

The purpose of this Policy is to ensure that employees of Meneghello Group of Companies issued with a vehicle understand the guiding principles associated with its use and ensure the Company's asset is always well-respected and maintained. It is the employee's responsibility to keep vehicles always clean and presentable.

Meneghello Group of Companies is committed to ensuring that all personnel provided with a vehicle receive appropriate education, and training to assist, minimise and prevent injury while travelling in a motor vehicle.

It is a policy of Meneghello to provide fully maintained motor vehicles, including insurance, fuel, maintenance and accident management to all staff members allocated a motor vehicle to enable them to meet their job responsibilities.

Meneghello will ensure:

- Individuals are fit and licensed for vehicle travel
- A safe work environment is provided by minimising hazards and managing risks associated with vehicular travel
- Assistance through a range of preventative initiatives is offered including education and training strategies to help manage travel related risks.

Drivers of company vehicles must comply with WA and traffic legislations such as:

- *Occupational Health & Safety Act 1984*
- *Occupational Safety & Health Regulations 1996*
- *Road Traffic Act 1974*
- *Road Traffic Regulations 2002*
- *Road Traffic Code 2000*
- *Appropriate industry standards*

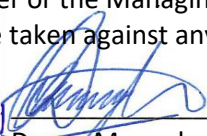
It is expected that drivers of Meneghello vehicles display the highest level of professional conduct when driving Meneghello Vehicles and be conscious of road safety by demonstrating sensible road safety habits. Once a company vehicle has been issued to an employee, the employee accepts liability for all infringements.

Vehicles are provided primarily for business use and while Meneghello allows some private use of company vehicles this should be kept to a minimum.

Smoking is not permitted in Company vehicles or in private vehicles when transporting people on authorised Company business.

Where employees are required to travel for business purposes, including travel between locations for work, company vehicles should be sought out and used first. However, if no company vehicles are available and employees are required to use their own private vehicle, they shall not be disadvantaged financially for such usage.

If an employee has doubts about any aspect of this Policy, they must seek clarification from their manager or the Managing Director. This Policy shall be reviewed periodically, and disciplinary action may be taken against any employee found to have breached its principals.

Signed: 
Danny Meneghello
Managing Director
Date: 05/03/2020

Rev 4

