

safety & wellbeing

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Elior UK Driving for Work Policy



Caterplus
Catering with care

Edwards & Blake

lexington

Taylor Shaw
Seeing food differently

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INTRODUCTION

POLICY OBJECTIVES

The purpose of this policy is to explain:

- **Company vehicle eligibility and the vehicle choices available**
- **Guidelines regarding use of company vehicles**
- **Cash allowances**
- **The company rules and your obligations under the policy**
- **The company's expectations of colleagues who drive for work**

All drivers will be bound by the terms of this policy when they drive on behalf of Elior UK and any of its subsidiaries. You should therefore familiarise yourself with its contents. Questions regarding this policy should be directed in the first instance to your line manager. More detailed clarification on driver policy matters can be obtained from the Fleet Manager (CarFleet.Admin@elior.co.uk) or the HR Service Desk.

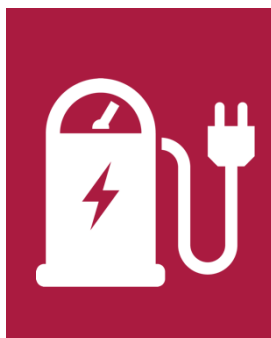
POLICY TERMS

This revised policy is effective from 1st February 2021 (original introduced on 15th August 2008). The Elior UK company car scheme is a key element of an eligible colleague's benefits package. The company will periodically review this policy and reserve the right to amend the scheme from time to time.

This policy also applies to international colleagues, who are working for the company in the UK.

ENVIRONMENTAL POLICY

The Elior UK Driving for Work Policy aims to encourage the use of fuel-efficient cars and those with low emissions wherever possible. Eligible colleagues are required to select from either electric or hybrid vehicles subject to them meeting the relevant criteria in line with colleagues' grade.



RESPONSIBILITIES

This policy is designed to assist colleagues who drive for work, considers the wide range of risks of driving for work and what drivers can, and should do to keep themselves, their passengers, other road users and pedestrians safe.

The requirements and guidelines contained within this policy and guidance manual represent the work-related driving policy of Elior UK and also applies to anyone who drives a company insured vehicle on non-business journeys or colleagues using their own vehicles whilst on company business.

Elior UK expects all its drivers to adhere to their obligations by taking care at all times.

- Failure to adhere to the organisation's policies and requirements may be deemed to be a contravention of the organisation's 'Use of a Vehicle on company Business' Policy and may lead to disciplinary action being taken against you. (See Appendix 4)
- While the law demands responsible driving, the organisation asks its colleagues to behave in a manner that benefits all road users.
- You are legally required to comply with the regulations and recommendations contained within "The Highway Code".
- All colleagues who drive for work must read this policy and guidance in full as it will assist them in meeting the advice and requirements contained within it.
- Anyone who is issued with this policy must confirm their acknowledgement that they have read and understood its contents via our online Fleet Risk Management System, DriveTech. If you do not fully understand the information contained within this policy, please contact your line manager in the first instance or the Elior UK Fleet Manager at CarFleet.Admin@elior.co.uk for clarification.
- If you have a medical condition that prohibits you from driving, you must inform your line manager and the Fleet Manager at CarFleet.Admin@elior.co.uk. If you have been unable to drive for reasons relating to a medical condition you will be required to confirm your ability to drive again as part of your return to work interview.

DRIVER'S CODE OF CONDUCT

There are references in this policy and guidance manual on how colleagues should conduct themselves when driving for work; these have been consolidated into a Driver's Code of Conduct.

DO:

- ✓ Safety check your vehicle before setting off – see POWDER check in work related drivers handbook (Glovebox version)
- ✓ Wear your seat belt at all times
- ✓ Be safe, not sorry
- ✓ Obey all traffic laws
- ✓ Consider other road users
- ✓ Stay calm
- ✓ Plan your route before you leave
- ✓ Look all around before manoeuvring
- ✓ Allow for changes in weather and road conditions
- ✓ Accept traffic hold-ups, they are part of driving
- ✓ Check that the vehicle in front has pulled away before you manoeuvre
- ✓ Plan for the unexpected- leave time and space
- ✓ Take regular breaks on longer journeys
- ✓ Organise work commitments appropriately to allow sufficient travel time
- ✓ Be familiar with the company accident/breakdown procedure and contact numbers

DON'T:

- ✗ Speed
- ✗ Tailgate
- ✗ Reverse if there is an alternative
- ✗ Be aggressive
- ✗ Lose your temper
- ✗ Use a mobile phone when driving, except through reasonable use of a hands-free system that meets legal requirements
- ✗ Use Skype calling, MS Teams, Zoom or other conference call facilities when driving
- ✗ Get involved with road rage
- ✗ Drive whilst tired
- ✗ Drive under the influence of Alcohol and/or drugs



ELIOR POLICY STATEMENT

The Elior UK Leadership Team is committed to ensuring the health, safety and welfare of all colleagues and others to whom it owes a duty of care. Our objective is to minimise as much as possible, the risks you face whilst driving for Elior, with the additional aim that in doing so you become a safer driver, protecting not only you but your friends and family, and other road users.

For further guidance, the Elior UK Driver Policy Statement can be found in the Elior UK Policy Statements section of the company intranet.

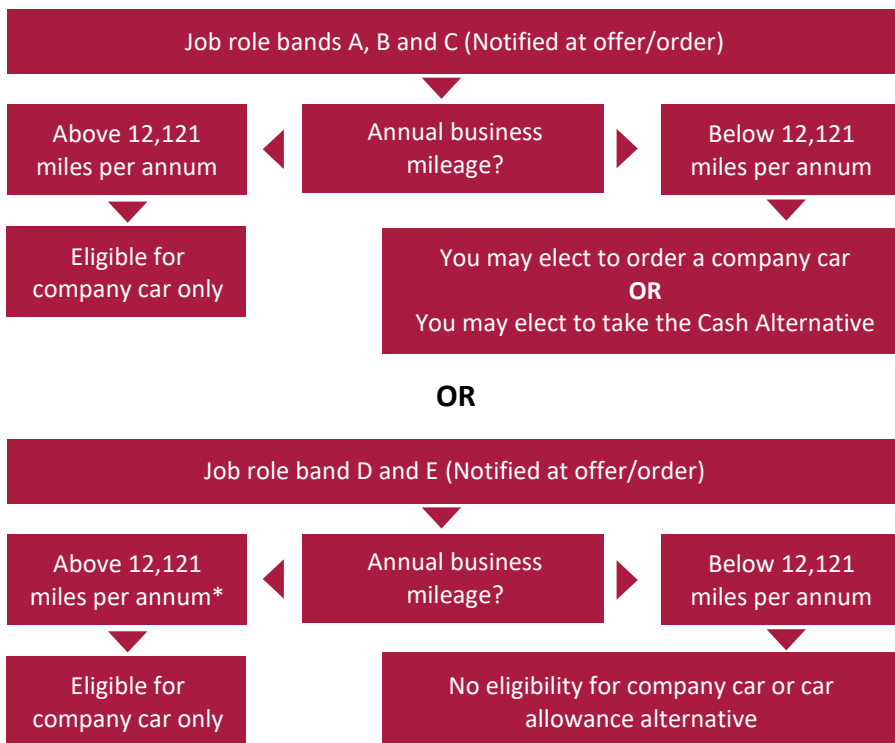
COMPANY CAR ELIGIBILITY AND ALLOCATION

ELIGIBILITY

Your eligibility to join the Elior UK company car scheme and the choices available to you within it are defined by the following criteria and detailed in your employment terms and conditions:

- **Central Support job role band and entitlement under your contract of employment**
- **Level of annual business mileage covered**

The choices available to you are illustrated in the tables below and are dependent on your job role band:



Please note: in exceptional circumstances, for example in the city of London, a travel allowance may be offered where the provision of a company car would not be appropriate.

