



General Mills UK Limited Company Car Handbook



About this Handbook

This Handbook describes your responsibilities as a Company Car driver and outlines the procedures you should follow in order to maintain your car properly and to deal with any collision/incident or other emergencies which may occur during the time it is in your possession. It also explains the insurance cover which the Company provides.

The Handbook should be read in conjunction with the manufacturer's handbook which is provided with every Company car.

Please keep this Handbook in your Company car for easy reference. Updates will be issued from time to time by the Human Resources & Employee Services Department (HR & ES) to reflect any changes.

Any questions ?

If you have any questions about points raised in this Handbook, please contact Helen Branscombe-Davies, Employee Services Manager on 01895 201130 / 07764 821130.

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Our Road Safety Policy

At General Mills, we care about the health, safety and welfare of our employees and of other people affected by our activities. This is why we have a road safety policy designed to promote the safe driving of Company vehicles.

We look to you, as a Company car driver, to observe the highest standards of road safety in order to protect your own well-being and that of other road users. We expect you to maintain your car in a roadworthy condition and to drive in a sensible way at all times.

As a responsible driver, you must obviously try to avoid committing errors yourself. But, equally important, you must also make allowance for the unpredictable actions of other road users. Drive defensively! Watch your speed, keep a safe distance from other cars and adapt your driving to road and weather hazards. Above all, make sure that you are never in charge of your car when your driving could be impaired by alcohol, drugs or medication.

If you are involved in a collision/incident, you must ensure that you observe all legal requirements. You should also follow the procedures laid down by HR & ES which are explained in this Handbook and which will help you deal with the situation.

In order to promote better driving standards, the Company may require you to undergo appropriate training. It reserves the right to require any driver to attend a driving skills course.

Your car is a valuable Company asset and that it is your responsibility to maintain it in a good condition and to safeguard its security. The Company reserves the right to withdraw a Company car from any driver with a record of persistent neglect or misuse of that car.

We believe that, by observing the rules described in this Handbook, you will be able to enjoy the full benefit of your Company car in a safe and trouble-free way.

The Environment

At General Mills, we are committed to reducing the impact our vehicles have on the environment. That is why we have guidelines for Company car drivers. By following these guidelines, your car will use less fuel, produce fewer harmful emissions and do less damage to the environment:-

- **Drive Off Immediately.** This will minimise emissions by ensuring that the engine and the catalytic converter reach the optimum temperature as quickly as possible.
- **Drive Smoothly.** Pulling away too quickly can use up to 60% more fuel and will increase emissions.
- **Change Gears Efficiently.** Changing gears at 1500 – 2500 rpm can save up to 15% on fuel and reduce emissions by the same amount. Move into the highest gear as soon as practicable.
- **Anticipation.** Look ahead to avoid having to break heavily or accelerate unnecessarily. This will help you drive more efficiently.
- **Keep To A Steady Speed.** By avoiding unnecessary revving, you will use less fuel and cause fewer emissions during journeys.
- **Traffic Jams.** Turn off the engine in a traffic jam to cut fuel consumption and emissions.
- **Plan Your Route.** Plan your journeys to avoid congestion, road works and getting lost. If possible avoid peak periods. You will have a more relaxing journey and your vehicle will use less fuel and emit lower emissions.
- **Allow More Time For Your Journey.** Driving more carefully and slowly can reduce fuel consumption considerably without adding too much time to your journey. For example, your car uses 30% less fuel at 50mph than when driven at 70mph and this would only add 7 minutes to a 20-mile journey.
- **Be Cool.** Be economical with the use of your car's electrical equipment, such as air-conditioning and heated windows. They make the engine work harder which increases fuel consumption and emissions. Air conditioning increases fuel consumption by around 5-8%.
- **Reduce Drag.** By taking off roof racks and carriers when they are not needed. You will save on both fuel and emissions.
- **Servicing.** Have your car serviced and tuned regularly to ensure it is running at its most efficient.
- **Tyres.** Check your tyre pressure regularly. Under-inflated tyres increase fuel consumption and vehicle emissions by up to 8% and can be very dangerous.

