

HR

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Policy: Company Car Policy

1. Policy Aim

To provide vehicles that both ensure a safe and cost efficient means of transportation for business and representative purposes and satisfy market remuneration requirements.

2. Scope

Specific ColArt employees who are eligible to have a Company Car or cash allowance, either as part of their remuneration package or due to an agreed essential job need

3. Policy Principle

A Company Car - whether it is owned or contract hired - is a *Company Asset* provided to assist an employee in performing his/her functions. The Company Car is entrusted to the employee, and the Company expects the employee to treat the vehicle with the same respect and care, as if it was his/her own.

The Company Car is classified as a "place of work" and therefore will be treated with the same regard for Health and Safety as factories and offices. As such the Company's Health and Safety Policy will be applicable to the Company Car. To reduce the risk of accidents and injuries the Company will promote safe standards through education and driver training, and encourage employees to drive with caution and care.

The Company has adopted a "Green" fuel policy, to encourage employees to choose economic and low emission vehicles.

4. Policy Operation

4.1 Definition of Job Need and Perk

The Company Car provision fall into two categories:

- **Job Need** - defined as those employees who have a requirement to visit other ColArt sites or customers/suppliers on a regular basis in order to fulfil the requirements of their job.
- **Perk** – are defined as employees with minimal need to undertake business mileage. The Company Car provision in this category will normally be a remuneration perk (see section 4.6 for eligibility).

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4.2 Cash Allowance

As an alternative to a Company car, those who fall within the Perk category will be encouraged to take a cash allowance instead of the car. Perk category new starters to the Head Office will be required to take the cash alternative.

This option will not be offered to those who fall into the Job Need category (who are required to have a company car).

In line with the policy principle to adopt a more environmental approach, the cash allowance will be incentivised with by a 10% enhancement on the lease bands set for car selection. The Group HR Director can overrule at his/her discretion.

If a private vehicle is used for Company business you must ensure that the vehicle is insured and serviced appropriately – the company will conduct annual audits of your paperwork to ensure compliance.

4.3 Replacement Policy

The rule is to contract hire the Company Car for a maximum of 80,000 miles and fix the lease period (maximum 4 years and minimum of 2 years) depending on the individual's estimated total annual mileage. The Group HR Director can overrule at his/her discretion.

Any Company Car User must keep the vehicle for the full duration of the contract irrespective of employment promotion or any significant pay increases they may receive.

4.4 Financing of Company Cars

The Company has chosen to use contract hire for all company vehicles for the following reasons:

- VAT effective
- Competitive sourcing
- Minimal initial capital outlay
- Minimal administration

4.5 Choice of Vehicles

Within the framework of the Company Car Policy and to the extent possible - the Company will take your particular requirements into consideration when contracting and allocating vehicles.

Vehicles that fall outside the scope of this policy that cannot be selected, are:

- Vehicles not meeting Euro IV Standards as a minimum (as published by the Vehicle Certification Agency)
- Vehicles with an average mpg below 27 mpg (imperial combined as published by Vehicle Certification Agency)
- Vehicles with CO2 emissions of more than 130 g/km (as published by Vehicle Certification Agency)
- Vehicles above insurance group 18
- Cars falling outside the range of ColArt recommended makes and models

All new vehicles **must** have as standard or by optional choice be fitted with:

- Drivers airbag
- ABS brakes
- Alarm or immobiliser
- Tracker (or equivalent)

A Tracker card will be provided with the vehicle upon delivery. If the vehicle is transferred to you, please ensure you receive this card and carry it with you at all times.

The Company will only contract the following usual car types,:-

- Saloon (4 or 5 door)
- Estate
- Hatchback (5 door)

Vehicles outside of this list including 4x4 vehicles or SUVs have no value to the company as cost efficient transportation and are difficult to transfer if the driver leaves employment with ColArt.

