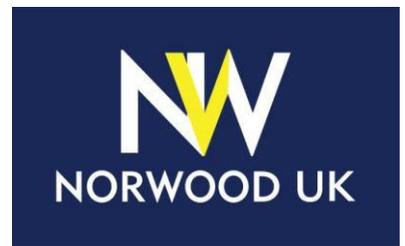




NW
NORWOOD UK

Vehicle Policy



VEHICLE POLICY

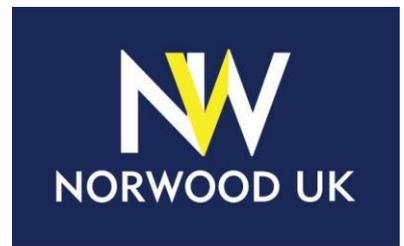
Norwood UK has a duty under The Health and Safety at Work etc Act 1974 which requires us, so far as is reasonably practicable, to take care of the Health and Safety of all employees while at work.

In addition to the duties we have as an employer, under road traffic law, e.g. The Road Traffic Act and Road Vehicle (Construction and Use) Regulations, which are administered by the police and other agencies, will, so far as is reasonably practicable, help to safeguard the interests of the company and the health and safety of its employees who drive in the course of their employment.

It is now essential therefore that the company has a controlled and auditable management process in place to protect itself and its employees.

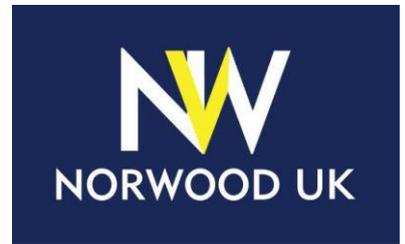
Driving any vehicle carries significant risk of injury or death. The company takes very seriously its duty of care to ensure that all drivers using company vehicles or driving any vehicle on company business in any circumstances do so in a manner that minimises the risk, both to the employee and the company. Health and Safety law does not apply to commuting, unless the employee is travelling from their home to a location which is not their usual place of work.

The company has identified that motor vehicles are a necessary requirement for the fulfilment of its business. The Driver Handbook, agreed by the directors, sets out all the rules and processes that the company and all drivers will follow. Within the handbook, specific requirements and tasks are set out. Anyone using a vehicle must comply with these requirements. Failure to do so will result in the company treating the matter as a disciplinary issue. Please study the handbook, comply with its requirements and share in the significant benefits for everyone as a result of safer driving.



The company's and driver's responsibilities (under the management of health and safety at work regulations) are as follows:

- Employees must hold a current driving licence, valid for the type of vehicle to be driven.
- Employees driving licences will be checked for validity on recruitment and periodically thereafter.
- All employees who are convicted of any motoring offence must bring this to the attention of the management.
- Employees must adhere to the highway code.
- Employees driving company vehicles should carry out daily/weekly checks as per manufacturer's recommendations
- Drivers should take regular breaks when driving long distances.
- Drivers should be aware of the height of their vehicles.
- Employees who drive company vehicles are reminded that they must be able to satisfy the eyesight requirement set out in the Highway Code.
- Employees should not drive or undertake their duties, while on a course of medicine that may impair their judgement. In cases of doubt they should seek the advice of their GP.
- Vans and Company car will be maintained in accordance with the manufacturer's recommendations.
- The use of hand held mobile phones will become an offence from 1st December.
- No vehicle is to be driven in an illegal or un-roadworthy condition. If a vehicle becomes un-roadworthy it must be taken off the road immediately. Your line manager must be notified and given the opportunity to rectify the faults reported as soon as possible
- Safety belts must be worn in both front and rear seats and it is the driver's responsibility (and your own if you are a passenger) to ensure they are used at all times.



- If any damage is caused to a company-provided vehicle due to neglect, the company reserves the right to take disciplinary action against the employee.

Controls

A vehicle suitable for the proper performance of your duties may be provided in accordance with the terms of this policy. The company will be responsible for all standing and running costs incurred in your use of the vehicle including licensing, insurance and maintenance.

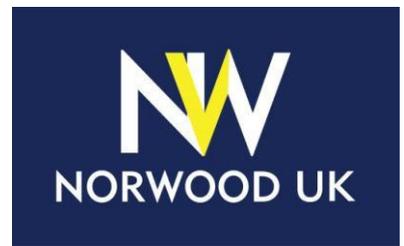
Entitlement

You will be entitled to a vehicle in accordance with and appropriate for your position and your vehicle will ordinarily be replaced after 3 years subject to the Company's discretion.

Use of vehicle

You are permitted to use the vehicle for business purposes. The right to private use of any vehicle is, and remains, at the absolute discretion of the Company and you will have no entitlement to compensation should such right be withdrawn.

You may from time to time be required to allow the occasional use of your vehicle by other staff in the Company who holds a full driving licence.



Insurance/Endorsements

All vehicles are insured on a fully comprehensive basis.

In the event of you being involved in any accident, the Company may require you to pay the insurance excess in respect of any additional accidents and may deduct such sum from your wages.