Section 1 – Use of your car

1.1 Usage of your car

Your Company car is allocated to you for the purpose of carrying out General Mills business. It may also be used for social, domestic and pleasure purposes by yourself and other authorised drivers.

Your Company car may be used for towing provided that the following provisions are observed:

- The tow-bar fitted is approved by your car manufacturer.
- You comply fully with your manufacturer's guidelines on the towing capability of your car.

Your Company car is **not** insured for, and may not be used for any of the following purposes:

- Commercial business other than for General Mills.
- Racing competitions, rallies or trials.
- Off-road driving.
- Carrying passengers for hire or reward.
- Charity/volunteer purposes where more than a mileage allowance is received.

1.2 Registered driver

The employee to whom a Company car is allocated is the registered driver of the car.

As the registered driver, you must hold a valid, full UK driving licence. Please make sure that your licence is signed and shows your correct address. Failure to do so may incur a fine of up to £1000 with the DVLA.

If you do not hold a UK licence, you may drive on a valid, full licence issued by your country of origin for a period of **up to 12 months** after your date of entry into the UK. Thereafter, you must apply to the Driver & Vehicle Licensing Centre (DVLC), Swansea, to exchange your licence for a UK licence, it may be necessary for you to take a UK driving test in order to do so.

1.3 Other drivers

The following people may also drive your Company car **in the UK** provided that they too hold a valid full UK driving licence (or a foreign licence under the same conditions as in section 1.2 above).

- With permission, all General Mills employees provided they have the relevant experience.

- You may also give permission for a member of your family or a partner/close friend to drive your Company car provided they have the relevant experience.

The registered driver remains responsible to the Company in respect of any repair costs as though you were the driver at the time of incident.

We continually review our policy regarding other drivers and if levels of incidents/accidents and repair costs rise due to our relaxed policy towards other drivers then the Company may review and withdraw/revise this provision and revert to additional named drivers only.

1.4 Learner drivers / contractors / agency staff

Learner drivers, contractors and agency staff can, with permission, drive General Mills vehicles subject to the same conditions as in sections 1.2 and 1.3 above.

1.5 Driving licence

Before you take delivery of a Company car, you will be asked to submit a copy of your driving licence to HR & ES along with details of your driving history.

HR & ES undertake regular checks of driving licences. In addition, you will also be required to submit your licence upon renewal of your existing Company car.

If you receive an **endorsement** to your licence, you must send a copy to HR & ES. Failure to do so may result in disciplinary action.

You must also notify your Line Manager and HR & ES immediately if you are disqualified from driving for whatever reason. Whether or not you will then be allowed to keep your Company car will be entirely at the Company's discretion.

If driving is a fundamental part of your work, you should be aware that the loss of your licence will normally lead to the termination of your employment with the Company.

1.6 Your health

You must inform HR & ES and the DVLC Drivers' Medical Unit, whose address is given on your licence, about the onset or worsening of any health condition, including your eyesight, which may affect your driving now or in the future. **Failure to do so may invalidate your insurance cover.**

If you are in any doubt about whether your condition should be reported, you should seek advice from a doctor. The Company reserves the right to ask for a medical examination to check on any condition which may affect your driving.

If you are taking medication which may affect your driving you should not drive your car.

1.7 Parental leave

You may retain the private use of your Company Car, whether it is a 'need' or 'benefit' car, as if you were still at work during Ordinary Maternity Leave (OML) and Additional Maternity Leave (AML) subject to certain conditions:

- You will continue to be responsible for the car as if you are actually at work. Such responsibility will include ensuring that the car is serviced in accordance with manufacturer's recommendations.
- If the Company Car is due for renewal during the period of OML or AML such renewal will take effect upon the employee's return to work.
- Any contributions the employee has elected to pay will continue during the OML and AML period and any arrears made up on the employee's return to work. Any employee who does not return to work must pay any outstanding contributions upon the termination of their employment.
- Car scheme salary supplements will continue to be payable during the OML and AML period.
- If the employee has elected to take a Company Fuel Card, this will continue to be effective during OML and AML.

