

## MEMORANDUM

TO: ALL POOL, COMPANY AND OWN CAR DRIVERS

FROM: ASHLEIGH NOWAK FLEET CONTROLLER

DATE: 20<sup>TH</sup> APRIL 2016

SUBJECT MATTER: SMOKING AND WEARING OF SEATBELTS POLICY

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The purpose of this memo is to remind all Pool car, Company car and Own car drivers of the company's policy on smoking and the wearing of seatbelts within vehicles used on company business.

Please see below the extract from the company policies which you have all signed and agreed to adhere to:

### **Company Vehicle Smoking policy**

***Smoking is not allowed in a company vehicle at any time. It is your responsibility to ensure that there is a notice in a prominent position in the vehicle, which clearly states smoking is not allowed.***

***If the pool car or company car does not have a sign clearly stating that smoking is not allowed, then please contact the fleet controller to ensure that a sign is supplied to you.***

***If you or your passengers are smoking in a company vehicle, this will constitute as gross misconduct and the offender(s) will be taken through the company disciplinary procedure.***

### **Seatbelts**

***Seatbelts are fitted to all company cars; drivers and passengers must wear them on all journeys.***

***It is the driver's responsibility to ensure that seat belts are worn by ALL passengers.***

***If a passenger refuses to wear the seatbelt, the driver must inform a member of the regional management team to ensure appropriate action is taken.***

Please take the time to read the policies that you have signed and agreed to comply with. These policies are enforced for the health and safety of you and your passengers.

