weekly basis and a copy can be found in the GFM Commercial Fleet Handbook.

Engine Size	Petrol	Diesel	LPG	Electric
1,400cc or less	12p	n/a	11p	7p
1,600cc or less	n/a	11p	n/a	7p
1,401cc - 2,000cc or less	14p	13p	13p	7p
>2,000cc	23p	17p	21p	7p
Fully Electric Vehicles*	n/a	n/a	n/a	7p

*Hybrid vehicles are treated as either petrol or diesel.

Appropriate Use

It is important that employees are aware that in driving a Graham vehicle that they are representing the Company and that any inappropriate use could have a negative impact on the reputation of the Company.

Inappropriate use includes any use which could invalidate insurance cover. Inappropriate use may result in disciplinary action being taken against the employee under the Company's disciplinary policy.

4.10 Fuel/EV Cards

Fuel/EV cards will be issued to employees who require regular use of a company vehicle as part of their job responsibilities. Eligible employees must meet the following criteria:

- Possess a valid driver's license.
- Have completed the required 'GRAHAM Vehicle Driver Questionnaire'.
- Have completed 'GRAHAM Fuel/EV Card User Agreement Form'.
- Have received approval from their respective line manager or supervisor.
- Have been allocated a fully electric/hybrid vehicle (EV Card only).

Issuance and Activation

- Upon approval, EV/fuel cards will be issued to eligible employees by the Procurement Department.
- Each card will be linked to a specific vehicle and its registration details.
- The card will be activated and ready for use upon receipt by the employee.

Authorised Usage

- EV/Fuel cards may only be used for the purchase of electric/diesel for GRAHAM vehicles.
- The cardholder is not allowed to use the card for personal vehicle expenses.
- The fuel card can be used at participating fuel outlets only on the Fast Fuels Texaco Network in the UK or DCI Network in ROI. Drivers should download the e-Route app onto their smartphone, to locate closest fuel outlets.
- Drivers must provide the odometer reading when refuelling, along with the vehicle registration.

Prohibited Activities

The following activities are strictly prohibited and may result in disciplinary action, up to and including termination of employment:

- Using the EV/fuel card for personal purposes.
- Sharing the card information or allowing others to use it.
- Filling non-company vehicles with the card.

The authorised EV/Fuel card holder will be liable for expenses charged against the card if it is misused. Any misuse of any kind can lead to disciplinary action.

Lost or Stolen Cards

If an EV/fuel card is lost or stolen, the cardholder must immediately notify the Procurement Department and Fleet Manager. A replacement card will be issued as soon as possible, and the authorised EV/fuel card holder will be deducted £25/€30 from their pay for a replacement.

Termination or Change in Employment Status

Upon termination or change in employment status, the EV/fuel card must be returned to the drivers Line Manager. Any outstanding charges or misuse of the card will be the

responsibility of the departing employee. If a card is not returned at the end of employment, the authorised card holder will be deducted £25/€30 from their final pay for the cost of a replacement.

4.11 Tracker Procedures

Tracker System Usage and Benefits

Driver Performance - The “Tracker” system monitors the driver’s behavioural performance. This is reviewed by the company and periodic memos are issued to inform you how you are performing and highlighting the area’s most needing improvement. If an employee is identified as breaking the law by driving at excess speed, there will be a full investigation which may result in disciplinary action up to and including dismissal.

Customer Service – To provide the levels of Customer Service demanded by our clients, we need to be able to respond in a professional, prompt and efficient manner. Using this system, we can instantly respond to Client requests by knowing who the nearest and most suitable person is to attend to their requirements or how far a vehicle is from its destination.

Customer Proof – Occasionally Clients claim non-attendance or not being there at the time agreed. The system is capable of providing the proof of attendance along with time.

Environmental Impact – As a Company, reducing our impact on the environment is a very important issue. By reducing wasted mileage, we will have a positive impact in using less fuel and thereby reducing pollution especially in our towns and cities.

Help with Directions – As the system uses maps, our back office users can help direct you to a location if you can’t find it. This could save time and fuel.

Health and Safety – **Health and safety law requires** employers to ensure, so far as is reasonably practical, the health, safety and welfare of all employees, at all times. The system is capable of providing live positions and journey history.

Private Mileage Analysis – HMRC may audit the Company and ask for evidence of the Company monitoring van usage for personal use. Failure by the Company to monitor usage could create a tax liability for both the Company and the individual and could affect the Company’s tax status. The system is therefore a useful tool to protect both the Company and the individual in dealing with tax queries from HMRC.