1.8 Taking your car abroad

You may drive your Company car abroad (i.e. outside Great Britain and Northern Ireland) provided that you have obtained the appropriate consent.

- You must have a letter of authority to take the car abroad from the Leasing Company and this may be obtained by telephoning them direct.
- You must pay for your own fuel and oil whilst abroad on holiday.

Your Company car may also be driven abroad by:

- With permission, all General Mills employees provided they have the relevant experience.
- You may also give permission for a member of your family or a partner/close friend to drive your Company car abroad provided they have the relevant experience.

You must accompany the vehicles at all times unless the driver is your spouse/cohabiting partner.

If you need any more information about taking your Company car abroad, please contact HR & ES. For cover provided under the Company's Personal Accident Policy, please see Section 5.1.

Section 2 – Your responsibilities

2.1 Taking delivery of your car

When you take delivery of a new Company car, it is your responsibility to ensure that it is delivered to you in perfect order. It is very important that, on delivery, you check that the vehicle is wholly satisfactory and undamaged. Please ensure that any removable items, i.e. spare wheel, key for locking wheel nuts (if applicable), floor mats, jacks, manufacturers book, etc are in place. Please check that details of the Leasing Company and breakdown service have also been provided.

Should you have cause for complaint which may necessitate the vehicle being returned, please telephone HR & ES on 01895 201130 **while the delivery driver is still with you.**

If slight defects are observed, but you consider that these may be corrected at a later stage by the dealer, please note these on the delivery sheet before signing.

Please remember that a few minutes spent on diligent inspection of the vehicle will ensure your satisfaction. Faults which you overlook on acceptance of the vehicle may be disputed when repair or correction is subsequently required.

Please forward the signed delivery sheet to HR & ES.

In the case of a "re-allocated" vehicle, this would have been checked before delivery to you. However, it is still your responsibility to notify HR & ES of any defects which you may discover.

You should keep a record of the serial numbers of all keys supplied with the vehicle and ensure that you have at least one spare key. You are responsible for meeting the cost of replacing lost keys.

2.2 Your tax liability

Your Company car is taxable as a benefit-in-kind. The taxable benefit is assessed on the basis of the list price and CO2 emissions of the car you choose. The provision of a fuel card is also a taxable benefit-in-kind if used for private mileage.

At the time of publication, the current calculation of the benefit value for Company car tax purposes is as follows:

- Manufacturer's list price of car
 - Delivery charges
 - Number plates
 - Accessories
 - VAT

The Company submits details of all drivers and their cars to Revenue & Customs annually and is required also to inform them on a quarterly basis of any changes in vehicles during the quarter, including the addition of accessories. You also have a responsibility to inform Revenue & Customs of your car and fuel benefits (if applicable) to ensure that you receive the correct PAYE coding. We recommend that you inform the Revenue directly upon being allocated a Company car, change of car or return of car.

2.3 Fuel

All Company cars must run on either unleaded or diesel fuel. **The purchase of super unleaded fuel is not permitted.**

Vehicles which run on alternative fuel/power and environmentally friendly are permitted provided they fall within the confines of the Company Car Policy.

INAPPROPRIATE RE-FUELLING

Please take care when re-fuelling your vehicle as the use of incorrect fuel could result in engine failure. It is important that if you make this error you **do not** turn on the engine but call your breakdown service immediately. Please also note that all costs resulting from such an error will be charged to your cost centre and that you may be held personally liable for all or part of this cost.

