Ironyx Company Car Policy

# 1. Purpose

This Car Policy outlines the rules and procedures for the allocation, use, and maintenance of company cars provided to employees by Ironyx. This policy ensures that company vehicles are used safely, responsibly, and in compliance with all relevant laws and regulations.

# 2. Eligibility

Company cars are provided to employees based on their job requirements and responsibilities. Eligibility for a company car is determined by the employee's role, frequency of travel for business purposes, and seniority within the company.

# 3. Allocation of Vehicles

* Senior Management and Executives: Allocated premium vehicles with additional features.
* Field and Sales Staff: Allocated standard vehicles suitable for extensive travel.
* Other Employees: Allocated vehicles based on business needs and approval from the department head.

# 4. Use of Company Vehicles

Business Use: Company cars are primarily for business use. Employees are expected to use the vehicle for company-related travel, including client meetings, site visits, and other work-related activities.

Personal Use: Limited personal use of company cars is permitted but should not interfere with business needs. Employees are responsible for any additional costs incurred due to personal use (e.g., fuel, tolls).

Prohibited Use: Company cars must not be used for illegal activities, transporting unauthorized passengers, or any purpose that could harm the company’s reputation.

# 5. Responsibilities of Employees

Maintenance and Care: Employees must keep the company car in good condition, ensuring regular servicing and cleanliness. Any damage or required repairs should be reported immediately.

Fuel and Expenses: Employees must use company-provided fuel cards where applicable. All business-related expenses, including parking and tolls, should be documented and submitted for reimbursement.

Compliance: Employees must hold a valid driver’s license and comply with all traffic laws and regulations. Any fines or penalties incurred are the responsibility of the employee.

Accidents and Incidents: In the event of an accident or incident, employees must report it to their supervisor and the HR department immediately. A police report should be obtained if necessary.

# 6. Insurance

Ironyx provides comprehensive insurance coverage for all company cars. Employees must not engage in any activities that could void the insurance policy. Personal belongings inside the vehicle are not covered by the company’s insurance.

# 7. Termination of Use

End of Employment: Upon termination of employment, the company car must be returned immediately. Any outstanding expenses or damages will be deducted from the employee’s final paycheck.

Policy Violations: Misuse of the company car or violations of this policy may result in disciplinary action, including the revocation of car privileges.

# 8. Policy Review

This Car Policy will be reviewed annually to ensure it remains current and effective. Employees will be notified of any changes or updates to the policy.

# 9. Contact Information

For any questions or concerns regarding this Car Policy, employees should contact the HR department.

# Acknowledgment

I, [Employee Name], have read and understood the Ironyx Company Car Policy. I agree to adhere to the terms and conditions outlined in this policy.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This policy is designed to ensure the responsible use of company vehicles while providing clear guidelines for employees.