



## INTERNAL COMMUNICATION: MACROCOMM GROUP VEHICLE POLICY

### Macrocomm Group Company Usage Policy

At Macrocomm, we expect all employees to maintain a clean and orderly work environment and to use company property responsibly. Misuse or neglect of company property may result in disciplinary action, including termination, and employees may be required to cover repair or replacement costs. Personal use of company property is only allowed with prior permission.

### Company Vehicles

Only authorized employees may drive company vehicles. Employees must ensure the vehicle is in good condition and log any damage. If a traffic fine is issued while driving a company vehicle, it will be the employee's responsibility, and the fine may be deducted from their salary.

### Stolen or Written-Off Company Vehicle.

If a company vehicle is stolen or written off, the company will investigate. If the employee is not at fault, the insurance claim will proceed. If foul play is suspected, the company may pursue criminal charges and disciplinary action.

### Key Points for Drivers and Vehicle Management:

- **Driver Fitness:** All drivers must be medically fit, licensed, well-rested, and meet driving standards. (MG-HSV-DSP 20230701.01, VGR-MAN-STD-010).
- **Vehicle Condition:** Vehicles must be roadworthy and maintained according to manufacturer's requirements.
- **Journey Approval:** All journeys, especially at night, must be pre-approved. Night driving is only allowed in emergencies or with special permission. (MG-HSF-JMP 20230701.01)

## Macrocomm Group Policy:

Macrocomm Group Health and Safety Vehicle Management and Journey Management Plan (MG-HSF-JMP 20230701.01) emphasizes the following

- Drivers must be part of a driver awareness program, certified as medically fit, and hold a valid driver's license.
- Training in vehicle operation should be provided where possible.
- The Journey Management Plan assists managers and supervisors in planning safe travel routes and confirming both the driver's competence and vehicle safety. The form must be signed by both the manager and driver before departure.
- **Night Driving:** Limited to emergencies or planned work with permission. Drivers must get at least 6 hours of sleep before driving.
- **Vehicle Inspections:** Regular daily and monthly vehicle inspections are required for safety and readiness.

## Supporting Documents Available:

For reference, the following supporting documents are available to guide you in ensuring compliance with these standards.

- Vehicle Maintenance Records
- Driver's License Competencies
- Vehicle Daily Inspection Checklist (MG-F-VEH028 202405.07)
- Vehicle Monthly Inspection Checklists (MG-F-VEH028 202405.01)
- Vehicle Daily Trip Log Register (MG-HSF-VTL 20230701.01)
- Journey Management Plan Sheet. (MG-HSF-JMP 20230701.01)

Please ensure you follow these guidelines to help maintain a safe and responsible working environment.

Masentle Ramela

**MACROCOMM RECEPTIONIST AND SAFETY OFFICER**