2.4 Fuel card

If you are eligible, you will be issued with a fuel charge card which must be used for all purchases of petrol and oil in the UK. Fuel card sales vouchers are completed in the same way as other charge card vouchers and must record the following details:

- Your car's registration number
- The cumulative mileage
- Your signature

Your fuel card must be used only for fuel and oil purchases for your Company car. **Fraudulent use of your car will result in disciplinary action which may include dismissal from the Company.**

You should retain copies of your fuel card sales vouchers for **six months** in case a query should arise.

Further details on the purchase of fuel, including mileage recording, may be found in the Company Car Policy.

MILEAGE RATES

General Mills sets its mileage rates in accordance with the Revenue & Customs Authorised Mileage Rates and these can be found on <http://www.hmrc.gov.uk/rates/travel.htm>

LOST CARDS – If you lose your fuel card, this must be reported to HR & ES immediately.

Out of hours number to call for lost cards - Arval – 0870 419 7000

2.5 Fines – parking / speeding

You are responsible for paying **all** fines for parking or motoring offences, whether or not these are incurred whilst on Company business. This includes fines incurred by other drivers to whom you have authorised use of the vehicle.

Under no circumstances may fines be reclaimed through Expenses and Line Managers should never authorise such payments irrespective of circumstances.

The lease company will pay the fine and advise payroll to deduct the amount of the fine together with an administration fee from your salary.

HR & ES will advise you of any fines passed to payroll for deduction from your salary.

If you are notified of a deduction for a fine that you have already paid **within the specified time limit**, you should send a copy of the receipt to HR & ES who will arrange for reimbursement. **If you intend to dispute a fine, you must notify HR & ES immediately and provide copy correspondence.**

PENALTY POINT MOTORING OFFENCES

We are required by law to inform the authorities of the name and address of all users of our vehicles upon request. Please ensure that your home address is up to date with HR & ES. As the registered user of the vehicle, your name and address will be provided upon such request and it will be your responsibility to advise the authority if a registered user was the driver at the time.

2.6 Parking permit

It is your responsibility to arrange an appropriate parking permit should you need one. HR & ES will provide you with the necessary letter confirming that the vehicle is allocated to you for your sole use. A copy of the lease agreement can also be provided if required.

2.7 Security

It is your responsibility to ensure that your Company car and its contents are not exposed to unnecessary risk.

Whenever your Company car is left unattended, it should be locked and, if an alarm is fitted, this must be activated. You should also ensure that any valuables are locked in the boot. When at a filling station, please remember to lock your car. Please also note that it is **your** responsibility to insure any personal property left in the car (see section 5.3)

2.8 Returning your car

You must return your Company car in a clean and undamaged condition, so that the Leasing Company can achieve its maximum re-sale value. Please ensure that your manufacturer's handbook/service book and all keys are returned with the vehicle. Failure to do so will result in a charge from the Leasing Company which may be recharged to you.

When the car is returned, you will be asked to sign a form which will include details of any damage to it. You should check carefully that the details on the form are correct and then return it immediately to HR & ES.

If the car is returned in such a condition that it requires extensive cleaning or repair, you may personally be required to pay all or part of the costs incurred and you may face disciplinary action unless this has been previously reported to HR & ES and a claim form submitted. You may be allowed to purchase a returned Company car from the Leasing Company at the end of the contract period. Please contact HR & ES if you wish to obtain a price.

2.9 Mobile phones & other hand-held devices

You must have proper control of your car at all times and as the use of a phone or other hand held portable device affects your ability to control the car, you can be prosecuted for driving without due care and attention; an offence that can carry a fine, disqualification or a prison sentence. **Do not use a mobile phone whilst driving without a fully approved hands-free kit.**

If you choose to switch off your mobile phone whilst driving then this decision is supported by the Company.

If you do not have a hands-free car kit, your mobile phone must be switched off whilst travelling alone in any vehicle.

You may have been issued with or choose to use a hand portable electronic device as a business and/or navigation tool. You should be aware that any such device must not be held whilst driving a vehicle.