Fraud Prevention – There will be instances where the company will carry out random spot checks comparisons between the tracker system and an employee’s timesheet. The purpose of this to ensure there is no falsification of timesheets which may bring the company into disrepute. Any timesheet fraud detected during spot checks will be dealt with as gross misconduct under the company’s disciplinary policy.

Masternaut SmarterDriver App - The Masternaut SmarterDriver app enables engineers to monitor their driving style and behaviour as well as perform weekly walk around checks. Each engineer who has a tracker on their van will be given access to this app. For more information, please refer to section 46 of the GFM Commercial Fleet Handbook.

4.12 Rewards and Recognition

At GRAHAM, we value the safety and well-being of our employees both within the workplace and on the road. In line with our commitment to promoting safe driving

practices, we are pleased to introduce our Employee Driving Reward Scheme. This programme is designed to recognise and reward employees who demonstrate exemplary driving habits.

Programme Objectives:

- Promote Safe Driving Practices: Encourage employees to adopt safe and responsible driving behaviour both on and off the job.
- Reduce Accidents and Incidents: Minimise the risk of accidents and incidents by incentivising safe driving practices.
- Enhance Employee Well-being: Ensure the safety and well-being of our employees during their commutes and work-related travel.

More details on the Rewards and Recognition scheme can be found in section 50 of the GFM Commercial Fleet Handbook.

4.13 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.

- A Motor Accident Report Form must be completed and submitted to the Insurance Department, Fleet Manager and Line Manager within 5 working days of the accident/incident. An example can be found in the appendices of the GFM Commercial Fleet Handbook.

4.14 Withdrawal of Vehicle

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

Upon 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.

5. All Drivers

5.1 No Smoking in Company Vehicles

GRAHAM is committed to providing a safe and healthy work environment for all employees. In accordance with this commitment, smoking is strictly prohibited in all company-owned vehicles. This policy applies to all employees, contractors, and visitors who use company vehicles for work-related purposes.

Smoking, including the use of cigarettes, cigars, pipes, e-cigarettes, or any other smoking-related products, is strictly always prohibited within company vehicles.

There are no exceptions to this policy. Smoking is not permitted in any part of the company vehicle, including the driver's seat, passenger seats, cargo areas, or any other enclosed space within the vehicle.

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 IT Acceptable Use Policy must be strictly adhered to.

5.3 Drug and Alcohol Policy

GRAHAM is committed to ensuring the safety and well-being of all employees, clients, and members of the public. This policy establishes guidelines regarding the use of drugs and alcohol while operating any company-owned vehicle. Violation of this policy may result in disciplinary action, up to and including termination of employment.

Prohibited Substances

- **Alcohol:** The consumption of alcohol is strictly prohibited while operating any vehicle for work purposes or during working hours. The permissible blood alcohol concentration (BAC) limit is 0.00%.
- **Illegal Drugs:** The use, possession, or distribution of illegal drugs while operating a vehicle for work purposes or during working hours is strictly prohibited.
- **Prescription and Over-the-Counter Medications:** Employees taking prescription or over-the-counter medications that may impair their ability to drive must disclose this information to their supervisor. GRAHAM will assess the employee's fitness for duty on a case-by-case basis.

5.4 Seat Belt Policy

GRAHAM is committed to ensuring the safety and well-being of all employees and passengers traveling in commercial vans. Seat belt usage is a critical component of road safety, and adherence to this policy is mandatory for all individuals travelling in company-owned vans. There are no exceptions to the seat belt usage policy, regardless of the distance travelled, road conditions, or familiarity with the route.

All occupants, including drivers and passengers, are required to wear seat belts at all times while the van is in motion. Drivers are responsible for enforcing seat belt usage among all passengers before the van begins to move. The driver should not start the van until all occupants have securely fastened their seat belts.

5.5 No Pet Policy

Employees are strictly prohibited from transporting pets in company vehicles. This includes, but is not limited to, dogs, cats, birds, reptiles, and other domestic animals.

Maintaining a clean and hygienic environment inside company vehicles is essential. The transportation of pets can lead to allergens, odors, and cleanliness issues that may affect the health and comfort of other employees.

Employees with allergies or sensitivities to animals may be adversely affected by the presence of pets in company vehicles. The prohibition of pets helps create a workspace that is safe and comfortable for all employees.

5.6 Convictions

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

In the event of any conviction which leads to 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 commercial vehicle or withdraw its use altogether. The matter will be investigated fully and may result in disciplinary action up to and including dismissal.

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.

5.7 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.