If you are eligible to participate in the company car scheme, you will be provided with a company car or cash alternative in line with the criteria set out above providing the following conditions are met:

- You hold a current, full and valid Driving Licence which will be verified by the DVLA via the company’s fleet risk management system.
- You complete the online driver risk assessment provided by the company fleet risk management company.
- You do not have any physical impairment, long term or short term, which could affect your driving.
- You have had no more than three accidents in the last 12 months where it has been proven you were at fault.
- You agree to the terms of this company car policy and the points highlighted in the **Elior work related drivers handbook**.
- The vehicle is properly used and maintained at all times.
- You complete the required self-certification form and driver mandate.
- The company reserves the right to withdraw entitlement to a company car or cash alternative in instances of misuse/abuse. Such instances may also be subject to disciplinary action.
- Where a colleague taking a cash alternative is covering in excess of 12,121 business miles per annum the company reserves the right to withdraw the cash alternative and place the individual in a company provided vehicle.
- All company car drivers must fully complete the fleet risk management process before driving a company vehicle and keep it up to date in line with company policy.

BENCHMARK ALLOWANCES

Monthly benchmark lease scale will be reviewed annually and are as follows for company provided cars:

Job role band	Whole life model costs (all costs relating to vehicle)
A	£1000.00
B	£900.00
C	£760.00
D	£660.00

Note: The monthly benchmark allowance will enable colleagues to select a car based on a 4-year, 80K mile contract hire arrangement with the Company’s selected leasing provider.

Colleagues who work part time and are eligible for a company car or cash alternative will have their monthly benchmark allowance calculated on a pro rata basis according to your basic hours of employment (please refer to your contract). All other terms remain the same as for full time colleagues.

CASH ALTERNATIVE

As stated in the above, and subsequent benchmark allowances table, colleagues in job bandings A, B or C who are entitled to a company car who cover less than 12,121 business miles may, if they wish, opt for a cash alternative instead of a company car.

Colleagues may only elect for a cash alternative when the lease term of their existing company car has expired.

Your request to receive a cash alternative payment must be approved in writing by both your line manager and Head of HR Operations and People Services

Before electing for the cash alternative, you should satisfy yourself that it is the most financially suitable option. You will still be required to provide a car appropriate for business use.

ALLOWANCES

The cash alternative allowances are as follows (where colleagues are on Elior UK Particulars of Employment):

Job role band	Annual Gross Allowance	Monthly Gross Allowance
A	£7,800	£650
B	£7,200	£600
C	£6,120	£510
D	Not Applicable	Not Applicable
E	Not Applicable	Not Applicable

The cash alternative will be paid monthly as a non-pensionable gross allowance and will be subject to tax and national insurance as appropriate. The level of cash alternative applicable to each scale will be reviewed annually.



Colleagues electing to take the cash alternative will be entitled to reclaim business fuel costs using the rates as outlined in the Elior UK Expense Policy.

PROVISION OF A SUITABLE VEHICLE

Colleagues who take the cash alternative must provide a suitable vehicle for business purposes. Elior UK regard a suitable vehicle as one that meets the following criteria:

- **Fully maintained and in a roadworthy condition and have a valid MOT certificate (where applicable)**
- **Fully insured for business use**
- **No left-hand drive vehicles**
- **No commercial vehicles**
- **No unusual specifications**
- **No motorcycles (unless prior written agreement is obtained)**

The company reserves the right to undertake regular checks of personal vehicles used for business where a cash alternative is taken, which will include verification of driver's licence, periodic maintenance, MOT (where applicable) and business insurance records.

The company reserves the right to remove the cash alternative where there is evidence of non-compliance with the conditions above and disciplinary action may be necessary.

REPLACEMENT VEHICLES AND OTHER TRAVEL EXPENSES

Colleagues who elect to take the cash alternative must use their own car for business use where appropriate and will not be permitted to drive a company provided vehicle. A colleague may not claim any other travel expenses unless it is deemed that alternative travel is a more efficient and effective way to travel.

Colleagues will also be required to provide their own replacement vehicle if their own vehicle is off the road for any reason. A colleague will not be eligible to drive a company provided pool car or hire car.

GENERAL

Elior UK will endeavour to provide a choice of vehicle manufacturers from which a colleague may make a selection. However, the company will review fleet choice at least annually.

From 2021, when individual cars leases are renewed, we have committed to transition all of our fleet to 100% electric in a move that will reduce our vehicle CO2 emissions by 80-100%.

This programme demonstrates our Economic Social Governance (ESG) commitment to reducing greenhouse gas emissions.

This move will see the replacement of current petrol and diesel vans and company cars with eco-efficient vehicles that are EV (full electric), PHEV (plug-in hybrid electric) or non-plug-in hybrid electric.

There are benefits for our colleagues, our business and the environment in our move to an electric fleet and as a responsible company, we must recognise the importance of preserving natural resources and the positive impact this will have on society and in our continued commitment to our ESG programme.

When selecting your company car please be aware all vehicles must:

- **Comfortably seat at least four adult passengers**

- **Be electric or hybrid (including variations of hybrid; mild hybrid or plug in hybrid)**
- **Be equipped with a factory or retro fitted hands-free phone kit using Bluetooth technology to comply with policy on mobile phone use while driving.**
- **Meet Elior CSR policy CO2 emission levels**

The following types of vehicle are not considered suitable:

- **Convertibles**
- **Vans or derivatives of vans**

COMPANY CAR AND OTHER TRAVEL EXPENSES

Colleagues who elect to take the company car option must use their car for business use where the journey is necessary and other forms of travel cannot be utilised. A colleague may not claim any other travel expenses unless it is deemed that alternative travel is a more efficient and effective way to travel.

REALLOCATION

As the company is subject to substantial penalties for early termination, it may be necessary to reallocate a company car on occasions rather than order a new car. Every attempt will be made to ensure that the reallocated vehicle is aligned with their entitlement. The company will not insist that a colleague takes over a vehicle in excess of their monthly allowance unless the colleague is happy to do so.

EXCHANGE OF COMPANY CARS

Under no circumstances are you permitted to exchange your company car with another colleague without the written approval of the HR Director or the Elior UK Fleet Manager. Permission will only be given where there is a business need and at no additional costs to the company.

Restrictions in this area have been put in place to ensure that the information on the company car database is accurate for P11D reporting therefore reducing the risk of the Inland Revenue issuing you with an incorrect tax code or demand.

ACCESSORIES

Standard manufacturer or dealer fitted accessories may be fitted to your vehicle at the time of order provided the cost of such accessories does not exceed 10% of your total monthly benchmark allowance. (The monthly cost plus 10% accessories cannot exceed your monthly allowance)

Following the delivery of your new vehicle you are not permitted to add any accessories such as tow bars, without the written authorisation of the leasing company and confirmation from the Fleet Manager. The full cost of any accessories authorised will be the responsibility of the colleague and no colleague will be entitled to any reimbursement or right to remove accessories when the vehicle is returned.

TRADING UP AND TRADING DOWN

Colleagues eligible to participate in the company car scheme, have the ability to "trade up" their vehicle up to a maximum of 15% of monthly whole life cost. Trade up is only permissible with full electric vehicles and not permitted with hybrids. Colleagues who participate in a trade up will be consenting to the additional cost being deducted from their salaries 1 month in arrears. Colleagues who terminate their employment prior to end of the vehicle lease will be responsible for the additional whole life costs, calculated by Lex Auto-lease upon termination date.