All handling and programming of any such device must take place whilst the vehicle is parked with the engine of the vehicle turned off. The device must be properly located into the hands-free cradle prior to starting the engine and not handled whilst the engine is running.

Further details on mobile telephone use may be found in the Safe Driving Policy, a copy of which is available from HR & ES.

2.10 Maintenance of your car

You are responsible for maintaining your Company car in a presentable and roadworthy condition at all times and for meeting all legal requirements. Your responsibilities in this regard are explained in detail in section 3 which follows.

2.11 Smoking in Company vehicles

Smoking is not permitted in any Company vehicle.

Section 3 – Maintenance of your car

3.1 Looking after your car

You should refer to the Leasing Company or manufacturer's handbook supplied with your Company car for detailed information about how to maintain and service your car. Details will be given of suppliers to be used for such items as batteries and exhausts, and of nominated MOT centres.

In the case of repairs for which the Leasing Company is responsible (see Section 3.2 below), you must always use a garage which has an account with the appropriate Leasing Company. Please book your car in under the name of the appropriate Leasing Company. The garage will obtain prior authorisation from them direct for any work to be carried out.

3.2 Vehicle checks

You should carry out the following checks on a regular basis in line with the manufacturer's recommendations:

- check/replenish screen wash bottles,
- ensure that all lamp lenses/reflectors/number plates/ mirrors and windows are clean,
- check tyres for pressure/cuts/damage/tread depth,
- check for fluid / oil leaks under vehicle or on any tyres,
- check for excessive free movement on steering,
- check all lights (side, head, main/dip, tail, number plates, stop lights, indicators) are working,
- check, where possible, all dashboard instruments are working,
- check brakes are effective,
- check fluid levels (oil, water, brakes),
- check seat belts are in good condition and operate correctly,
- check any additional restraints such as cargo guards.

3.3 Payment for services

The **Leasing Company** is responsible for authorising and paying for:

- All mechanical repairs
- Replacement of tyres and exhaust
- MOT
- Road Fund Licence

HR & ES is responsible for authorising the following repairs, which are paid for by the Company:

- All repairs to bodywork (including the interior).
- Damage to windscreens.

You should, whenever possible, (and always in the case of bodywork repairs) inform HR & ES **before** having the work carried out.

UNDER NO CIRCUMSTANCE SHOULD YOU PAY FOR REPAIRS TO YOUR COMPANY CAR YOURSELF.

3.4 Keeping your car clean and in good condition

Your Company car must be cleaned internally and externally on a regular basis, at your own cost, and its paintwork must be maintained in good condition.

Any damage to your car's bodywork or to the interior must be reported to HR & ES and repaired promptly to avoid any further deterioration and resultant increase in repair costs.

3.5 Tyres

You must ensure that your tyres are maintained at the correct pressure and that they meet legal standards at all times (minimum depth currently 1.6mm across the central three quarters of the tyre tread circumferentially).

If tyres need replacing, this is the responsibility of the Leasing Company. You should use the nominated supplier for tyres and ensure that the Leasing Company are invoiced directly. Authorisation is usually given for replacement tyres when the tyre tread depth is 2.00mm or less.

3.6 Servicing

You must ensure that your Company car is serviced in accordance with the manufacturer's time/mileage specifications and that the car's service record is completed. **Failure to do so may invalidate your car's warranty. Any resultant costs will be charged back to your cost centre and may result in disciplinary action being taken against you.**

Routine servicing should be arranged when you are either office or home-based so that hiring a replacement car is unnecessary. If that is not possible and a courtesy car is required, a letter confirming insurance cover can be arranged by phoning HR & ES on 01895 201130.

As explained in section 3.1 you must use a garage which has an account with your Leasing Company and ensure that it is booked in under the Leasing Company's name. **Under no circumstances should you make any payment for servicing.**

3.7 Car hire

When you need to hire a car in the UK, it will be insured as though it were a Company car. If you hire any vehicle abroad, full insurance must be purchased. Please see section 7.2 for details of the Company's preferred hire car supplier.

