

1. Purpose

This policy provides guidance and clarity to employees on the provision and use of company vehicles or travel 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-JGC@graham.co.uk

2. Scope

This policy applies to all employees of John Graham Construction Ltd. (“GRAHAM”) 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.

3. Drivers Of Company Vehicles

3.1. Introduction

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

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 & Choice of Vehicle

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 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 are detailed in section 5.1.

3.3. Vehicle Modifications & 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 asset to both the Company and the Employee to whom 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. However, if you need general guidance on how your income tax liability maybe affected you should consult the Payroll Manager at Head Office. For specific queries about your PAYE tax code and the tax implications of company vehicles you should consult HMRC direct at 0845 302 1481 quoting the company's tax reference number 916/N939.

Company vehicles are to be treated by the employee as the property of GRAHAM 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.

Upon receipt of the company vehicle the employee will be provided with 2 sets of keys which must be returned to the company at the end of the lease or if leaving the company. Failure to return both sets of keys will result in either a deduction from salary or receipt of an invoice to cover the costs of replacement and shall not constitute an unlawful deduction of wages.

3.5. Routine Maintenance

Our leasing partner currently has responsibility for the management of the GRAHAM fleet of cars, vans and buses. After taking delivery of a leased vehicle you will receive a Drivers' Handbook with which you must familiarise 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. In the case of Audi or Volkswagen vehicles, which use a special synthetic oil, spare cartons can be obtained from the central store at the GRAHAM yard. Check with the Fleet Manager if you are unsure of the correct oil to use.
- 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. If any of the overheating symptoms appear 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 hose 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.
- 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 Fleet Manager within 24 hrs and repaired as soon as possible. Paintwork should be polished at least every six months.
- Cracks or chips to the windscreen are your responsibility and should be rectified or the screen replaced. This damage and repair must also be reported to the Fleet Manager.

3.6. Breakdown Assistance

For Agnew leased vehicles:

In the event of a breakdown please contact Agnew Leasing's 24-hour Driver Helpline on 028 9038 6606 and a fully trained member of their service team will advise you on the best procedure to get you back on the road as quickly as possible.

For Fleet Financial leased vehicles:

After the manufacturer's breakdown cover expires Fleet Financial 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

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 Fleet 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 motoring 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

In the event that you are travelling abroad in an Agnew Leasing vehicle please contact the 24-hour Driver Helpline on 028 9038 6606 to obtain a VE103b form. Agnew Leasing will then issue you with a vehicle on hire certificate which outlines the date of cover. This process is outlined in Agnew Leasing's driver's handbook.

Under no circumstances must the vehicle be used for any non-GRAHAM business activity whether or not you are associated with that business.

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 driving licence or be able to evidence relevant paperwork to show their legal ability to drive in the UK and for the class of vehicle you will be required to drive. Your spouse or partner and other members of your family may also drive your company car subject to approval by the Insurance Department. 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 have been authorised 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 and valid 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 Fleet Manager or Insurance Manager, annually a questionnaire on request by the Insurance Department.

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.

Employees must inform HR of any condition which by law requires them to declare it to DVLA/ DVA (NI), or any medication you may be on that controls are treats a condition declarable to DVLA/DVA.

You must give up your licence if either:

- your doctor tells you to stop driving for 3 months or more
- you do not meet the required standards for driving because of your medical condition

Bona Fide Sub-Contractors' employees are not permitted to drive a GRAHAM 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 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 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 any approved, and 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 Fleet 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 insurance is not provided 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, the GRAHAM yard and home driveways or anywhere without the ignition key being removed and the vehicle locked and immobilized.

3.12. Company Vans, Buses, Lorries and Special Types

Company vans are for business use only which includes travel from home to work and miles completed for work. The vehicle should be securely parked at the company premises/ site or your registered home address. Note: Spouses, partners or other non-company employees are not permitted to drive company vans, buses, lorries and special types.

As the designated driver you must ensure that no one else drives the vehicle without them first completing a 'Company Vehicle Driver's Questionnaire'. The completed questionnaire must be passed to the Manager concerned who will satisfy themselves that the additional driver(s) can be authorized to drive and then passed onto the Fleet and Insurance Managers for approval.

Designated drivers of large lorries and minibuses are to complete daily check list forms and pass any with faults on them immediately to the Fleet Manager who will arrange for any faults identified to be repaired as expeditiously as possible. Forms without faults are to be retained by the designated driver's supervisor.

All drivers must sign a GRAHAM user agreement form as issued by HR.

Personal use is strictly prohibited. If HMRC deem the vehicle to have been used for personal use, the employee will be liable for any tax and NIC due.

3.13. Fuel Cards

Some drivers of company vans may be issued with a fuel card. Although this card is accepted in most filling stations you should check its acceptance before

dispensing fuel to the vehicle. The following conditions apply to their use:

- Fuel cards are your responsibility
- You are to keep your fuel card and PIN number secure
- As you are responsible for the fuel card you will be liable for the expense charged against the card if it is misused.
- Any misuse of any kind will lead to disciplinary action.
- The fuel card is to be returned to your Fleet Manager at the end of your employment term.
- The fuel card is to be used at participating fuel outlets only. You must provide the odometer reading when refuelling, along with the vehicle registration
- You must also enter the mileage reading and the amount and value of fuel in the vehicle's logbook
- Personal use is strictly prohibited.