You are required to report immediately to the Company any motoring convictions, endorsements on your driving licence, or health problems which might affect your ability to drive.

The ability to drive is essential to your employment and loss of your driving licence may result in the immediate termination of your employment

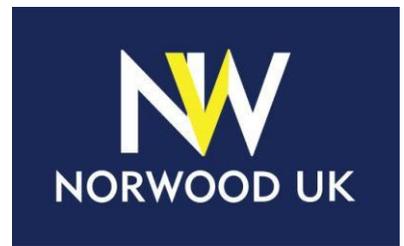
Fuel

All fuel purchased must be paid for using the fuel card provided by the Company with correct mileage and vehicle registration details being provided at the time of purchase.

Security

The vehicle must be kept locked and parked safely when unattended. No Company goods should be left in the vehicle overnight unless the vehicle is kept in a locked garage or compound. In particular, mobile telephones should never be left unattended in the vehicle.

A tracker device may be fitted to your vehicle. This will record and give us access to information concerning your whereabouts and use of the vehicle.



Modifications

No vehicle may be modified, changed or be the subject of the post-delivery addition of “extras” without express permission from the Company.

Maintenance

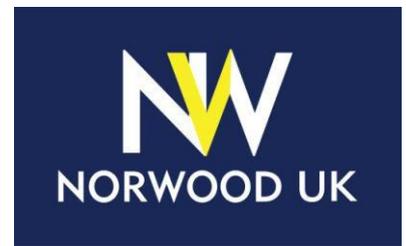
The vehicle must be kept in a clean and tidy condition. You are responsible for regularly checking the following items on your vehicle:

- a) Lights;
- b) Windscreen wipers and washer fluid
- c) Horn;
- d) Mirrors;
- e) Engine oil
- f) Fuel and water;
- g) Battery acid levels
- h) Tyres;
- i) That the vehicle is serviced in line with the manufacturers recommended intervals.

Any damage or defects must be reported immediately to your Manager who will arrange for repairs.

Accidents

If you, or any other person permitted to drive the vehicle, is involved in an accident causing damage or personal injury, however slight, full details must be reported to your Manager/Director by the end of the next working day. If a third party is involved the following details must be noted at the scene of the accident:



1. Name and address of other driver;
2. Owner of vehicle;
3. Registration number of vehicle;
4. Name and address of insurance company, if known;
5. Time and place of accident;
6. Name and address of any independent witnesses.

Do not make any statement admitting liability.

You must provide similar information to the other driver. If property is damaged, but no other vehicle involved it is necessary to exchange similar information. If the owner of the damaged property cannot be ascertained or is not available, or if anyone is injured in the accident, it is necessary to report the incident to the Police as soon as possible and, in any event, within 24 hours. Any accident must be reported immediately to your Manager/Director and you must provide all information requested by the Insurers.

Traffic Offences

You are personally responsible for the payment of all fines (including parking fees) incurred for traffic offences committed in your vehicle and these amounts may not be reclaimed from your expenses. Any sums the Company is required to pay for offences committed in your vehicle will be deducted from your salary.

Familiarisation Training

Training will be delivered at divisional level on vehicle receipt/handover to ensure that the driver is familiar with all the controls and vehicle documentation including:

- Manufactures handbook
- Service schedule
- Spare wheel and jack location



- Vehicle Pack
- Battery location
- Fluid reservoirs
- Operation of controls, lights etc
- Load distribution and security
- Ladder racks and security

Fatigue

The dangers of fatigue or driving when you are tired greatly increase your accident risk.

To minimise this risk the Highway Code recommends the following measures:

- Make sure you are fit to drive. Do not undertake a long journey if you feel tired;
- Avoid [if practicable] undertaking long journeys between midnight and 6am, when natural alertness is at a minimum;
- Plan your journey to take sufficient breaks. A minimum break of 15 minutes after every two hours of driving is recommended;
- If you feel at all sleepy, stop in a safe place. Do not stop on the hard shoulder of a motorway.

Breakdown procedure

- Try to pull over onto the edge of the road or onto the hard shoulder;
- Put on the vehicle hazard warning lights to alert other road users
- If possible use the passenger door to exit the vehicle and move away from the vehicle, on motorways move behind the crash barrier and onto the side verge;
- Where a warning triangle is supplied it should be placed at least 45 metres behind the vehicle, but only if it is safe to do so. This should not be attempted on a motorway;

- When in a safe position contact head office to give details of the breakdown and request that the recognised breakdown service provider be contacted;
- If the driver feels threatened, e.g. by a vehicle/individual stopping, they should return to the passenger seat and lock all doors. In order to communicate with anyone outside the vehicle whilst in this situation the window should be lowered just enough to allow conversation. The vehicle should be exited as soon as the driver feels it is safe to do so.

Leaving the Company

Should you leave the Company's employment, you must (unless otherwise agreed by the Company) immediately upon termination return your vehicle to the Company's premises from which you are based together with all keys, log books and vehicle registration documents.

Signed for and on behalf of the company

A handwritten signature in blue ink, appearing to be 'J Basford', written over a horizontal line.

J Basford – Group Safety, Health and Environment Manager