Under normal circumstances you are not allowed to hire a car when your car is being serviced. Instead, you should either arrange for the service to be carried out when you are in the office or at home or obtain a courtesy car from the garage which will be fully insured by the Company.

Hire cars must be returned with a full tank of fuel to avoid a service charge for refuelling being made by the rental company. If you have a fuel card, you will be unable to use this for the hire car as it is valid only for your Company car. You should, therefore, either use a personal charge card or own cash and claim back through Expenses. You should obtain a VAT receipt and submit this with your expense claim.

Section 4 – Emergencies

4.1 Collisions/incidents involving a fatality

If you are involved in a collision/incident in your Company car in which someone is killed, the **police** must be called to the scene of the incident.

Please contact HR & ES on 01895 201130 (mobile 07764 821130) at the first opportunity and they will send you an Incident Report Form, which must be completed **within 48 hours** of the incident occurring and returned with a copy of your driving licence including the counterpart where issued.

You should also follow all the general collision/incident procedures outline in section 4.4

4.2 Collisions/incidents involving personal injury

If you are involved in a collision/incident in your Company car in which either you or other parties sustain any injury, this must be reported to HR & ES **within 24 hours**. You will be provided with an Incident Report Form which must be completed **within 48 hours** of the collision/incident occurring and returned with a copy of your driving licence.

You must also inform the Police as soon as is practicable. The law requires that collisions/incidents involving personal injury must be reported **within 24 hours**.

You should also follow all the general collision/incident procedures outline in section 4.4

4.3 Collisions/incidents involving damage to your Company car or another vehicle

If you are involved in a collision/incident in which either your Company car or another vehicle is damaged you must inform the Leasing Company and HR & ES as soon as is practicable. You will be provided with an Incident Report Form which must be completed and returned to HR & ES **within 48 hours** of the incident occurring together with a copy of your driving licence including the counterpart where issued.

You should also follow all the general collision/incident procedures outline in section 4.4

4.4 General collision/incident procedures

All company vehicles are provided with 24 hour incident management cover by the Leasing Company.

The following procedures must be observed in the event of **any** collision/incident in which your Company car is involved.

AT THE SCENE OF THE INCIDENT

At the scene of the collision/incident, follow the instructions in the Incident Management Pack which is provided by the Leasing Company with all Company cars. If your mobile telephone has the facility to take photographs, please capture the scene of the collision/incident and any damage to all vehicles involved. However, if this puts you at risk, **do not attempt**.

At that time, you must exchange the following information with the other individual(s) involved:

- Name and address
- Vehicle make, model and registration number
- Insurance details
- Name and address of any independent witnesses

It is very important that you do not admit liability.

You should agree all the facts with the other individual(s) involved at the time of the collision/incident. Establishing the facts is **not** admitting liability.

REMOVING YOUR CAR FROM THE SCENE

If your Company car is either un-roadworthy or illegal and needs to be removed from the scene of the incident, please contact the Leasing Company. If out of hours, please contact the appropriate recovery service. You should then instruct the recovery service as detailed by your Leasing Company to take your car to your home or to a garage near your home. Please inform HR & ES on the next working day.

If you require a **replacement vehicle, please request this from the recovery service** at the time of calling them

If – **in the event of a genuine emergency only** - the need for a replacement car arises outside working hours, you may contact the Company's Leasing Company. Please provide your name, vehicle registration number and state you are an employee of General Mills. You should then inform HR & ES on the next working day.

DEALING WITH THE POLICE

You should keep a record of the name, number and station of any Police Officer you deal with as a result of the collision/incident.

CORRESPONDENCE RECEIVED AFTER THE COLLISION/ INCIDENT

If you receive any correspondence after the collision/incident from the other individual(s) involved, their insurers or their solicitors, you must send this to the Leasing Company immediately **unanswered**.

SUMMONS

A summons, notice of intended prosecution, county court claim form or civil bill (original copy) should be passed to the Leasing Company immediately unanswered.

