

## Purpose

This policy outlines Protech's objectives and commitments regarding the use of company vehicles, and personal vehicles when being used as part of Protech business. It aims to ensure the safe, efficient, and responsible use of vehicles to support our operations and protect our employees and assets.

## Scope

This policy applies to all stakeholders who are provided with a Protech vehicle, or vehicle allowance and utilise their personal vehicle as part of working for Protech. As required, it will also apply to a Protech stakeholder driving a Protech vehicle. All Protech employees driving or operating a client owned vehicle will be required to comply with the requirements of the applicable client vehicle policy and procedures.

## Objectives

- Promote the responsible and safe use of vehicles
- Minimise the risks associated with vehicle accidents
- Ensure that Protech's environmental obligations are actively considered when purchasing and utilising vehicles

## Responsibilities

It is the responsibility of all Protech stakeholders to ensure that:

- Operating vehicles in safe and responsible manner at all times.
- They remain fit to and capable of operating a vehicle when required to for Protech.
- They hold the correct class of license for the vehicle they are operating.
- They (as needed) assist in maintaining the vehicle according to manufacturer's recommendations.
- They comply with any agreements or requirements placed on them by Protech as part of operating a vehicle.
- They only allow Authorised Protech representatives to operate a company vehicle.
- All incidents, damage or theft involving a vehicle used by Protech is reported as soon possible.
- They are responsible for the adequate security of a vehicle they are assigned by Protech.
- They inform Protech of any changes to their license or health that may impact their ability to operate a vehicle.
- Unless otherwise agreed, all parking, tolls and other expenses incurred will be the responsibility of the driver.

## Commitment

All Protech stakeholders commit to the following:

- Never operating a vehicle when there is a risk of being over the prescribed Blood Alcohol concentration limit as per legislation, or the specified Protech or Client requirements.
- Never operating a vehicle under the influence of illicit substances, or any other substances which may impact your ability to safely operate a vehicle; and not smoking or vaping in a company vehicle.
- Operating vehicles within the applicable road rules (state/site/client or other body).
- Ensuring company vehicles are used for work purposes only, unless otherwise authorised.
- Maintaining vehicles in a clean and presentable manner.
- Taking responsibility and personally paying all fines and/or infringements incurred when operating a vehicle.
- Recording all usage data as requested by Protech's Finance Team and use Fuel cards provided by the company for work-related fuel purchases only.
- Abiding by this policy whilst responsible for and operating a vehicle on behalf of Protech.
- Employees using their personal vehicles for work purposes must ensure that their vehicle is roadworthy, adequately insured, and any claims for work-related mileage are approved in advance.

Additionally, Protech executive management commit to:

- Assessing each vehicle's entire lifecycle on a case-by-case basis and purchasing the most efficient, safe and environmentally conscious vehicle available for the intended use.
- Disposing of vehicles in an environmentally conscious manner.
- Installing GPS tracking devices in all company vehicles to enhance the safety, efficiency, and accountability of our fleet.

## Approval

Marc Meili  
Managing Director



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