

# **COMPANY VEHICLE POLICY AND PROCEDURE MANUAL FOR CANADIAN ASSOCIATES**

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**Revision 1.0**

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## Danaher Vehicle Policy

### 1. Purpose

The purpose of the Company Vehicle Policy is to provide guidelines for eligibility, administration, and the safe and lawful operation of company vehicles. The Policy applies to all Canadian associates of Danaher or its subsidiaries who are assigned a company vehicle and to associates who routinely

drive a company vehicle while in the performance of their job. The Company Vehicle Policy includes guidance and procedures for the following:

- Eligibility for a Company Vehicle
- Policy Compliance
- Motor Vehicle Safety
- Vehicle Assignment and Acquisition
- Vehicle Operation and Maintenance
- Associate Responsibilities

**While this Policy is not all-inclusive, its goal is to establish adequate guidelines for businesses to make reasonable judgments for the safe and cost-efficient use of company fleet vehicles. The Policy is designed to help operating companies and associates comply with the requirements of local, provincial, and federal laws, including the CRA.**

Danaher has selected an external provider, Element Fleet Management, to assist with vehicle leasing, fleet management, and safety management. All Danaher subsidiaries with company vehicles in Canada are required to use the Danaher selected fleet provider.

## 2. Responsibility for Policy

This Policy sets the minimum requirements and controls over any company-owned or company-leased vehicles. All company-leased vehicles **MUST** be supplied through the selected Danaher fleet provider.

**All drivers are responsible to understand and comply with this Policy. Associates must complete and sign Exhibit A Driver Policy Acknowledgement Form prior to being assigned a company vehicle.**

Operating company policies may be more restrictive (but not less restrictive). Associates must contact their operating company fleet administrator regarding additional policies that may apply.

The Danaher corporate functions of Human Resources, Procurement, Risk Management, and Environmental, Health & Safety have responsibility to establish and update this Policy, institute administrative procedures, and monitor compliance with the Policy. Any exceptions to the Policy must be approved in advance, in writing or via email, by the local Human Resources leader and one-over-one management. Any exceptions to the vehicle selector list must also have Corporate Procurement approval. Each operating company is responsible for the administration of the Policy, the maintenance of fleet records, and compliance with all applicable local, provincial, and federal regulations.

## Eligible Positions & Authorized Drivers

### 3. Eligibility for a Company Vehicle

Company vehicles may only be assigned to associates in eligible positions where routine vehicle use is required for the performance of their jobs. Each Danaher operating company is responsible for identifying the eligible positions that meet this definition. Eligible positions are typically limited to those in field sales, field service, and the management of field sales and service. Once eligibility is determined, the below Vehicle Eligibility Matrix shall be utilized to define the vehicle selector category available to the associate.

<b>Danaher Vehicle Eligibility Matrix</b>	
<b>Position</b>	<b>Lease Approval Level or Purchase Price</b>
<b>Executive Level</b>	<b>Car allowances</b> should be utilized in this category unless routine vehicle use is required for performance of the job. Car allowance amounts are determined by Human Resources of the operating company (Section 20). If routine vehicle use is required for the performance of the job, then company vehicle may be assigned from Danaher selector category <b>Level Three</b> or lower.
<b>Senior Management Level</b>	If routine vehicle use is required for the performance of the job, then company vehicle may be assigned from Danaher selector category <b>Level Three</b> or lower. Your fleet administrator will provide ordering procedures.
<b>Sales Managers</b>	If routine vehicle use is required for the performance of the job, then company vehicle may be assigned from Danaher selector category <b>Level Two</b> or lower. Your fleet administrator will provide ordering procedures.
<b>Sales Associates, Applications and Technicians</b>	If routine vehicle use is required for the performance of the job, then company vehicle may be assigned from Danaher selector category <b>Level One</b> . Your fleet administrator will provide ordering procedures.

Newly hired associates shall be assigned a vehicle from the current available inventory at the discretion of the local fleet administrator. If no idle vehicle is available, the associate will be assigned a rental until their new vehicle is delivered. Efforts will be made for the rental to be a like vehicle, but this cannot be guaranteed.

Associates who are eligible for a vehicle, but are temporarily not working for a long period of time due to leave of absence can keep the vehicle during their leave at the discretion of their Operating Company. It is recommended that any leave longer than 3-months be subject to return of the vehicle.

Associates who become ineligible for a company vehicle due to re-assignment to a non-eligible position must relinquish the vehicle on the effective date of the re-assignment. With written approval of the reporting manager, a quote to purchase the vehicle can be given through the fleet provider.