

Leica Biosystems Addendum to Danaher Company
Vehicle Policy and Procedure Manual

Sign and return to HR.

Section 10 Driving Violations by Associates and Household Authorized Drivers: The following applies for two (2) moving violations, citations, accidents or convictions within any twelve (12) month period, or three (3) or more moving violations, citations, accidents or convictions within any eighteen (18) month period.

TYPE OF VIOLATION	IMMEDIATE ACTION	CONSEQUENCE
Two (2) moving violations, citations, accidents or convictions within twelve (12) month period	The associate must notify immediate manager and fleet administrator within 48 hours of any moving violations. The driver will be required to complete, within 30 days, a driving training program approved by Danaher or its subsidiaries or the driver may choose to forfeit his/her driving privileges. Fleet administrator will inform immediate manager upon driver’s training program completion.	In addition to completing a driving training program in the required timeframe, the employee will: ? Automatically be placed on a Performance Improvement Plan; and ? Face potential termination of employment, pending outcome of investigation.
Three (3) or more moving violations, citations, accidents or convictions within eighteen (18) month period	The associate must notify immediate manager and fleet administrator within 48 hours of any moving violations, citation, accidents or convictions.	Leica will review on a case by case basis and will take any and all reasonable actions, including, but not limited to, a determination of ineligibility to drive a company fleet car and termination of employment.

Section 20: Car Allowance: The car allowance program for Leica Biosystems division associates located in the United States or Canada was discontinued effective December 31, 2014.

By signing below, I acknowledge that I have read, understand, and agree to this Addendum.

{signature_new_associate}
Associate Signature

{name}
Name

{title}
Title

{date}
Date