The company will reallocate vehicles as necessary.

There is no option for colleagues to trade down.



ORDERING YOUR COMPANY CAR

ORDER PROCEDURE

For New Starters (Following completion of Probationary Period)

Inform Fleet Manager of completion of probationary period

If any surplus leased vehicles are available, the Fleet Manager will allocate to the driver

If no surplus leased vehicles are available for reallocation, the Fleet Manager will start the new car order process

Driver will receive a link from the company's vehicle provider to register on their online portal which will allow them to choose a vehicle from their Job Role Band

Review 'Appendix 6.' for electric vehicle decision tree

After the placing of your vehicle order you will be advised of an expected lead time for delivery and will be informed of any changes to this date

Drivers will be required to arrange installation of electric charge points through nominated provider Pod Point prior to the delivery of their new vehicle

The vehicle provider will contact you to arrange collection of your temporary/current vehicle and delivery of your new vehicle

The vehicle provider will provide support until your car is ordered and will advise the Fleet Manager accordingly

ORDER PROCEDURE - FOR EXISTING COLLEAGUES

You will be advised that your existing vehicle is due for renewal 3-4 months ahead of the expiry of its lease

As per New Starters process on previous page

DELIVERY

You will be contacted in advance to arrange a suitable time and location for delivery of your new vehicle. If you are an existing company car driver, your current car will be collected at the same time.

When your car is delivered you should inspect it for any defects. You will be required to sign a delivery note to confirm the condition of the vehicle. All drivers must read and fully understand the manufacturers' and leasing company's driver manual/pack. The driver must also understand and make themselves familiar with all the controls of the vehicle and understand and agree to the terms of this company car policy before the vehicle is driven.

Each new vehicle will include a 'Driver Pack' when they are delivered, this will provide the driver with:

- **Lex Autolease branded Number plates – these are fitted to the vehicle prior to delivery**
- **Floor mats**
- **Small first aid kit**

The driver pack is usually found in the boot of the vehicle on delivery.

In the pack there is an envelope which includes the following:

- **Welcome letter**
- **Driver card which includes the Lex Autolease number for all drivers to call**
- **Key card – this also has the Lex Autolease number on and a tyre tread gauge indicator on one corner of the card.**
- **De hire factsheet – giving guidance on what needs to be returned with the vehicle at end of contract. i.e. both sets of keys**
- **Delivery release note**
- **Collection report – if a Lex Autolease vehicle is collected as part of a key for key replacement**

The driver pack is subject to change as determined by Lex Autolease.

CHANGES IN CIRCUMSTANCES

PROMOTION

If you are promoted, you will be eligible for the appropriate benchmark lease with immediate effect. However, if you already have a company car, you will keep your current car until the end of its term unless a suitable driver can be identified to take it over. In line with company policy, the company reserves the right to re-allocate company cars where appropriate.

MATERNITY

If you go on maternity leave you are entitled to keep your car for the duration of your leave. Should you decide to leave the company permanently at the end of your leave, you will be required to return your car on the last day of your employment.

LONG TERM SICKNESS

If you are absent from work due to long-term sick leave, your eligibility to the use of a company car will continue as normal. Where any long-term absence benefit is paid to you under a company Insurance scheme the company reserves the right to review the provision of a company car/car allowance provided to you at any time.

REDUNDANCY

If your role is made redundant your car must be returned on the date agreed under the terms of your redundancy.

EARLY TERMINATION

If you leave the company for any other reason, your car must be returned on your last day of employment - as agreed with your line manager and Fleet Manager, in a clean and acceptable condition (including 2 keys and the service history). Suitable arrangements must be made with the Fleet Manager prior to leaving.

TRANSFERRING TO PART TIME EMPLOYMENT

Where company Car users are engaged on a part-time basis the provision of any Car Allowance or lease for a company Car will be calculated on a strict pro-rata basis.

RETURNING YOUR COMPANY VEHICLE

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The table below illustrates when company cars should be returned:

Reason for return	When the vehicle should be returned or collected
End of lease	On delivery of the new vehicle, key for key exchange (x 2 keys)
Resignation	On the last day of employment
Dismissal	On the last day of employment
Redundancy	At the end of any notice period or as otherwise agreed
Loss of licence	Immediately
Medical condition that prohibits driving	Immediately
Other – including violation of this policy	Immediately

Collections of company vehicles that have reached the end of their lease will be arranged by Lex Autolease.

Condition of vehicle

You are expected to return your vehicle in a clean and roadworthy condition together with all spare keys, owner's instruction manuals, service history, tools etc. The company reserves the right to charge colleagues for the cost of replacing missing items and for the cost of any damage to the vehicle whether mechanical, bodywork or interior fixtures, fabrics and fittings. For example, currently the company is invoiced £150.00 for each vehicle returned without the appropriate number of spare keys.

Lex Autolease allow a £250 threshold before damage charges are considered. This allows for general 'fair wear and tear' which is acceptable in relation to the vehicles age and mileage. The principles stated for "fair wear and tear" issued by the British Vehicle Rental and Leasing Association will be followed. Details can be obtained from the Elior Fleet Manager. Any additional wear and tear will be considered on a case by case basis and additional costs may be charged to the driver. It is recommended that any damage is repaired as soon as possible after it occurs.

RUNNING YOUR COMPANY VEHICLE

General

You are responsible for the general running, upkeep and maintenance of your vehicle.

For more information on carrying out the required checks (POWDER) see the Work-Related Drivers' Handbook.



Fuel/Electricity

COMPANY CAR DRIVERS

The company currently operates a “pay and reclaim” policy for fuel or electric expenses incurred whilst driving on company business.

The company does not offer any recompense for the cost of fuel or electric used whilst driving for other purposes such as driving on a social, domestic or pleasure basis.

The cost of fuel or electric used whilst driving on company business will be reimbursed to drivers via their expenses. The levels of reimbursement are reviewed annually and are outlined in the Elior UK expense policy.

CASH ALTERNATIVE DRIVERS

As mentioned, on pages 8-9 of this document, colleagues electing to take the cash alternative will be entitled to reclaim business fuel costs (including Electric) using the company rates as outlined in the Elior UK expense policy.

MAINTENANCE AND REPAIRS

All company vehicles benefit from:

- regular servicing, routine maintenance and repairs (arising through fair wear and tear)
- MOT's
- breakdown cover, which includes homestart, recovery and roadside assistance in the UK and Europe (see use of vehicle abroad)
- tyre replacement (through fair wear and tear and accidental damage). Please note you may be liable for damage as a result of driver negligence
- windscreen repair

To access any of the above services you need to contact the Lex Autolease Driver Support function on 0344 879 6000



You are required to adhere to the servicing and MOT schedules for your company car and ensure that following each service your vehicle's service history book is appropriately stamped. There is a penalty to the company of £250 + VAT for each missed service or missing service stamp. The company therefore reserves the right to recharge this cost to the colleague.



It is your responsibility to make yourself aware of the servicing schedule for your car and ensure this is adhered to. Any deviation can invalidate the warranty on the vehicle and can therefore dramatically affect its residual value. Failure to adhere to the service schedule may result in the driver being subject to Elior UK disciplinary process.

You will be provided with a free courtesy car if at least 5 days notice is provided. The courtesy car is not a like for like vehicle therefore it is not advisable to plan a long journey. Hire cars will not normally be provided while a car is being serviced.