The employee must be aware that the vehicle allocated does not create a precedent for future allocation of vehicles, or automatic approval with a similar vehicle, when the contract expires.

No guarantees can be given that a replacement vehicle will be of similar make and type as the one currently allocated. Because of the volatility of the car market, constant upgrading of product specification and fluctuation of interest rates. At the time of replacement, the Company will seek to allocate available spare cars in preference to automatically ordering a new one. In this circumstance the Company will seek to offer you a Company Car that has a specification no less than to which you would normally be entitled and should a car be allocated above your normal entitlement, tax protection will be applied accordingly.

The Company maintains the right at all times to re-allocate any vehicle to optimise the utilisation of that particular vehicle when aiming to balance out excessive under/over mileage.

Note: You have the responsibility to calculate the tax consequences for your choice of Company Car.

4.6 Eligibility

Eligibility is isolated to managers in Levels 1 to 3 of the business. Exceptions to this rule must be agreed by the Group HR Director.

Before you may take delivery of a Company Car you will need to:-

- Provide your EU driving licence (to be certified and copied by HR)

- Complete a Driver's Questionnaire
- Confirm by signing and returning Appendix 1 that you have read, understood and accepted the terms and conditions of this Company Car Policy.

To ensure your continued eligibility to drive the Company Car you will need to:-

- Have a valid driving licence (and valid driving licence for anyone nominated to drive your car) – this will be checked on an annual basis by a third party.
- Undergo an onsite basic eyesight examination on an annual basis to ensure fitness for driving. The Company reserves the right to ask you to undertake a full eyesight test at an Opticians should any issues be identified – the cost of the basic test will be borne by the Company. Eye tests undertaken as a result of PC use will be acceptable.

ColArt reserves the right to withdraw the Company Car if any of the above points have not been satisfied or if:

- Your Company Car is not being maintained in accordance with this Company Car Policy
- You are repeatedly involved in accidents

4.7 Benchmark Quotation

The Company's benchmark contract hire term of 48months /80,000 miles is used for the selection of all cars and your lease cost allocation is determined by your grade within the Company according to the Company's car scale. This lease cost allocation can be obtained from the Group HR Director and the Company reserves the right to alter the lease cost allocation scales from time to time as appropriate.

4.8 Personal Contribution

Whilst you will be given a monthly lease allocation by the HR Director, you will be able to personally contribute up to an additional 20% of this lease cost value. This contribution if made must be predominantly used to upgrade the specification of your chosen vehicle as opposed to purely funding the addition of accessories – further guidance is available from HR.

This non refundable personal contribution will be deducted from your salary on a monthly basis for the duration of the lease or until either your lease cost allocation increases through promotion to the next level (any remaining variance will continue to be deducted) or until you leave the Company (whichever is sooner).

It is important to note that a minimum of 18 months of personal contribution must be paid so should you leave the Company before this 18 month period has been exhausted, the remaining contributions up to the 18 month point will be deducted from your leaving pay.

4.9 Services

All new Company Cars supplied by the Company will have the following services provided:

- Road fund licence

- Insurance
- Maintenance, servicing and repairs including oil
- Rescue, recovery and “At Home” breakdown cover
- Test certificate where appropriate (MOT)

4.10 Vehicle Order and Delivery

Leading up to your vehicle renewal date and on the assumption that no suitable spare Company Cars are available, you will be given the opportunity to select a new vehicle in time for delivery to coincide with the replacement date of your existing Company Car. Make sure that you take manufacturer lead-times into consideration.

About 3 months before your vehicle renewal date, you will be sent a password by the HR Department to gain entry to the Lex Autolease interactive website. This password will be valid for 45 days and during this time you will be expected to select a new vehicle based on the benchmark quotation. Once you have made your selection on the website you should advise the HR Department accordingly.

The approval procedure may take up to ten working days, to allow sufficient time to consider the re-allocation of existing Company Cars before ordering a new vehicle.

