



Company Vehicle Use Policy

1. POLICY OVERVIEW

The **Paradise Nutrients Pty Ltd** company vehicle policy provides employees with guidelines for using a company vehicle. A "company vehicle" is any type of vehicle our company assigns to employees to support their transportation needs for their jobs. Company vehicles belong to our **Paradise Nutrients Pty Ltd** and we want to make sure our employees use them properly. This policy applies to all employees who use a company vehicle and applies during and outside working hours.

2. SCOPE

This policy applies to all our employees who are eligible to receive a company vehicle and to those who drive one as part of their daily duties.

3. ELIGIBILITY FOR A COMPANY VEHICLE

Employees who aren't signed company cars but believe they need one may discuss this with their supervisor or consult with **Paradise Nutrients Pty Ltd** administration.

To be eligible for a company car, employees must complete a form and submit a copy of their driver's license.

In most cases, our company will determine which employees will be assigned company cars.

Paradise Nutrients Pty Ltd may, at its discretion, assign and revoke the access company's vehicles.

4. PREREQUISITES FOR DRIVING A VEHICLE

Our employees are only allowed to drive a company car if they:

- Have a valid driver's license and
- A clean driving record for at least two (2) years.

A clean driving record means that the employee has not been held responsible for a car accident or arrested for a violation of the vehicle and traffic laws.

5. COMPANY'S VEHICLE RULES

- Comply with traffic regulations in your jurisdiction and be courteous to other drivers.
- If applicable, wear glasses or contacts when driving.
- Document driving expenses like tolls and fuel.
- Monitor fuel levels, tyre pressure and all fluid levels.
- Immediately report any damage or problems to the vehicle assigned to you.

- Immediately report changes in your driving privileges, such as the suspension of your driver's license.
- Always lock company cars.
- Bring the vehicle to the scheduled maintenance appointments.
- Employees who are fatigued and/or sick should avoid driving if they feel their driving ability compromised or impaired. If sickness occurs during a business trip that requires the use of a company car, employees should take regular breaks while driving or ask **Paradise Nutrients Pty Ltd** for overnight accommodations, if needed.

6. PROHIBITED BEHAVIOUR

- Do not drive while intoxicated, tired or under the influence of drugs that affect your ability to drive.
- Do not smoke in company vehicles.
- Do not rent, sell or lend a company vehicle.
- Do not violate distracted driving laws by using a phone or texting while driving
- Do not allow unauthorized drivers to use a company vehicle, except in an emergency.
- Avoid double-parking, blocking entrances and engaging in other traffic violations that may result in fines.
- Use a company car to teach someone how to drive.
- Leave the company car unlocked, unattended or parked in dangerous areas.
- Employees who take medications that severely affect their sense of orientation, vision or reflexes may not be permitted to drive a company car.

Employees who violate the company's vehicle rules are subject to disciplinary action, including verbal and written warnings, suspension of vehicle privileges, dismissal and legal action.

7. REVOKATION OR SUSPENSION OF DRIVER'S LICENSE

If an employee's driver's licence is suspended or revoked, he or she must inform **Paradise Nutrients Pty Ltd** as soon as possible. In this situation, the company's car will either be temporarily removed or reassigned to another person. To recover the privilege of driving a vehicle belonging to us, the employee must comply with the company's policy, which includes having a clean driving record for two (2) years.

8. EMPLOYEES WITH DISABILITIES

Employees with disabilities may also be eligible for company cars and parking spaces. We're also willing to make reasonable accommodations to facilitate their company vehicle use.

9. ACCIDENT

In the event of an accident with a company vehicle, the employee involved must immediately contact the personnel department so that the company can contact our insurance company.

Under no circumstances should employees accept liability or guarantee payment to another party in an accident without the company's authorization.

Employees must also follow legal guidelines regarding the exchange of information with other drivers and call the local police if the accidents are serious

10. PARADISE NUTRIENTS PTY LTD RESPONSIBILITIES

We want to ensure that all our employees are safe at work. For these reasons, we will:

- Make sure that the cars you drive will be safe to drive before assigning them to you.
- Schedule periodic maintenance to ensure that the company's cars remain in good condition.
- Provide a copy of this policy to all employees who will be assigned company vehicles.

- Insure vehicles with a reliable insurer.

Drivers are responsible for bringing the company's vehicles for any planned maintenance service.

We keep records of our fleet with the date of manufacture and mileage. We will remove any car considered too old or any car with too much mileage.

11. EMPLOYEE'S RESPONSIBILITIES

Employees are responsible for:

- The tickets or fines they accumulate when driving company vehicles (e. g. for driving too fast).
- All costs if they are arrested or towed for impaired driving or any other reasons arising from their inappropriate behaviour.

Employees are permitted to drive their assigned company cars outside of working hours, but they must always abide by this policy.

DISCIPLINARY CONSEQUENCES

Employees may be subject to disciplinary action if they do not comply with the rules of this policy. For minor offences, such as allowing unauthorised persons to drive a company car or receiving more than[specify] fines, the employee is subject to official reprimands as well as other sanctions such as revoking the privilege to drive a company vehicle.

In addition, the employee is subject to more severe disciplinary measures such as termination or legal action for more serious offences. This may include renting a company car for personal financial gain or to cause an accident while driving while impaired.

12. EMPLOYEE AGREEMENT ON USE OF COMPANY'S VEHICLE

I have read, understand, and agree to comply with the foregoing policies, rules, and conditions governing the use of the Company's vehicle. I am aware that violations of this guideline on inappropriate use of company's vehicle may subject me to disciplinary action, including termination from employment, legal action and criminal liability. Furthermore, I understand that this policy can be amended at any time.