THEFT

If your company car is stolen, please inform the police, Lex Autolease Support function and your Elior Fleet Manager immediately.

VEHICLE ROAD TAX

Your vehicle will be supplied with the appropriate road fund licence valid for 12 months. Following this the annual road tax fee will be paid via Lex Autolease approximately 7 days prior to the expiry date of the current licence automatically.

A white silhouette illustration of a police officer wearing a hat and holding a notepad and pen, set against a dark red background.

DRIVING OFFENCES AND FINES

The driver of the vehicle must drive within the law including:

- Ensuring that traffic signs and statutory speed limits are observed
- Ensuring that they adhere to the current law and company policy concerning the use of mobile phones and other hand-held equipment whilst driving
- Ensuring that the vehicle is sensibly parked and not in breach of any regulations.

You are responsible for payment of all parking fines, congestion charges and offences. Unpaid fines will be paid by the company and forwarded to the colleague plus an administration charge. Colleagues will continue to be responsible for the payment of fines incurred whilst they were in possession of the car after termination of their employment.

On 8 April 2019, London's new Ultra Low Emission Zone (ULEZ) came into effect, replacing the previous T-charge scheme, with hopes of reducing harmful emissions in the capital and improving air quality.

The new scheme will apply to most vehicles, including private cars and vans. If a vehicle doesn't meet ULEZ emission standards, its driver will have to pay a daily charge to drive in the area.

Increasingly, cities across the UK will be introducing the creation of Clean Air Zones (CAZ). It is the responsibility of the driver to ensure that they comply with any such regulations and will be responsible for any penalty received as a result of breaches of them.

Where Notices of Intended Prosecutions are received by the company, the company will provide the driver details to the relevant authority.

Colleagues must advise the Fleet Manager and their line manager at the earliest opportunity if:

- **They or their nominated driver incur penalty points on their licence**
- **They or their nominated driver lose their licence or are disqualified from driving either temporarily or permanently**

Failure to notify the company of a loss of licence or addition of penalty points will not only affect the insurance cover on your car but is also regarded as a serious disciplinary offence. If you lose your licence and as a result it is deemed that your job can no longer be carried out effectively, the company reserves the right to terminate your employment.

USE OF YOUR COMPANY VEHICLE ABROAD

Company vehicles may be taken outside of the UK. Colleagues must contact the Lex Autolease Driver Support function on 0344 879 6000 at least 14 days in advance of travel to ensure the necessary overseas travel documentation is received in time. Whilst traveling in the EU, breakdown cover is provided.

When driving overseas you should always carry your driving licence with you.

Please note that in some European countries driving laws may be different to ours. When driving in these countries it is your responsibility to ensure you are legal. Whilst travelling abroad in a company vehicle, any additional costs such as insurance excess (in the event of an accident) are rechargeable to the driver unless travel is for company business.

Some of the additional requirements may include:

- **An international driving permit/licence is required**
- **Vehicles must carry a warning triangle (Spain requires 2)**
- **Vehicles must carry spare light bulbs and fuses**
- **Vehicles must carry a fire extinguisher and first aid kit**
- **Vehicles must carry a high visibility jacket(s)**
- **Some European countries require an alcohol breath test kit to be available in the car. Typically, you will require two kits, as once the first is used a usable kit is still expected to be carried.**

A white GB sticker or number plates carrying the GB logo are also compulsory in all European countries. You should also adjust your headlamps to avoid dazzling oncoming drivers.

LEGAL REQUIREMENTS

It is company policy that colleagues of Elior UK:

- ✓ **Drive for work in a vehicle that meets legal requirements**
- ✓ **Drive in a safe manner and within the road traffic guidelines as contained in the Highway Code.**
- ✓ **Colleague and their additional nominated driver complete a driving licence check satisfactorily. A data protection mandate will be completed “online”. You will then go on to complete a Driver Safety Risk Assessment and complete e-learning modules defined by the completed online risk assessment.**

LEGAL RESPONSIBILITIES

The Health & Safety At Work Act etc (H&SAWA) 1974 places a duty on employers to ensure that they conduct all work undertakings in such a way to ensure, so far as is reasonably practicable, that persons who are not in their employment and who may be affected by their actions are not exposed to risks to their health and safety.

Similarly, the Act places a duty on colleagues to take reasonable care for the health, safety and welfare of themselves and others whilst at work. These duties extend to driving for work. This means that colleagues have a legal obligation to ensure that they work in a safe manner and must not, knowingly, do anything that may put themselves or others, including members of the public, at risk.

Additionally, there are duties on colleagues under road traffic law which stipulate that the driver is responsible for checking the roadworthiness and ensuring the proper operation of the vehicle they drive.

This legal obligation extends to any vehicle driven for work, including rental vehicles and regardless of who owns the vehicle. It also includes bicycles ridden for work.

ROADWORTHINESS INCLUDES:

- ✓ Tyres
- ✓ Brakes and Steering
- ✓ Indicators and lights
- ✓ Windows, washers and mirrors
- ✓ Loading
- ✓ Cleanliness

To meet these requirements, you must:

- ✓ **follow the Highway Code;**
- ✓ **hold a valid driving licence for the type of vehicle you drive;**
- ✓ **have appropriate motor insurance;**
- ✓ **ensure your vehicle is not overloaded and that any load is secure;**
- ✓ **ensure your vehicle is taxed and, if appropriate, has a valid MOT;**

If you do not meet the basic legal requirements, you will be putting yourself, and others, at risk.

CONTRACT OF EMPLOYMENT

This policy contains the conditions for use of a company provided vehicle. Failure to adhere to the conditions may result in permission to drive a company provided vehicle and/or a cash allowance in lieu of a company provided vehicle being withdrawn or using your own vehicle whilst on business for Elior, and you may be subject to disciplinary action.

HIGHWAY CODE

It is company policy that colleagues who drive for work shall familiarise themselves with the legal obligations contained in the Highway Code. Particular attention should be made to the use of the words **MUST** and **MUST NOT** as these identify the legal requirements of the Highway Code.



Information on the Highway Code can be found at the following link:
www.highwaycodeuk.co.uk

DRIVING LICENCE REQUIREMENTS

It is company policy that colleagues who drive for work shall:

- ✓ **hold a full, current and valid driving licence for the class of vehicle driven for work and which legally entitles them to drive in the UK. The validity of a driving licence shall be verified in line with the company's driving licence checking procedure and at a frequency determined by the company;**
- ✓ **carry their driving licence with them at all times when driving for work, unless it has been returned to the Driving Licensing Authority for updating;**
- ✓ **inform the company of material changes in their driving licence status (allocation of penalty points, change of address, change of surname etc.);**
- ✓ **inform the company of new convictions or endorsements within 2 working days of the offence notification; if disqualified from driving or have a pending prosecution which may result in their disqualification from driving, report this immediately to your line manager and the Elior Fleet Manager by emailing; CarFleet.Admin@elior.co.uk**

CHANGES TO YOUR LICENCE

Drivers have a legal obligation to:

- ✓ **notify DVLA of a change of address and/or name;**
- ✓ **renew a photo card licence on or before the expiry date.**

Failure to comply with either statutory requirement is an offence which may lead to the colleague being subjected to fines and penalties.



Remember: if your driving licence isn't valid, you aren't insured to drive.