4.11 New Company Car Delivery

When a new Company Car is ready for delivery, you will be notified by HR of the anticipated delivery date.

Please note that the date of delivery of your new vehicle will be after the date of expiry of the contract for your current vehicle – this is to avoid us having to make any extra monthly payments.

Upon delivery, you must first inspect the Company Car to satisfy yourself that the Company Car is satisfactory and is of the correct specification. Delivery cannot be affected until you have signed a ‘Delivery/Collection Inspection Note’.

4.12 Authorised Drivers

Normally, authorisation will only be issued to you subject to your eligibility specified above. If you would like your partner to drive the Company Car, you must ensure that your partner becomes an authorised driver by fulfilling the **Eligibility Criteria** specified above. The Group HR Director will have the right, at his/her discretion, to request any driving licence at any time and to grant permission for drivers other than your partner to use the vehicle as well as overrule nominations if they are considered unsuitable.

Learner Drivers and anyone within one year of passing their driving test are not permitted on the policy. Once the driver has completed a year’s accident free driving following the test, they may be considered for eligibility. Please note that any drivers considered for eligibility that are less than 25 years old must be disclosed to the Insurer.

You are legally obliged to notify the HR Department immediately of any change in circumstances which may affect the insurance on the Company Car and your legal ability to drive your vehicle. Failure to do so may render you personally liable for any costs resulting from accidents involving your Company Car.

Driving a Company Car either without a current licence or with any medical condition affecting your driving ability is against the law and will be considered misconduct. Disciplinary action will be taken where it is deemed appropriate.

In the case of an emergency where by an authorised driver is rendered incapable of driving the vehicle, the authorised driver may without prior notification of the Finance Director appoint another driver subject to the nominee holding a full and valid EU driving licence. If this contingency is found to be abused, disciplinary action will be taken where it is deemed appropriate.

Note: It is your responsibility to ensure that this clause is complied with in full when any nominee drives the Company Car.

4.13 Insurance

The Company will provide insurance for business, social and domestic use of the Company Car only including certain towing (please check with the HR Department for parameters within the Certificate of Insurance) - any other use is forbidden and will not be insured.

Care should be taken when the Company Car is left unattended ensuring the vehicle is locked properly. Company property such as portable PCs and mobile telephones will only be covered by insurance if they are removed from the vehicle and kept with you when the vehicle is unattended. If this is not the case and they are stolen the Company reserves the right to charge you for the cost of replacing them.

It will be your responsibility to provide insurance cover in respect of the loss or damage to personal effects whilst in a Company Car. This includes any loss or damage to accessories fitted at the expense of the employee. Therefore, it is advisable that any such accessories are covered by a relevant insurance policy. In addition to providing cover for loss or damage to such accessories the policy should also cover the cost of making good any damage to the vehicle resulting from the accessories.

4.14 Car Maintenance

You must ensure that:

- Your Company Car complies with all legal requirements
- A valid Vehicle Excise Licence is displayed
- Tyre pressures are correct and tread depths are within the legal limits
- Your Company Car is serviced in accordance with recommendations as found in your manufacturer's handbook
- The Service Book is stamped after each service
- All fluid levels are regularly checked and topped up in accordance

with manufacturers guidelines

- Your Company Car is regularly cleaned inside and out
- All recall notices are actioned
- Pay all fines and Company Car related penalties
- Make a note of the key code and radio code

General Maintenance and Servicing

It is your responsibility to ensure that the vehicle is roadworthy, generally cared for and cleaned regularly. All Company Cars must be serviced at the intervals recommended in the manufacturer's handbook or as advised by the Contract Hire Company. If you miss the recommended service interval you must report this to HR. On an annual basis you will be expected to provide your mileage upon request so that the servicing of your vehicle may be checked – see "car maintenance audit".

Damage or malfunction of the vehicle caused by "hard" driving, lack of general maintenance of the Company Car etc may be considered misconduct and disciplinary action may be taken where it is deemed appropriate and the Company reserves the right to make you personally liable for any damage.