3.14. Tachograph Procedures

If a tachograph has been fitted to your vehicle it is essential that the following procedures are adhered to at all times. There must be no exceptions.

- Check for presence of tacho' calibration seal inside the tacho' head when driving any vehicle fitted with an instrument for the first time.
- Check that gearbox seals are intact.
- Ensure that the tacho' card is completed correctly as follows and installed the correct way up.
- Write your surname before your first name on the card. Do not write outside the area provided or over the lines as this is an offence.
- Ensure that completed cards are returned promptly to the Fleet Manager on a weekly basis. It is a legal requirement to keep a minimum of 21 previous days' cards in the vehicle.
- Enter the start and finish mileage.
- Enter the starting location and destination.
- When working on site, prior to driving, a line should be marked on the card indicating the start time. Another line should be marked on the card when the vehicle starts to be driven. Between these lines the words "OTHER WORK" should be written.
- Check the operation of the tachograph and ensure that the stylus is marking the card.
- Ensure that the clock is working and set at the correct time.
- A 45 minute break must be taken during or immediately at the end of a 4.5 hour period of driving followed by a further 4.5 hour driving period. The maximum daily driving period is 9 hours. A rest of at least 8 hours must then be taken before you can drive again.
- When vehicles are not in use, e.g. parked overnight, they should preferably be parked at a registered operating centre i.e. HMM at Airport Road West in Belfast or at the appropriate GRAHAM Yard.
- Ensure the instrument's mode switches are moved to the correct setting.
- Other work period - Crossed hammers symbol.
- Driving - Steering wheel symbol.

- Rest - Bed symbol.

Your compliance with these procedures is essential as random roadside checks are being carried out by the police and DVA. Fines and penalty points resulting from your failure to do so will be your responsibility.

3.15. Tracker Procedures

A large number of vehicles have been fitted with a “Tracker”.

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.

3.16. 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 Fleet 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 they are 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 within 24 hours, notify the company’s Insurance Department via 02892689500 or by email insurance@graham.co.uk. You should also immediately notify your Line Manager of the accident and the location of your vehicle. You may 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.

3.17. 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, they are 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 Travelling 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 occasional 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. These documents must be passed to the Insurance Department on request and for checking that the appropriate cover is in place and the vehicle is MOT'd. In the event that the driver does not provide proof of adequate insurance cover, the Motor Allowance payment **will be withdrawn.**

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.

4.1.1. 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.

4.1.2. Not Pensionable

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

4.1.3. 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.

4.1.4. 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.

4.2. 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 including 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

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 mileage claim on Concur along with any other business expenses you may have incurred that 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 Expenses policy for guidance on what constitutes business journeys.

5.2. Electric Vehicle Charging

Electric vehicle drivers should use an electric charging point at their home for primary charging purposes, at their own expense. Whilst some GRAHAM office locations will have electric charging points, these will be chargeable via an EV App. Availability will be in the form of first come first served however we would encourage staff not to use the chargers on consecutive days.

GRAHAM will be installing a system that will make the employee aware when their car is 80% charged. It is important that when the vehicle reaches 80% charge they remove their car from the charging station.

5.3. Driving & 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 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, switch off the engine and remove the keys from the ignition 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.

5.4. Convictions

All motoring and fixed penalty offences must be reported. In the event of any conviction(s) resulting in 6 penalty points or more or which leads to temporary suspension or loss of your Driving Licence, the Company will refer this to its' Insurer to obtain authority for the driver to remain on the Company Fleet Insurance. The Insurer may at its' discretion impose special conditions and/or withdraw cover for the relevant driver altogether. In addition, the company may withdraw use of the company car. With regard to Car Allowance, the company will investigate all the relevant circumstances and may at its discretion impose special conditions with regard to use of the car allowance or withdraw its use altogether.

Employees are responsible for all fines and penalties incurred as a result of the use of their vehicle (includes parking fines, speeding fines 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.

5.5. 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.

Travelling outside the UK and the Republic of Ireland

For privately owned vehicles you should inform your Insurance Provider of your requirement to travel abroad for work or social purposes.

Company car and van drivers who have to travel for work purposes outside the UK/ ROI should contact the Insurance team/Fleet Manager to ensure all paperwork is in place.

Drivers of company vehicles who wish to travel for social purposes only may be required to pay for relevant documentation.

Drivers of leased company vans should contact their manager to ensure the correct permission and paperwork is in place.

If you are travelling outside the UK/ROI you must, as a minimum, carry

- your driving licence
- the vehicle Green Card, if appropriate
- the vehicle logbook, or a VC103 if the vehicle is leased

You may also need an international driving permit (IDP) to drive in some countries. You should check the relevant government website.

Please note that failure to provide these documents may result in the vehicle being impounded.

6. Contact Names And Telephone Numbers

Fleet Manager

Tony McKee 073 8551 1513

Head Office

Reception 028 9268 9500

Insurance Manager

Kevin Rogan 028 9268 1972

Head of Human Resources

Thomas Trainor 028 9268 1726

Agnew Leasing

Driver Helpline Number 028 9038 6606 (24/7)

Michelle McDermott / Patrick Smith

Fleet Financial

Alwyn Millar/ Stephen Cullen 028 9084 9777 (9am-5pm)

AA Breakdown 0800 0480112

Membership NO 0045408

GRAHAM 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 Expenses Policy.

