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Author	CHARLENE VAN ONSELEN	Approver	YAKSHINI NAIDOO



MACROCOMM GROUP HUMAN RESOURCES COMPANY PETROL CARD POLICY

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MG-HR-POL-CPC 202504.02 MG HR COMPANY PETROL CARD POLICY		
CHANGES MADE		
Petrol cards are 'issued to vehicles' not to employees		
STAKEHOLDER NAME AND DESIGNATION	SIGNATURE	DATE
Yakshini Naidoo (Macrocomm Group Managing Executive Corporate Services)		01/04/2025
Elton Chettiar – Chief Operating Officer		02/04/2025
Kumaran Govender – Financial Manager		01/04/2025
Ashok Sooklall – General Manager		02/04/2025

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1 Purpose

This policy outlines the guidelines for the use of company-issued petrol cards, ensuring responsible and ethical usage for business purposes only. Company-issued petrol cards are not part of a travel allowance but rather for use by employees who are appointed drivers of company vehicles for various projects as allocated by the General Manager.

The policy aims to prevent misuse, maintain accountability, and comply with company and legal regulations.

2 Scope

This policy applies to all employees who use a company vehicle. Each company vehicle has a petrol card issued to it. The company does not issue a petrol card to an employee, rather each petrol card is linked to a specific vehicle. This means that each petrol card can only be used to put in fuel for a specific company car.

This policy only covers fuel transactions made using a petrol card. Toll-fees are paid for using cash given to each employee as part of their travel float per project. All repairs and maintenance costs are paid for by the company to the appointed dealer; this includes oil.

3 Definitions

Employee - a staff member who is employed by Macrocomm Group or Related-Party Group Company, on a permanent or fixed term contract basis.

Consultant - An independent individual on a monthly retainer paid for by the company, for a specific role or project.

Company-issued petrol cards - are bank petrol cards which are generic to Macrocomm Group and with each card linked to a specific company car.

Company car - a company owned vehicle that forms part of the company vehicle pool that is allocated according to project requirements as necessary.

4 Eligibility

Employees and consultants eligible and allocated the use of a company car must use the petrol card linked to that specific vehicle. This must be authorized by their Direct Reporting Manager and the General Manager.

The card is for business use only and may not be used for personal or unauthorized purchases.

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5 Authorised Usage

The company-issued petrol card is only authorised for the following usage:

Fuel purchases for the vehicle. Employees must ensure that all fuel purchases are legitimate and directly related to business travel.

- Employees are responsible for keeping receipts for all fuel purchases and must submit them to the finance department when they return the vehicle and petrol card for bank account reconciliation purposes.
- Employees are responsible to keep the logbook for the company car they are using updated and provide a copy of this to the General Manager, Procurement and Financial Manager. The logbook is used for reconciliation purposes.

6 Accountability

Employees using a company-issued petrol card are responsible to ensure the following:

- That all fuel transactions are legitimate and properly documented.
- Any suspected misuse or unauthorised use is reported to management immediately.
- Accurate records of all fuel card usage, the fuel payment receipt should reflect the:
 - purchase date,
 - location,
 - amount of fuel purchased (litres),
 - total cost of the fuel for that transaction,
 - registration number of the vehicle,
 - signature of the driver and fuel attendant,
 - odometer reading and
 - project name (the latter two to be handwritten on the payment slip).
- The odometer reading written on the fuel receipt must correspond with the distance travelled and reconcile with the vehicle logbook.
- All receipts and monthly logbook copies must be submitted to the General Manager and Financial Manager on or before the 25th of every month for bank and month-end reconciliation purposes.

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7 Limits and Restrictions

Macrocomm Group reserves the right to set limits on the amount of fuel card usage per vehicle per month.

Employees must adhere to all Macrocomm Group policies regarding vehicle management and usage, and fuel consumption.

8 Lost or Stolen Cards

If a company-issued petrol card is lost or stolen, the employee must report this to the General Manager, Financial Manager and their Direct Reporting Manager immediately. The incident must be formally reported in writing noting the circumstances which resulted in such loss within 12 hours.

The Financial Manager will contact the bank to cancel the petrol card on the day of such loss or theft is report and order a replacement card to be issued. If the petrol card is lost or stolen, and not reported, then that employee will be held responsible for all and any fuel and unauthorised transactions until it is reported. All fraudulent amounts will be deducted from the employee's salary.

9 Policy Review and Amendments

This policy will be reviewed regularly to ensure its effectiveness and relevance. Macrocomm Group reserves the right to amend this policy at any time, all employees will be notified of any changes.

10 Consequences of Non-Compliance

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment. If there is any suspected misuse or unauthorised use of the company-issued petrol card, this will be investigated, and appropriate action taken.

11 Acknowledgement

By accepting a company-issued petrol card, employees acknowledge that they have read, understood, and agree to comply with this policy. All employees who are allocated a company vehicle and given a company-issued petrol card must sign and return an acknowledgement form to confirm their understanding of this policy.