Tyres, Brakes, Batteries and Exhausts

The legal minimum for tread depth is currently 1.6 mm of tread across the central three-quarters of the tyre. Tyres with bald patches, bulges or cuts over 25mm long exposing the cords are illegal and unsafe. The Policy is to replace tyres when the depth is 2mm and your licence can be endorsed with three points for each defective tyre.

You should ensure that the tyres and brakes receive an ATS check or similar service at least every 6-months/10,000 miles. The cost will be borne by the Company, although the service should be free.

All replacement tyres, brakes, batteries and exhausts must be arranged through Arval.

Windscreen Repair and Replacement

The repair or replacement of glass must be arranged through our Car Insurance Company.

Company Car Registration Documents

Please note that the Contract Hire Company holds all Registration Documents. If you need a copy of the original for any reason, then contact the appointed Contract Hire Company directly.

MOT's

Approximately eight weeks before the MOT on your Company Car is due, you will be notified by HR, to make arrangements to obtain a MOT certificate. It is then your responsibility to ensure that the MOT is carried out on your Company Car before the previous MOT expires and that a new certificate is issued. You must check the details on the new certificate before forwarding it on to HR.

The Contract Hire Company will issue an additional reminder 4 weeks before the due date to assist you with this process.

If the MOT is not carried out by the due date, you will be instructed to take the Company Car off the road. Company Cars that do not have a valid MOT certificate will no longer be insured under the ColArt insurance policy.

If you continue to drive the Company Car without a MOT certificate ColArt will hold you personally liable for any costs and liabilities incurred as a result of your actions.

Manufacturers Recall Notices

The appointed Contract Hire Company, when notified, will send any relevant recall notices directly to you. It is then your responsibility to take your Company Car immediately to a dealership appropriate to your vehicle make and model and have the corrective action undertaken.

ColArt will hold you personally responsible for any costs that occur as a result of failure to have the repairs carried out within a reasonable time.

Breakdown

If your Company Car should break down please call the recovery number on your Arval Fleetcard booklet. The recovery service is a 24 hours service and Arval has a partnership with the RAC to provide the following services to you.

- Roadside rescue
- Recovery service
- At home
- Assured mobility
- European cover

Additional information can be requested via the appointed Contract Hire Company. You may also request a hire car from ARVAL if necessary – this may take up to two hours to be received.

4.15 Car Maintenance Audit

On an annual basis the Company will organise an external audit to check whether you have paid attention to the maintenance needs of your car. ColArt reserves the right to withdraw the Company Car of anyone found to abuse the requirements of this policy with respect to maintenance.

4.16 Fuel

Only the fuel recommended in the manufacturer's handbook is to be used. Accidental filling of the vehicle with the wrong type of fuel must be reported immediately to Arval, who will instruct you accordingly. The Company reserves the right to decide on whether to make you personally liable for any costs associated with the miss-filling of the vehicle.

Note: Do not attempt to start the vehicle as the wrong type of fuel may damage the engine.

4.17 Fuel Card

According to the Company Car Policy, certain drivers will be offered a Fuel

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Card, allowing fuel and lubrication for the allocated vehicle to be purchased. This card must be used for all fuel and oil purchases wherever possible. If it is lost or stolen, please report it to the HR Department. There is no cash alternative to the fuel card offer if not taken up.

4.18 Mileage Records

If you are authorised to claim mileage expenses and then reimburse the Company for personal miles, details of business miles and private mileage must be recorded on the appropriate form. This form must be submitted on a regular basis to your line providing the necessary information as appropriate.

4.19 Claims and Accident Management

ColArt manages claims and accidents internally and each driver is responsible for arranging estimates and organising repairs. The Insurance Company in the case of the following incidents will handle contact with the third party:

- Accident damage
- Theft
- Vandalism
- Damage to a Third Party's car, even if your vehicle has not sustained damage

Claim forms can be obtained from the HR Department Secretary and all communications including the provision of details should be sent to the HR Secretary who will coordinate the cover with the Insurance Company.

