

# Car Policy

## 1. PURPOSE

To define the rules for the eligibility and use of company cars

## 2. SCOPE

East Europe employees

## 3. DEFINITIONS

EE – East Europe

## 4. PROCEDURE

### 4.1 Eligibility

In EE the following positions are eligible for a company car:

- East Europe management team
- Employees with business usage justification – more than 15.000 km/year of business usage, which does not include the mileage for home-work-home travel; responsibility on verifying the business usage rests with members of East Europe management team
- Employees with PC higher or equal to 57

Functions within East Europe not eligible for company car are members of Application Engineering team with less than 15.000 km/year of company car business usage, REP Canter Team (RDC members), SF team members and Customer service, unless they fulfil PC class eligibility or any other defined in Car Policy.

Eligibility for any other EE function should be approved by Regional Manager East Europe and HR BP East Europe.

In case of positions belonging to Other Business Units, but located within EE region (legal entity of IS EE), the employees fall under the SKF East Europe policy and approval for eligibility and category is needed by both, respective Business Unit (immediate manager and HR) and HR BP East Europe.

Responsibility for follow-up of the EE car policy lies within the East Europe management team and managers directly reporting to them. The guidelines of this regional car policy must be followed wherever possible and exceptions, due to particular country specifics, must be approved by EE Regional Manager.

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#### 4.2 Policy

The responsibility for implementation of policy and approval of all cars lies within the East Europe management team and managers directly reporting to them. Grandparent approval is needed always.

Cars should be replaced when 160.000 km are passed or after 4 years, whichever comes first. Exceptions are possible in case of better contract with the leasing company but must be approved by the Regional Manager. Both financial and operational leasing options are accepted. No purchasing of company cars are allowed.

Cars have to be completely new, only with technical mileage on dashboard, no cars which were already in usage are allowed (test cars, promo models etc).

The cars should be obligatory equipped with ABS, ESP, airbags on both front seats and hands free/Bluetooth system for mobile phones.

These guidelines are based on the SKF Group Company Car Policy which must be followed in all aspects. For example, currently the following must be respected:

- No company car with a CO2 emission exceeding 190g CO2/km WLTP (Worldwide Harmonized Light Vehicle Test Procedure), or the equivalent in an alternative measurement system (where the alternative measurement standard is the market standard) shall be ordered. Furthermore, the local policy shall demand compliance with all relevant local legislation.
- The vehicle has to be executed in four-door or five-door style body, suitable for transporting four adults and luggage, no cabriolets or coupés are allowed.

The full SKF Group Company Car Policy can be found on Spider.

This policy is for internal use only.

#### 4.3 Categories

Max limit is set in EUR and should be converted in local currency in current rate (when having the offer).

Brand/model limitation is not done on regional level.

There is one country factor, for Israel, due to very different/high purchasing prices in the respective country. The country factor is 1,4.

<b>Position</b>	<b>Car Category</b>	<b>Max purchase price without taxes EURO</b>
East Europe management team leading Territory Sales, Engineering & Services and OEM&FI departments	<b>A</b>	<b>36,000</b>
East Europe management team leading Product Management, Customer Service, KA Management, Pricing and processes, Business controlling and HR departments	<b>B</b>	<b>28,000</b>

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<b>Position</b>	<b>Car Category</b>	<b>Max purchase price without taxes EURO</b>
Territory Sales, Engineering & Services and OEM&FI team members directly reporting to EE management team having team responsibility (direct reports) All employees eligible for the company car having <b>PC56</b> and above	<b>B</b>	<b>28,000</b>
All employees eligible for the company car having <b>PC55</b>	<b>C</b>	<b>25,000</b>
Territory Sales, Engineering & Services, OEM&FI and Product management team members having <b>PC53</b> and <b>PC54</b>	<b>D</b>	<b>23,000</b>
Territory Sales, Engineering & Services, OEM&FI and Product management team members having <b>PC52</b> and <b>bellow</b>	<b>E</b>	<b>18,000</b>

#### 5. RESPONSIBILITY

HR Business Partner EE and EE Regional Manager are responsible for the content of this policy.

EE Managers are responsible to implement and follow this policy.

#### 6. REFERENCE

- [SKF Group Company Car Policy](#)
- [SKF Group Instruction on Company Cars](#)

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#### DOCUMENT CHANGE LOG

It is the reader's responsibility to ensure that any printed copy is the correct revision.

REVISION	ISSUE PURPOSE	AUTHOR	APPROVAL	VALID FROM
1	EE Car Policy	MS	NK	01.01.2021

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