DRIVING IN GB ON A NON-GB LICENCE

It is company policy that non-GB licence holders comply with the law when driving in the UK. As this is a complex subject, and since regulations vary depending on the country of issue, please refer to the DVLA website for further information: <https://www.gov.uk/non-gb-driving-licence>

EC/EAA vocational licence holders who are GB residents are legally required to register their details with the DVLA and apply for a counterpart licence by completing Form D9.

Form D9 can be downloaded from the DVLA or obtained by contacting DVLA on 0300 790 6801 or <http://www.dft.gov.uk/dvla/forms/onlineforms.aspx>

PERSONS AUTHORISED TO DRIVE

Apart from the colleague to whom the vehicle is allocated, only one additional person may drive the vehicle subject to the following:

- The driver must have held a full driving licence for at least 12 months
- The satisfactory checking of their driver records with the DVLA by the company or their nominated representative
- Authorisation by the company being given in writing



PERSONS NOT AUTHORISED TO DRIVE

- Anyone who does not hold or has not held a full UK driving licence for less than 12 months. For example, learner drivers
- Anyone not employed or authorised by the company to drive the vehicle



CONDITIONS OF USE

- Under no circumstances can a company vehicle be used for any business related activities other than for Elior UK or any of its entities.
- Your company car must not be used in any capacity other than in accordance with the manufacturer’s instructions.
- You must not use or permit your company car to be used:
 - In any way or for any purpose which is in breach of any statute, regulation or order
 - When it is unsafe or unfit to drive
 - For carrying passengers for hire or reward
 - In excess of its carrying capacity
 - For racing, rallying or in any sporting event
 - In any manner that invalidates any relevant insurance

CLAIMS

The company will meet the insurance costs of “at fault” accidents or where fault is undetermined in full but reserve the right at the discretion of the HR Director to recharge any excess payable as a result of a claim on the following basis:

1st Incident	£0.00
2nd Incident	£100.00 (if date of incident is within 12 months of the first incident)
3rd Incident	£500.00 (if date of incident is within 12 months of the first incident)

The company also reserves the right to apply the above excesses in instances where colleagues have been involved in multiple incidents where a third party has caused damage without leaving their details.

Refusal to pay an excess when requested in line with this policy, may result in the colleague being removed from the company vehicle scheme.

Where incidents occur where an employee is driving outside of the UK on holiday and that travel has resulted in a higher excess charge, the colleague will be liable for all of the excess incurred above the normal £500.00.

VEHICLE FITNESS FOR USE

It is both company policy and a legal requirement that:

- ✓ any vehicle driven for work, and regardless of who owns the vehicle, is safe and legal;
- ✓ all statutory driving/vehicle regulations are observed;
- ✓ drivers are responsible for ensuring that these requirements are met.

Driving your private vehicle on company Business (Known as Grey Fleet)

If you use your private vehicle for a work journey other than to and from your normal place of work, the company has a duty of care towards you and other road users to ensure that both you and your vehicle are fit for purpose. It is therefore your responsibility that you meet all statutory and company requirements and have:

- ✓ a full, current and valid driving licence, with the correct category entitlements for the vehicle that you drive for work;
- ✓ completed a driving licence check. A data protection mandate will be completed “online”. You will then go on to complete a Driver Safety Risk Assessment and complete e-learning modules defined by the completed risk assessment.
- ✓ appropriate insurance, including business use cover to carry work colleagues as passengers and/or for the number of business miles driven;
- ✓ valid road fund licence;
- ✓ MOT (if appropriate);
- ✓ registration document (V5) as evidence that you own the vehicle;
- ✓ evidence of regular servicing in line with the manufacturer’s recommended maintenance guidelines;
- ✓ appropriate, full breakdown & recovery service in place.

EYESIGHT

Elior advises that colleagues who drive for work should have their eyes tested by a qualified optometrist every two years.

By law, colleagues are responsible for ensuring that their eyesight meets minimum legal requirements as set out in Rule 92 of the Highway Code:

“You **MUST** be able to read a vehicle number plate, in good daylight, from a distance of 20 metres (or 20.5 metres where the old-style number plate is used). If you need to wear glasses (or contact lenses) to do this, you **MUST** wear them at all times while driving. The police have the power to require a driver to undertake an eyesight test”.



ADDITIONAL ADVICE

- If prescribed, glasses or corrective lenses must be worn when driving; it is recommended that you keep a spare pair in your vehicle as a precaution.
- It is recommended that ‘night vision glasses’, which claim to enhance vision when driving at night, are not worn.
- The company reserves the right to ask colleagues to demonstrate their eyesight meets the required standard. If the standard is not met, the organisation may insist your eyesight is tested by a qualified optometrist and withdraw permission to drive for work until this is done.

More stringent eyesight standards apply to vocational licence holders.

For details visit: www.direct.gov.uk/driverhealth



TRAILERS

It is both company policy and a legal requirement that you may only tow a trailer if you have the correct driving licence entitlement and received appropriate training.

- ✓ **ensure that you know how to connect the trailer, including electrical connections;**
- ✓ **ensure that the trailer is not overloaded, the weight is evenly distributed, the load is secure, and no items are protruding.**
- ✓ **You may only fit a tow bar with the written approval of the Elior Fleet Manager who will ensure it is fit for purpose, remember:**
 - The tow bar must be fitted by an approved installer
 - You must ensure the trailer/caravan/etc. is in a roadworthy and legal condition
 - You have adequate insurance cover for the trailer/caravan/etc. and its contents

The **speed limit** when towing on a rural single carriageway and dual carriageway is 50mph and 60mph when towing on a motorway. Towed vehicles **must not** enter the outside lane of a 3 or 4 lane motorway.



FITNESS TO DRIVE

By law, drivers must notify the DVLA of any medical condition that may impair their driving.

- **Failure to do so is an offence, which may lead to the driver being fined.**
- **Drivers who knowingly provide the DVLA with false information, or do not give the DVLA relevant information to obtain a driving licence, may be imprisoned for up to 2 years. This may also include action taken in line with Elior's disciplinary procedure.**

For further details: <https://www.gov.uk/health-conditions-and-driving>

- **Colleagues must report to their line manager and the Elior Fleet Manager, any illness, condition, treatment or medication (prescribed or over the counter) that may impair their driving.**

USE OF SPEED

Inappropriate use of speed poses a danger to other road users and pedestrians. This may mean that, at times, a safe speed is less than the posted speed limit.

- ✓ **Driving within the speed limit will not only improve your safety but reduce your stopping distances in an emergency.**
- ✓ **The company will never require colleagues to break the speed limit to achieve their work schedule and shall not excuse any colleague who exceeds the speed limit.**
- ✓ **Speeding offences may result in drivers receiving Notice of Intended Prosecutions and/or fines and penalties which may result in Elior drivers requiring additional "in car" training. Speeding offences will be escalated to line managers for review with the colleague committing the offence.**

GUIDELINES AND ADVICE FOR DRIVERS



INTRODUCTION

The company has also published a separate workplace drivers handbook detailing additional helpful guidelines and recommends copies be kept in the vehicle's glovebox. All colleagues who use a vehicle on company business, i.e. private car users (whether under a cash alternative or not) as well as company car users must read this handbook and acknowledge acceptance of its contents via our Fleet Risk Management system, a copy of the current Driver Handbook can be obtained from Elior's Fleet Manager.

An electronic copy will be available on the company intranet.