Accidents

Following an accident you must:

- Contact our Company Insurance and report the accident immediately giving all relevant details
- Not admit liability, discuss the incident or offer to pay
- Make a note of third party details including name, address, telephone number, registration number, make and model of the car, insurance company's name, policy/certificate number and car owner's name
- Note any witnesses and obtain their names and addresses
- Note any road signs and take brief notes, which may aid completion of the claim form
- In the event of any person being injured, or damage caused to any property where you have been unable to contact the owner, inform the Police immediately
- If the Police do become involved, make a note of the officer's name, number and address of police station and crime number if applicable.
- Notify the HR Department that you have had an accident as soon as possible and include details of any personal injury.

The Police may ask you for a statement. You do not have to provide it immediately. It is better to write it out later taking care with the wording. Please send a copy of the statement to the HR Department and keep a copy for yourself.

If your car is damaged in an accident, please check with Arval to confirm road worthiness before continuing to drive the vehicle.

Correction of the damage will be on the basis of the standard specification for the car – the Company reserves the right to charge you for the additional cost of correction for any additional accessories that you may have added.

If, after thorough investigation, unacceptable conduct or behaviour by the Company Car driver is found to be the reason for the accident, the Company reserves the right to make the employee personally liable for the whole cost of the damage. Furthermore, the Company reserves the right to consider disciplinary action, which may result in dismissal.

Theft and Security

You are required to report to the Police immediately any loss of, or damage to the Company Car. A full written report must be forwarded to the HR Department as soon as practicable but in any event, within 5 working days. If the vehicle is stolen, you must also report the theft to Tracker using the telephone number on the card.

You should bear in mind, particularly when parking, the risks of opportunistic theft and avoid poorly lit areas with little traffic, or surveillance. When leaving your vehicle unattended, shut all windows/sunroofs and always lock the doors. Never leave the vehicle keys in or on the vehicle when not in use or unattended.

Check the operation of your alarm frequently, if it is not working properly then arrange to have it fixed immediately. Always use all the security devices on the Company Car, deadlocks, immobiliser and alarm and remove the radio/cassette panel, together with pocket/car phone and any other valuable items and take them with you no matter how brief your stop. Any item left on display will attract attention.

Failure to take these precautions may invalidate the insurance. If this situation were to occur ColArt reserves the right to recover the uninsured loss from the driver. Furthermore, replacement of any stolen car accessories will be on the basis of the agreed specification for the car and not in line with any accessories that you may have added (and paid for) after the issue of the vehicle.

4.20 Short Term Hire Cars/Relief Vehicles

ColArt has an agreement with a nominated third party supplier for the supply of short-term hire cars/relief vehicles. Please use the number quoted on your supplier card to contact them for further details. Please be aware that you must obtain authority from your Line Director prior to confirming a request and you must inform HR of the make, model and registration number of any rental/loaned vehicle if the hire is likely to last more than two weeks. This is a legal requirement so that ColArt can properly arrange insurance for temporary fleet cars and therefore this procedure must be followed in all circumstances.

If the car is not hired via the nominated third party supplier e.g. is a courtesy or loan car during servicing or repairs, the driver must obtain the following details to be forwarded to HR:-

- Registration number and date
- Car model and engine size
- Fuel and CO₂ emissions
- P11D value (£)

4.21 Driver Training

As you are a representative of ColArt, at all times, the Company will promote safe driving standards and encourage you to drive with caution and care. Where the Company deems it appropriate driver training will be offered with a view to reducing risk.

The Company reserves the right to deny access to any company vehicle to drivers who may not prove to meet a safe and competent level of driving ability.

