



Rental car guideline

1. Rental car bookings

Avis is the preferred rental car company for Leica Biosystems and shall be used for all rental car bookings (through BCD or direct). Exceptions are only allowed if Avis rent is not available or other providers are cheaper.

Information on the Avis program can be found here:

<https://www.danaherconnect.com/travel/PaKes/Rentaf-Car-Info.aspx>

Register for Avis preferred: <https://www.danaherconnect.com/travel/Pages/Hertz.asDx>

2. Rental car best practice

To avoid any extra cost on rental cars, make sure you provide the guidelines below to your travelers:

- * Book the appropriate car class.

Danaher only allows economy, compact or intermediate/midsize cars. Exceptions might occur if more than 3 people travel together (with luggage)

- * Check the rental car for any defects, scratches, dings, cracks, etc and report those before departure.

- * Mark any defect found on the rental agreement and get it signed by a representative of the rental car company.

Warning: Not all markets are the same. While the US is a bit more generous on little scratches, other markets (e.g. Germany) are very fussy on any type of defects and have a rigorous check on the return, especially at airports. Airport services are typically outsourced and it is in the interest of the service provider to identify any additional revenue stream through damages.

- * Decline prepaid gas options (rent filled car and return empty).

Any unused gas remaining in the tank is a "gift" to the rental car company.

- * Fill up the car before returning.

Rental car companies charge up to 3 times or more of the market price for a liter of gas to be refilled through their staff

- * Follow the law - avoid traffic violations

In addition to the cost of the ticket, there is an up charge through the rental car company (could be 30€ or more per incident), in addition, your company gets notified.

Information for Rental car users

Receiving the car:

To ensure a safe and satisfying rental, you will be served with a well-checked car. The car will be handed over to you in a proper and roadworthy condition, inside the car you will find the car paper, the green insurance card and an Avis Budget Accident/Incident report form.

During the winter month, the level of antifreeze is sufficient and an ice scraper is available in every car. In addition, all our cars will be also equipped with winter-tires from November until March.

The rental station or the delivering service staff will hand out to you an rental agreement. If the car has any known chargeable damages, they are stated on the car picture either printed or added manual.

Due to the monetary responsibility of the renter for all new damages, you should always check the car before starting your trip. Just take a walk around: If there are any damages that are not mentioned on your rental agreement, you can prevent rental charges or misunderstandings by reporting them directly to the service staff or to the rental station by phone.

Example for an opening rental agreement:

[illegible]

During your rental:

in case of a breakdown, accident or any incident like theft, collision with a stationary object, parking damage, lost equipment, etc., you should always use the accident/incident report form, follow the instructions of the rental agreement and inform the rental station/assistance hotline immediately. To protect your interests you should always ask any involved third party for their green card and for all the details to fill out the accident report form, including signature. Please note that only a police report can establish that a third party has caused the accident.

Returning the car:

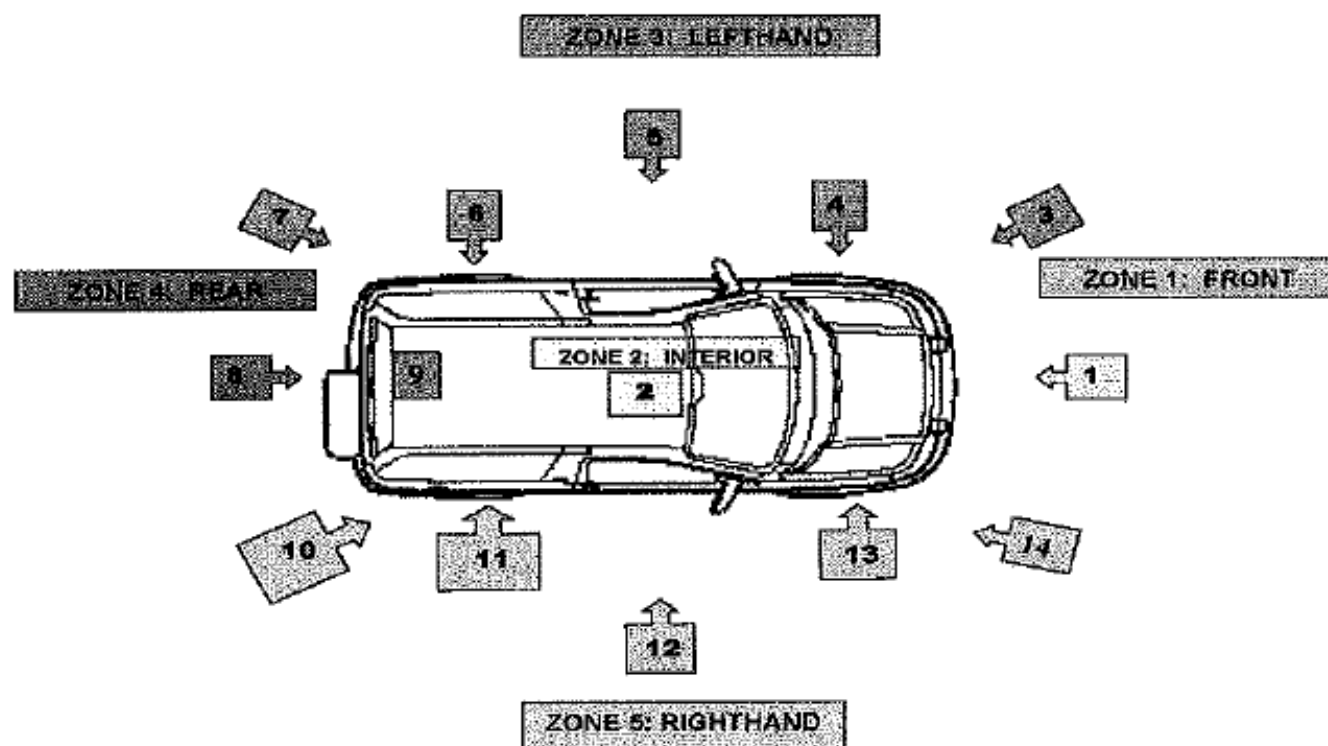
At every collection or returning of a car, the service staff will check it for new damages, in general Avis does not charge for fair wear and tear resulting from normal use of its vehicles like:

- Superficial abrasions which can be polished out without special equipment
- Scratches less than 25mm which do not penetrate the paint surface
- Dents less than 25mm with no paint cracking or flaking
- Stone chips less than 5mm without denting
- Chip marks to glass which do not penetrate the first layer
- Wheel or wheel trim scuffs without cracking or gouging

All other damages are chargeable and have to be recorded, regardless whether they will be charged to you or not.

You can follow the checking procedure quite easily and it only takes 2 minutes (excluding the time for completing the incident/accident report form, of course). The vehicle should always be assessed according to the Group standard, applying the 14 points check and the standard viewing angle from different heights.

14 points check:



Indications for chargeable damages:

Vehicle check and definition of wear and tear

Standard viewing angle

- Ca. 2 meters distance from the vehicle
- At a 90° angle
- And at a 45° angle on both sides

- 1

Is the damage visible from this viewing angle?
If NO, only note the damage on the F50 sticker.
- 2

Is it wear and tear (non chargeable)?
If YES, only note the damage on the F50 sticker.
- 3

Is it a chargeable damage?
If YES, fully document (UB, Pearl, FNoL, F50).

Visible chargeable damages			
Type of damage	Small	Medium	Large
Scratch	26 – 50 mm	51 – 200 mm	> 200 mm
Dent	26 – 50 mm	51 – 200 mm	> 200 mm
Stone-chip/paintwork damage	3 – 5 mm	> 5 mm	
Stone-chip damage with denting	≥ 3 mm		
Glass (stone-chip)	1 – 5 mm	> 5 mm	
Alloy wheels superficial scratches roughing/loss of material	> 25 mm		
Steel wheels breaking/cracking			
Tyres any kind of damage			
Seats, upholstery (cigar/ette burn/tear)	3 – 10 mm	> 10 mm	
Floor mats (cigarette burn/tear)	10 – 25 mm	> 25 mm	

After the rental:

The damage costs are charged up to the contractually agreed maximum excess, via the method of payment mentioned on the rental agreement. Your claim documents are available on request from our customer service.

If you have any questions, please do not hesitate to contact the damage department of our customer service. Contact details are shown on the rental agreement.

Special case: If the damage has been caused by a third party, we claim the costs from the person responsible. As soon as the other party's fault has been clearly established, any damage costs that may have been charged to you are reimbursed.

in case of issues or questions, send an e-mail to: travei-issue@leicabiosystems.com