



Company Vehicle Policy

This is a high-level summary for all staff. Full details are set out in the Company Vehicle Policy.

Purpose

The Company Vehicle Policy outlines the conditions under which Company Vehicles are provided and used, ensuring compliance with Australian road safety, work health and safety (WHS), and taxation legislation, while protecting Company assets and reputation.

Key Principles Employees Must Know

Eligibility & Use

- Company Vehicles are provided as part of certain roles or contractual entitlements.
- Vehicles may be used for business purposes and limited incidental private use.
- Only authorised drivers with a valid licence may drive a Company Vehicle.

Safety & Legal Compliance

- You must comply with all road laws, WHS obligations, and licence conditions at all times.
- Driving under the influence of alcohol, illicit drugs, or impairing medication is strictly prohibited.
- You must not permit any other person to drive a Company Vehicle while impaired or unlicensed.

Driver's Licence Obligations

- You must hold and maintain a valid driver's licence appropriate for the vehicle and jurisdiction.
- Any loss, suspension, or restriction of your licence must be reported to your Manager and HR within 24 hours.

Care of the Vehicle

- Vehicles must be kept clean, secure, roadworthy, and serviced in line with manufacturer requirements.
- Smoking or vaping in Company Vehicles is prohibited.
- Vehicles must not be used for racing, competitive events, or unlawful purposes.

Fuel, Charging & Costs

- Fuel cards and charging allowances are for authorised Company Vehicles only and must not be misused.
- Traffic, parking and toll infringements are your personal responsibility.
- At-fault accidents may result in you being required to pay the applicable insurance excess.

Accidents & Damage

- All accidents, damage, or incidents must be reported to Management within one (1) working day.
- Insurance and incident documentation must be completed promptly and accurately.

Fringe Benefits Tax (FBT)

- Use of a Company Vehicle is a taxable fringe benefit.
- Employees are required to make an ongoing FBT contribution in accordance with their vehicle tier.

Leave & Vehicle Access

- Company Vehicles may generally be retained during paid leave (e.g. Annual, Long Service, Company Paid Parental Leave).
- Vehicles must be returned for periods of unpaid leave.

Breaches of Policy

Failure to comply with this Policy, related policies, or applicable laws may result in disciplinary action, up to and including termination of employment. The Company may recover costs arising from misuse or breaches to the extent permitted by law.

Acknowledgement

I acknowledge that:

- I have read and understood the Company Vehicle Policy – One Page Summary;
- I understand this summary does not replace the full **Company Vehicle Policy**;
- I agree to comply with the full policy and all related Group policies when using a Company Vehicle;
- I understand that misuse of a Company asset may result in disciplinary action.

I further acknowledge that this summary should be read in conjunction with the full **Company Vehicle Policy** which is available on the intranet.