4.22 Motoring Offences and Fines

If fines or parking tickets are imposed, for whatever reason, it is your responsibility as the registered driver of the vehicle to pay both those fines and any associated costs. Even, if the driver of the vehicle is other than yourself it will still be your responsibility to ensure that the fines are paid. Any outstanding fines paid by the Company will be recovered from you, if necessary by deduction from your salary.

You are required to notify the Company in writing of any motoring offence with which you, or your nominated authorised driver, have been charged or convicted as soon as it occurs. The company reserves the right to deny access to any company vehicle, to drivers who have been convicted of a motoring offence.

4.23 Accessories

Accessories may be added to your chosen vehicle providing they are:-

- Factory-fitted to the vehicle
- The cost falls within the lease cost allocation
- The total cost of accessories is no greater than 10% of your lease cost allocation (excluding any personal contribution)

Alternatively, accessories may be fitted at your own expense on the understanding that once fitted they become the property of ColArt and may not be removed. In such an instance, authorisation must be obtained in advance from the Group HR Director before installation and it is your responsibility to ensure that a qualified installer correctly carries out such additions to vehicles in accordance with the manufacturer's recommendations.

The Company reserves the right to recover any cost from you which results from damage caused by after delivery installation of accessories.

Note: The company insurance does not cover damage to trailers and caravans even whilst being towed by your Company Car and you must also ensure that the permissible towing and weight limits are not exceeded. However, ColArt insurance policy does provide cover in respect of liability to third parties arising whilst the trailer/caravan is being towed by

a Company Car.

4.24 Personalised Number Plates

The Company does not provide for personalised registration plates and employees with personalised registration plates are responsible for the added cost and administration of the re-registration. Requests for personalised number plates must be authorised through HR.

4.25 Returning Cars

All Company Cars must be returned in as good a condition as possible, allowing for wear and tear. The Collection Agent will report all damage, however slight, to the Contract Hire Company via a Condition Report. All returned cars must have their full Service history and spare ignition key available. These are to be handed over to the Collection Agent and not left in the vehicle. If they are missing, the company reserves the right to charge you all or part of the HSBC costs for replacements to be arranged.

Where there is damage on the Company Car when it is returned (i.e. over and above what would be considered fair wear and tear), ColArt will ask the Contract Hire Company to estimate the cost of repairing the damage and this amount may be charged to you through a reduction in your final pay or a subsequent demand, if your final pay has already been processed

Returned Company Cars may be inspected and if found to be in an unsatisfactory condition may delay or prevent you from receiving a replacement Company Car.

All returned Company Cars should be cleaned both inside and out before they are collected. If a valet is required to put the Company Car into an acceptable condition, this may be charged to you personally.

4.26 Use of Company Cars Abroad

Permission to take a Company Car abroad for either private or business use must be obtained from HR. Your Functional Director must also be advised of your plans.

The necessary documentation must be obtained from the relevant Contract Hire Company and full details of this service must be obtained from HR. The normal lead-time to process all the relevant documentation is approximately two weeks notice to date of travel.

The cost, if any, to obtain the necessary documentation or break down cover must be borne by the employee if the journey is for personal purposes and the cost of private fuel used abroad will not be borne by the Company.

4.27 Personal Taxation

As the driver you will be subject to the relevant tax laws regarding use of the company car. To comply with self-assessment you will be personally responsible for keeping records as necessary e.g.:

- Taxable value of the Company Car
- Personal contribution value to the lease cost
- First registration date
- Engine size
- Petrol/Diesel/LPG/CNG

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- Taxable fuel scale
- Change of Company Car during the tax year
- CO2 emission figures

4.28 Buying the Company Car

If you wish to purchase your used Company Car you must contact HR for further information.

4.29 New starters

The Group HR Director must approve the inclusion of a Company Car in a benefit package prior to the commencement of the recruitment process.

