PVGEN
Smarter Living Brighter Future
Safety First & Foremost

Company Vehicle Policy

Purpose.

Our company vehicle policy describes PV Generations guidelines for the provision, management, and responsibility of company vehicles. A company vehicle is any type of vehicle the company assigns to employees to support their transportation needs for their roles. The Company management retains the right to revoke or reassign company vehicles at their discretion.

Scope.

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

Policy elements.

The company will determine which employees will be assigned company vehicles. Employees who are eligible to be assigned a company vehicle fall into these categories:

- Employees who use company vehicles as an indispensable part of their jobs.
- Sub-contractor in certain instances at the company's discretion who travel to meet with stakeholders of the company – customers, suppliers, partners.
- Employees who are given a company vehicle as a benefit attached to their jobs.
- No monetary allowance will be made to employee in lieu of vehicle.

Prerequisite to Driving Company Vehicle.

On receiving a company vehicle, the employee accepts responsibility for the safe use and upkeep of the vehicle and agrees to maintain and keep clean & tidy internally and externally.
The "Rules for the use of Company Vehicles" in the Employee Handbook outline guidelines with regards to use of company vehicles. If an employee does not abide by the rules and policy the company retains the right to revoke company vehicles. Employees are not permitted nor insured to carry passengers other than fellow employees of the company unless specifically instructed by management.

Accidents & Incidents

Accident and incident must be reported immediately to management and Accident / Incident completed and returned to Fleet coordinator as soon as practicable. It is the employee's responsibility to ensure the company vehicle is not used by anyone other than authorised employees. Employees should not under any circumstances express any opinion one way or the other on the degree of responsibility for the accident but ensure insurance and particulars are noted and provided to the fleet coordinator.

Employees with disabilities.

Reasonable accommodation will be made to facilitate employees with disabilities.

Declarations

Employees must complete a declaration each year upon renewal of insurance declaring,

- They hold a valid driver's license. Copy must be provided immediately on renewal.
- State number of points on license.
- If they have been refused insurance.
- There is no medical issue that would prevent them from driving a company vehicle.