CASUAL USERS (KNOWN AS THE GREY FLEET)

The term Casual/Grey Fleet Driver applies to those colleagues who are neither entitled to a company car or a cash alternative yet from time to time have cause to drive on company business. Health & Safety law applies to work activities on the road, so it is important to understand who this involves. Work related driving is defined as **“driving or riding on the road for work purposes other than to and from your usual place of work”**

Examples will include:

- **Going to support another site or cover for holidays or sickness**
- **Attending a training session or meeting or meeting in a place which is not where you usually work**
- **Shopping at the local store or supermarket for emergency supplies**

Under these circumstances, and where there is the need to hire a car on company business any drivers will be required to have completed the required health and safety checks by completing both the appropriate self-certification form and complete the DriveTech fleet risk management program. If you drive your own vehicle for company business, then you will be required to register your vehicle MOT and insurance details when prompted in the DriveTech fleet risk management program.

To ensure driver safety at all times colleagues will not be permitted to drive on any company business until the required checks have been completed and the key to a company provided vehicle will only be released prior to the driver fully completing the DriveTech fleet risk management program. These conditions also apply to any colleague that may on occasions drive a company vehicle at site.

Colleagues must advise their line manager and Elior Fleet Manager at the earliest opportunity if:

- **They incur penalty points on their licence**
- **They lose their licence or are disqualified from driving either temporarily or permanently**



Failure to notify the company of a loss of licence or addition of penalty points will not only affect the insurance cover on your car but is also regarded as a disciplinary offence. If you lose your licence and as a result it is deemed that your job can no longer be carried out effectively, the company reserves the right to consider the termination of your employment.

DRIVER ASSESSMENTS AND TRAINING

It is company policy that, depending on annual business mileage and the type of vehicle driven, colleagues who drive for work complete a driving assessment, funded by the company.

The assessment shall be completed periodically and takes the form of on-line driver profiling assessment.

- ✓ **Assessment results shall be used to determine if additional training is required.**
- ✓ **If necessary, colleagues who drive for work may be required to undertake an on-road driving assessment.**
- ✓ **Colleagues who drive for work and who have been identified through the assessment programme as needing further training shall be required to participate.**

DISABILITIES, INCAPACITIES OR ADDITIONAL NEEDS

It is company policy that drivers who have a disability, incapacity or additional needs which may impair their ability to drive safely, the choice of vehicle they drive, or the equipment and/or the controls with which it is fitted, shall discuss any potential issues in the first instance with their line manager.

The Driving Standards Agency has launched a pack to assist British Sign Language (BSL) users to read and learn the Highway Code. For further advice visit: www.bda.org.uk

DRIVING OVERSEAS

It is company policy that colleagues who are required to drive for work overseas familiarise themselves with the road regulations of each country they intend to drive in.

If you do not feel competent or confident to drive overseas, consider using taxis or other means of transport where possible.

NEW AND EXPECTANT MOTHERS

To comply with the Management of Health & Safety at Work Regulations, a work-related driving risk assessment shall be completed once you have informed the organisation that you are a new or expectant mother.

- ✓ **As soon as the organisation is notified in writing, the assessment shall be reviewed monthly up until 6 months after giving birth.**
- ✓ **You must notify your line manager of your pregnancy as soon as reasonably practicable.**



CARJACKING

With vehicles becoming harder to steal due to improved security devices, carjacking is thankfully rare. However, please be aware of the risk, however small, leave sufficient space around your vehicle and look for escape routes.

- ✓ **Consider keeping your doors locked at all times when driving and/or stationary.**
- ✓ **If struck lightly from behind, check your mirrors.**
- ✓ **If in doubt, don't get out of your vehicle or unlock the doors but drive to a busy and safe location, such as a fuel station or supermarket, before getting out to check your vehicle and/or to speak to the other driver.**

POTENTIAL CONFLICTS OR 'ROAD RAGE' INCIDENTS

Driving, whether for work or leisure, can be enjoyable, however, at times it can be stressful and demanding. Drivers need to be fit, relaxed and rested for the demands of safe travel. Good driving requires a responsible attitude to other road users as well as a high level of concentration, observation and anticipation.

Many drivers find different ways to keep calm but here are some suggestions on dealing with, and avoiding, potential conflict, "road rage" or red mist.

- ✓ Whilst driving do not over-react to, or panic about, another driver's error, bad driving or poor attitude. They may be unaware of their actions. Try to stay away from them and concentrate on driving well and within the law.
- ✓ Avoid getting into conflict with another driver. There will be some bad drivers who are looking for a reaction or conflict. "Competing" with another driver could lead to the incident becoming serious. Keep your mind focused on your driving.
- ✓ Stay calm and think logically – when confronted by an irate driver don't engage in gestures, headlight flashing or sounding the horn as this will serve no purpose and may exacerbate the situation. It will also distract you. Concentrate on driving responsibly.
- ✓ Refrain from eye contact with an angry or aggressive driver as this has the potential to make the situation worse.
- ✓ If you find you are being followed by an impatient driver (tailgated) – do not allow yourself to be "pushed" along, intimidated or made to increase your speed. Without actually pulling over or stopping – find a safe opportunity to allow that driver to pass. Circumnavigating a roundabout to enable a tailgater to get past you will add little time to your journey but can make a significant difference to stress levels.
- ✓ If you find that you are being persistently followed by an aggressive driver – try to make your way to a public place, police station or busy street and if necessary, call the police. Do not allow an aggressive driver to follow you home.
- ✓ Under no circumstances should you endanger your safety or well-being by getting out of the car to deal with an angry or aggressive driver. If confronted with a road rage situation remain in the car with the windows closed and doors locked. If necessary, call for help on a mobile phone (not while driving).
- ✓ If you accidentally cause another driver to become angry – hold up your whole hand as a friendly acknowledgement of your mistake – this can diffuse the situation.
- ✓ If your mood is affected by an incident during your journey, once you have moved away from any danger, find an opportunity to stop and take time out.
- ✓ Focus on the present and your driving rather than the destination or purpose of the journey.

VEHICLE INFORMATION AND GUIDANCE



The driver is responsible for ensuring that these requirements are met.

DRIVING POSITION AND VEHICLE COMFORT

Drivers must be able to reach all vehicle controls comfortably and a good all-round view is essential at all times.

Sitting in a fixed position for extended periods of time may lead to back or limb discomfort, and possibly fatigue - particularly if the seat is incorrectly adjusted or the driving position is of an inappropriate design for the driver.

- ✓ Ensure that your view is not obstructed by objects, including sat nav holders, stickers etc.
- ✓ If driving for any length of time, consider adjusting the seating position to vary your posture.
- ✓ It is recommended that company car drivers test drive their chosen vehicle via Lex Autolease, to ensure a comfortable and safe seating position can be achieved before ordering a new vehicle.

VEHICLE CONTROL

Collisions can occur when drivers lose control of their vehicle if the sole of the foot gets trapped beneath the pedal, particularly when raising the foot to change gear.

- Wearing mules, flip-flops and other footwear with insufficient ankle support may lead to the foot slipping off the pedal, or even missing the pedal altogether, these should therefore not be worn whilst driving. It is also recommended that high heels are not worn when driving for similar reasons.
- Care should be taken if wearing muddy or overlarge work boots when driving.

REVERSING AND BLIND SPOTS

Reversing can be hazardous, and injuries and fatalities often occur when reversing.

You must be aware of pedestrians, cyclists and other vehicles in the immediate area and ensure they are aware that you are reversing.

Many sites and venues require drivers to reverse into parking bays as this may reduce the risk of incident, ensure you follow the rules at site and take care whilst completing reversing manoeuvres, never rely solely on reversing cameras.

Ensure that your mirrors are adjusted to reduce or eliminate any potential blind spots.

ROOF RACKS

If a roof rack is fitted, the driver must ensure that the load is securely fitted/fastened and evenly distributed.