Where eligibility is agreed, with the exception of new starters to the Head Office, normal policy is to allocate a spare Company Car to a new member of staff and only order a new Company Car if no other appropriate vehicle is available. For new starters to the Head Office, only the company car cash allowance will be made available as explained in 4.2.

4.30 Withdrawal of Company Cars

You must return the Company Car immediately in the following circumstances:

- Termination of your employment subject to notice period provisions - there may be circumstances under which you will be allowed to retain a Company Car for a specific period. However, this must be authorised by the HR Director.
- Any medical condition or treatment which prohibits you from driving.
- If you violate the Company Car Policy and conditions of use.
- If you are convicted of a driving offence such that you are disqualified from driving.
- If requested by ColArt.

4.31 Health and Safety

In line with Company Policy:-

- With effect from 1 July 2007 the law changes with respect to smoking and as such for:-
 - Job Need Company cars – as a place of work, the vehicle is designated a no smoking area.
 - Perk company cars - you may not smoke whilst undertaking company business and in any case smoking when driving whether for private or business use is discouraged by the Company.
- The Company does not condone the use of mobile phones without the driver first ensuring that the situation is such that their use is both appropriate and safe. The responsibility for this judgement lies with the driver, but if in doubt he/she should not use the phone under any circumstances.
- People opting for the cash allowance as opposed to the company car will be expected to demonstrate valid insurance, MOT and vehicle maintenance records should they use their own vehicle for business reasons (this information will be collected on an annual basis by the HR Department). The responsibility for the Health and Safety of the driver, passengers and other road users will remain

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with the driver. In the event of an accident, if the car is found to be un-roadworthy, the driver will be held liable.

For more details on either or the Smoking Policy, the Mobile Phone Policy, or maintenance/insurance requirements please refer to the HR Department.

All drivers have a responsibility to set their schedule such that it is not necessary to exceed speed limits or permitted driving hours. Furthermore you have a personal responsibility to observe that the Rules of the Road, Health and Safety Regulations or any other applicable law is observed.

4.32 Over/Under Mileage

It is your responsibility to keep track of the mileage driven and to compare it with contracted mileage. In the case of expected over/under mileage a written notice must be forwarded at least 6 months before termination of the contract to the HR, in order for a re-scheduling of the contract to be processed or another Company Car allocated to you.

4.33 Emission Reduction

The Company expects you to choose economical and low emission cars and additional personal contributions may not be used as a way of leasing cars with emissions above the maximum specified in this policy.

5. Responsibility

Interpretation of Policy

In all matters relating to this policy and its interpretation, the final decision on any issue will rest with ColArt and ColArt reserves the right at any time to:

- Withdraw the Company Car from any employee who does not comply with the conditions of this policy
- Change the Company Car currently allocated to you as well as the period over which Company Cars will be operated
- Change or cancel the provisions of this policy, with or without notice, according to the needs of the Company
- Take disciplinary actions if the procedures, terms and conditions of the Company Car policy are breached.

ColArt reserves the right to amend this (as with any other aspect of its policies) at any time.

APPENDIX 1

DECLARATION

I sign below as acknowledgement of my acceptance and understanding of the terms and conditions as laid out in this Company Car Policy or as subsequently amended and I agree to ensure compliance with this Policy of any agreed authorised drivers using my allocated car.

Name (capitals):

Signed:

Date:

ColArt Site:

Authorised Drivers

.....

Please return this completed form to HR

Official Use Only

Driving Licence copied, endorsed and filed:

Driver Yes / No
(signed)

Other Yes / No
(signed)

Company Eye Test completed.....
(date)

c.c. HR

APPENDIX 2

Contacts

Arval: **0370 600 4499**

Allianz & Autoglass

0800 587 5858

Please ensure you have the policy number available at the time of making the call

Policy Holder: Colart International Holdings Ltd & Subsidiary Companies

Policy No: BV22006989

Accident Management Admin:

HR Administrator
0208 424 3223

Policy Questions:

HR Director
020 8424 3234