

## Purpose

The purpose of this policy is to establish guidelines and procedures for the safe and appropriate use of company-owned vehicles by employees of PWM UK Ltd. This policy aims to ensure compliance with all relevant regulations, promote safety, and protect company assets.

## Eligibility

Only employees authorized by PWM are permitted to operate company-owned vehicles. Employees must possess a valid driver's license and meet any additional requirements determined by the company. Use of company vehicles for personal reasons is strictly prohibited unless authorized by management.

## Vehicle Use

Company vehicles are to be used for official business purposes only. This includes transportation to and from client meetings, project sites, and other work-related activities.

Personal use of company vehicles is limited to incidental trips necessary for business, such as stopping for meals or fuel during work hours, except where authorised for personal use in writing.

Employees are expected to operate company vehicles responsibly and in accordance with all applicable laws and regulations.

## Vehicle Maintenance

Regular maintenance and servicing of company vehicles is essential to ensure safe and efficient operation. Employees are responsible for reporting any issues or concerns with the vehicle promptly.

Employees must adhere to the established maintenance schedule for oil changes, tyre replacement, inspections, and other routine servicing.

Any accidents, damage, or mechanical problems encountered while operating a company vehicle must be reported immediately to the employee's line manager and the appropriate authorities.

## Safety

Seat belts must be worn by all occupants of company vehicles at all times.

The use of mobile phones or other electronic devices while driving is strictly prohibited.

Employees must obey all traffic laws and regulations, including speed limits, traffic signals, and signage.

Driving under the influence of alcohol or drugs is strictly prohibited and will result in immediate disciplinary action, up to and including termination.

## Reporting

Employees are required to maintain accurate records of mileage and expenses related to the use of company vehicles.

Any accidents, traffic violations, or incidents involving a company vehicle must be reported to the employee's Line Manager as soon as possible.

## Vehicle Return

Company vehicles must be returned to the designated location at the end of each business day unless other arrangements have been made with management.

Employees are responsible for ensuring that company vehicles are returned in a clean and orderly condition, free of any personal belongings or debris.

## Compliance

Employees are expected to familiarize themselves with and adhere to all provisions of this policy.

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

## Policy Review

This policy will be reviewed periodically, at least annually, to ensure compliance with applicable laws and regulations and to address any changes in company operations or procedures.

A stylized, handwritten signature in black ink, appearing to read "Alex Murphy".

**Alex Murphy**  
Managing Director  
1<sup>st</sup> April 2024