For reasons of safety, drivers must not climb on the roof of their vehicle but use steps, or another safe method, to access the roof.

SAFETY KITS

All company vehicles are supplied with a safety kit comprising of

- Hi-Visibility Vest
- Warning Triangle
- First aid kit

The warning triangles and hi-visibility vest are stowed in the nearside of the boot as this avoids obscuring offside lights when retrieving the equipment.



TYRES AND PUNCTURES

Tyres affect the steering, stability, braking, and acceleration of a vehicle and faulty tyres work less efficiently and wear more quickly.



- It is the responsibility of anyone who drives for work, and regardless of who owns the vehicle, to ensure that tyre tread depths always meet legal requirements
- Vehicle tyres must be fit for purpose and free from any defects which might damage the road or endanger any person
- If you drive with damaged or worn tyres you risk being fined and increase the risk of a driving incident. You also risk invalidating your car insurance policy and endangering the lives of other road users
- The minimum tyre depth for cars is 1.6mm of $\frac{3}{4}$ of the tyre width – continual (full circumference of the tyre)
- If in doubt as to whether a tyre is legal, please take your vehicle to a tyre specialist
- Company vehicle drivers will be required to use the Lex Autolease approved tyre service centres, at time of policy publishing was Kwik Fit

If a driver is stopped by the Police or DVSA, the current penalty for using a vehicle with a defective tyre is up to a £5,000 fine and 3 points on the driver's licence per defective tyre.

PUNCTURES

Follow the below procedures in the event of a puncture to control the vehicle and adopt normal breakdown procedures:

- ✓ **bring your vehicle to a slow stop under control;**
- ✓ **leave your vehicle using the nearside door;**
- ✓ **call the Police if your vehicle is a hazard to other road users;**
- ✗ **don't replace the punctured tyre on the motorway hard shoulder, call the emergency services;**
- ✗ **don't brake harshly unless the road configuration or traffic situation demands it.**

CRUISE CONTROL

Take care when using cruise control in wet, icy or poor traction conditions.

- If your vehicle hits standing water and aquaplanes when cruise control is activated, the road wheels will spin faster as there is no traction with the road surface.
- Once your vehicle has travelled through the water and regained traction, the wheels will rotate faster than the road speed, which may create a skid and lead to loss of control.
- It is recommended that cruise control is deactivated in wet conditions or on slippery/icy surfaces.

Deactivate cruise control when negotiating bends as the vehicle will not slow down on its own accord and travel at a higher speed around the bend than a driver in full control would, thus cutting down the grip available to the tyre.



HIRE CARS

For your safety, if you need to hire a vehicle, or use a courtesy vehicle, remember to carry out the 'POWDER' safety checks (see table below) before use and familiarise yourself with the controls before starting your journey.

P (Petrol/Diesel) Fuel

O Oil

W Water (coolant and washer bottles)

D Damage

E Electrics (lights, horn etc.)

R Rubber (tyre pressure/tread/damage)

ANIMALS IN VEHICLES

It is company policy that animals may not be carried in a company vehicle when used for a work journey. Animals may be carried in your company vehicle at other times provided they are restrained in accordance with RSPCA guidelines.

JOURNEY GUIDELINES

EXCESSIVE DRIVING HOURS

It is company policy that anyone who drives for work does not drive excessive hours as this increases the risk of a collision due to fatigue or inattention. Colleagues who feel they are unable to drive due to the number of hours driven must contact their line manager, who will advise the best course of action to take.



If the above guidelines are exceeded, it is recommended that you re-schedule your work duties to avoid these potential situations.

WEATHER CONDITIONS

It is company policy that colleagues do not to attempt to drive if the Roadside Agencies advise against it. If you have no option but to drive in bad weather:

- ✓ contact your line manager for advice;
- ✓ if there is a risk that the weather conditions may worsen during the day, especially in winter, keep fuel levels up and carry a mobile phone, high energy food and a drink;
- ✓ consider keeping a coat and a blanket in your vehicle - a flask containing a hot drink may also be beneficial;
- ✓ consider your experience and competence when driving in adverse weather conditions;
- ✓ consider the limitations and condition of your vehicle as minor faults may become a serious risk if the weather is or becomes severe.

ELECTRIC CHARGING SOLUTIONS

Charging an electric vehicle isn't that different from refuelling. There's still a fuel filler cap, but instead of a petrol tank you'll find a charging socket where you can plug in the connector.

AT HOME

We recommend that you install a home wall box. Wall box chargers can refill your car up to three times faster.

When you decide to install a charger at home, it's best to go through an authorised installer like Pod Point. They will guide you through the whole process, from the pre-installation consultation through to the demonstration once the work has been done. The government offers grants to support the wider use of electric and hybrid vehicles. The Electric Vehicle Home Charge Scheme (EVHS) provides grant funding of up to £350 towards the cost of installing electric vehicle charge points at domestic properties across the UK. For further information, please contact the Elior Driver Helpdesk, who will be able to supply a letter to claim this grant. As installations of charging points relates to homes, colleagues will be responsible for the entire costs associated with charging points. The company will install charging points at appropriate offices.

OUT AND ABOUT

The UK's network of fast and rapid chargers is getting bigger by the week. There are plenty of ways to pay for them too, from pay-as-you-go schemes to subscription models. Some points are even free. Finding your nearest charging station is simple. Apps like <https://www.zap-map.com/> Zap-Map point the way to Type-2 and CCS connectors for Fast and Rapid Charging respectively.

APPENDICES

APPENDIX 1. DRIVING ASSESSMENT USER MATRIX

Type of driving	Licence check	Online risk assessment	Online training modules
Site colleagues occasional use – own car (Grey Fleet)	✓	✓	✓
Site staff occasional use – hire car	✓	✓	✓
H/O colleagues occasional use – own car (Grey Fleet)	✓	✓	✓
H/O colleagues occasional use – hire car	✓	✓	✓
Drivers of site vehicles	✓	✓	✓
Company car drivers	✓	✓	✓
Colleagues with a cash allowance	✓	✓	✓
Company car drivers – nominated additional driver	✓	✗	✗

APPENDIX 2. TIMEFRAME FOR DRIVING ASSESSMENT COMPLETION

Task	Time Frame for Completion	
	Grey fleet drivers	New starters
Register & completion of Driver Consent	2 Weeks *	All to be completed before eligible to drive any vehicle for work
Complete personal vehicle data	2 Weeks *	
Online Risk Assessment	4 Weeks *	
Online Training	8 Weeks *	
* Number of weeks to complete this activity from registration date providing this is prior to driving for work.		

APPENDIX 3. DRIVING ASSESSMENT FOLLOWING PROSECUTION

	DriveTech Licence Check Frequency	Risk Assessment Frequency & Online Training	Additional Action
Low risk based on DriveTech Assessment	Annual	Every 3 Years (3 Mandatory online modules)	n/a
Medium risk based on DriveTech Assessment	6 Months	Every 2 Years (3 Mandatory online modules)	Review with Line Manager & complete DriveTech in car Training
High risk based on DriveTech Assessment	3 Months	Every 3 Years (3 Mandatory online modules)	Review with Line Manager & DriveTech in car training

APPENDIX 4. DISCIPLINARY POLICY – USE OF A VEHICLE ON COMPANY BUSINESS

****Please note that this document is an addendum to the existing disciplinary policy. ****

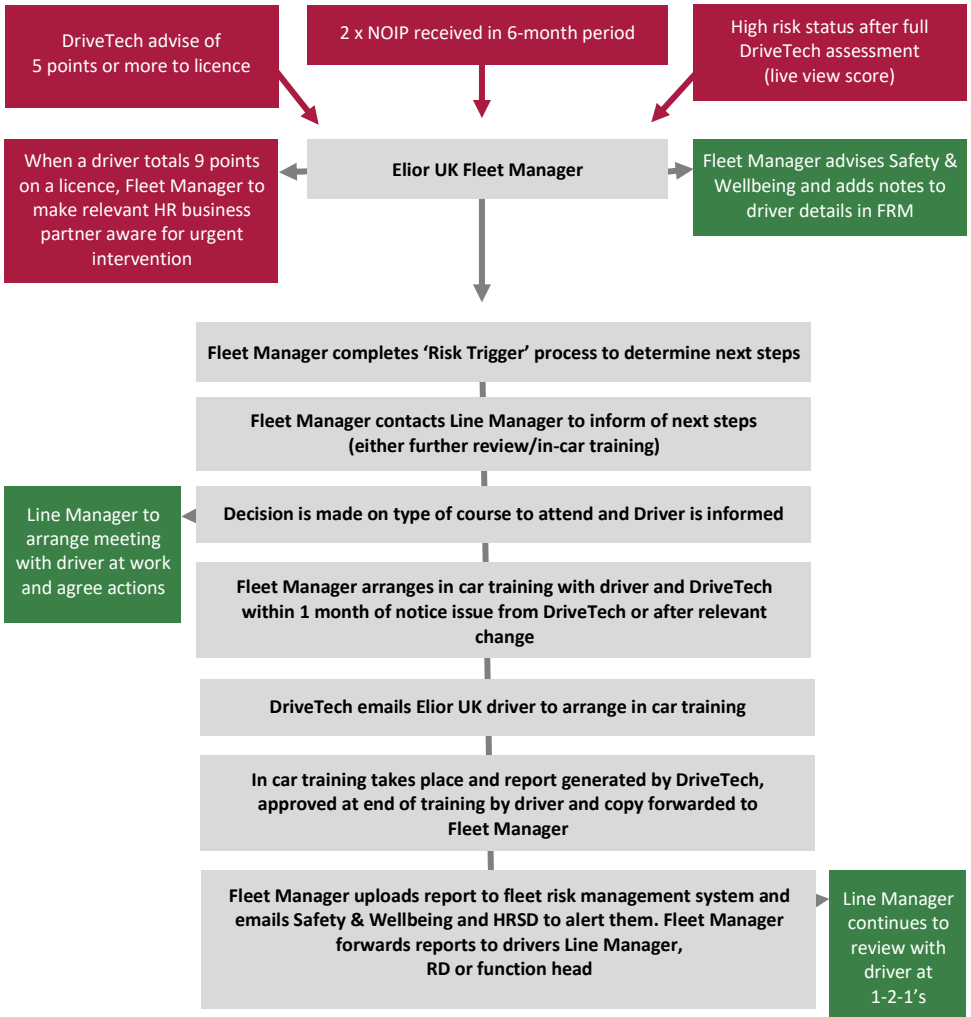
The purpose of this document is to give Managers guidance on how to address issues of conduct in relation to driving at and/or for work. This policy covers any conduct that could be deemed inappropriate, with respect to use of a vehicle on company business.

Any conduct that is deemed to be in contravention of this will be managed as outlined in the company's disciplinary policy.

Examples of behaviours governed by this framework include (please note the following list is not exhaustive):

- Failing to adhere to Driver Code of Conduct
- Failing to adhere to company policy in relation to the condition and maintenance of your vehicle (this includes Grey Fleet – see policy for definition)
- Failing to inform the company of an accident or incident that occurred whilst in use of your vehicle
- Failing to pay fines, which have been incurred whilst driving a company vehicle, in a timely fashion
- Failing to complete a licence check on the fleet management system, in a timely fashion
- Allowing a non-nominated driver to use your company vehicle
- Failure to disclose a medical condition that would impair your use of a vehicle on company business

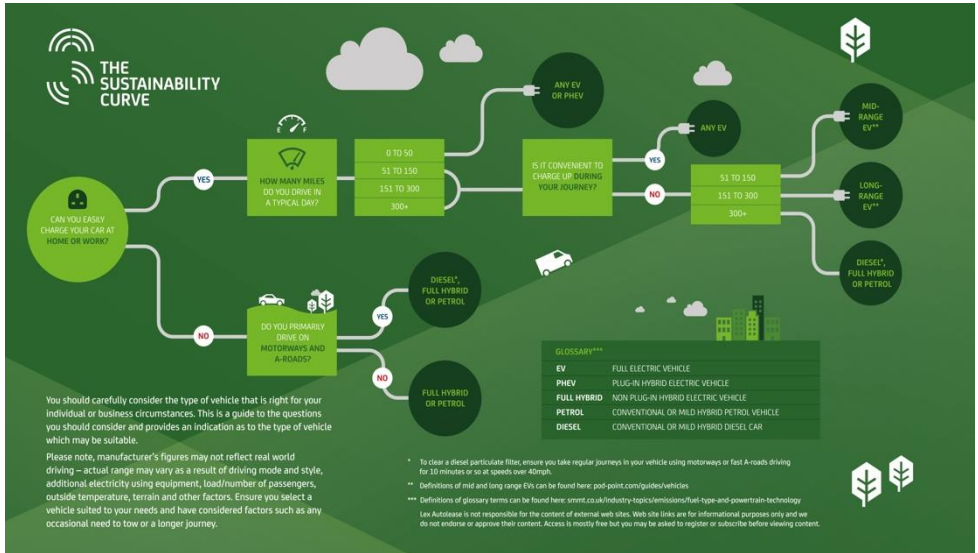
APPENDIX 5. IN CAR TRAINING POLICY



APPENDIX 6.

Elior sales ordering process and Electric vehicle decision process.

1. Lex to confirm monthly to Elior Fleet Manager, a list of drivers to contact regarding renewal
2. Lex to contact driver whose vehicles are approved for renewal.
Lex to support drivers through the fuel decision tree



3. Lex to discuss driver requirements including expected annual or regular daily mileage to assist in decision making
4. Lex send through the following table for Elior Fleet Manager sign off:

Driver Name	Driver Grade	Charge At home	Expected Mileage	Can they charge during journey	Less than 150 typical Daily Journey	More than 150 Typical Daily journeys	Recommended EV/Hybrid	Requesting Diesel and Lex agree
		Y/N						

5. Elior sign off and return to Lex
6. Lex then place driver onto Lex ordering portal – Drivers will see the type of vehicle that fits within their grade and fuel type
7. The driver receives a quote and can place an order online with no further need for Elior or Lex sign off and follows standard Lex process which takes drivers through to delivery and collection of old vehicle
8. Eligible Drivers who “Trade up” their vehicle MUST complete appropriate paperwork authorising deduction from salary and acknowledging responsibility for additional costs should they leave, prior to order being placed.
9. Elior drivers to be directed to preferred charge point provider Pod Point. Pod Point have been assessed by Lex Autolease and are approved by Elior
10. Drivers must contact Pod Point and make arrangements (and payment) for installation prior to delivery of new Electric or Hybrid vehicle
11. Where an EV or PLUG in Hybrid has been ordered, process for Charging point ordering and payment needs to be made by the driver prior to delivery
12. As part of this ordering process, Lex will liaise with Elior so that should a driver require a Diesel fuelled car and this be agreed by Elior, Lex will firstly utilise any storage vehicles