DAMAGE REPAIRS

You should contact the Leasing Company who will organise the repairs to be carried out.

Under no circumstances should you pay for or authorise any repairs to your Company car yourself. Failure to follow this procedure may result in any costs incurred not being reimbursed.

4.5 Your driving record

The Company reserves the right to require any driver with a poor driving record to attend a driving skills course.

The course, which usually lasts for one day, is intended as a supportive measure to assist drivers to reach the required standards. Drivers will be instructed in all aspects of safe, defensive driving and will spend most of the day practising the techniques. Any driver who has a further "own fault" collision/incident after attending this course may be subject to disciplinary action by the Company, which could result in the loss of the Company car.

If it then becomes impossible for the employee to carry out his or her job effectively, this may in turn lead to dismissal from the Company.

The Company reserves the right to withdraw a Company car from any driver with a record of persistent neglect or misuse of that car.

4.6 Breakdown and recovery

If your Company car breaks down, you should get it off the road if possible or, if it is causing an obstruction, warn other traffic by using your warning lights or a red warning triangle. You should contact the appropriate recovery service for your vehicle.

In the event of a mechanical breakdown during the warranty period, you should call the recovery service listed in your manufacturer's handbook. In the event of a breakdown outside of the warranty period, use the breakdown service as approved by your Leasing Company.

If the fault cannot be rectified, ask the recovery service to relay your car to the franchise dealer nearest to your home.

If a replacement car is needed, you should check with the recovery service to see if one is included under the terms of the contract. If not, you should contact HR & ES who will arrange a hire car for you.

If – **in a genuine emergency** - a hire car is needed, please contact the Leasing Company.

4.7 If your car is broken in to

If your Company car is broken in to, you should inform the Police immediately and the Leasing Company as soon as possible who will advise you of the procedure to be followed. Please inform HR & ES on the next working day.

If the break-in occurs outside normal working hours and your car needs to be made secure, you should arrange for this to be done **immediately** and then notify HR & ES on the next working day.

If the glass in the car is broken, you should arrange for it to be repaired by **RAC Auto Windscreens**.

The Leasing Company has negotiated special terms with RAC Auto Windscreens and **no other supplier should be used, irrespective of what may appear in the manufacturer's handbooks**.

If your mobile phone is stolen, you should contact the appropriate supplier **immediately** so that a call bar can be placed on the line. Please see Section 2.9 on car/mobile phones for further information.

4.8 If your car is stolen

If your Company car is stolen, you should inform the Police immediately and notify the Leasing Company who will advise you of the procedure to be followed and arrange a hire car if necessary.

If out of hours, refer to Section 3.8 Car Hire which explains how to obtain a car. Please inform HR & ES on the next working day.

4.9 Broken windscreen/windows

If you suffer a broken windscreen or window in your Company car, you should arrange for it to be repaired or replaced via the Leasing Company. Unless covered by third party insurance this cost will be charged back to General Mills.

Section 5 – Insurance

5.1 What the Company insures

The Company provides the following insurance cover for you and other authorised drivers in respect of your Company car.

- **Third-party fire and theft liability** is provided under the terms of the Company's Motor Insurance Policy, taken out with an outside insurance company. This covers all costs incurred in respect of liability for injury to any third-party individual (including any passengers) or damage to third-party property caused by a Company vehicle. It also indemnifies any authorised driver of a Company vehicle against such liability.
- The Company **self-insures against all other risk** and, as a result, it is important to minimise the Company's liability by keeping the cost of claims as low as possible.
- Under the terms of the Company's Personal Accident Policy, insurance cover against **death or permanent disability** is extended, at the Company's discretion, to all Company employees while driving or travelling in a Company vehicle.
- Any other person driving your Company car with your permission is insured in respect of third-party liability and all other risks as detailed above but they are not **covered for death or personal injury**. It is your responsibility to let such a person know the insurance position.

Any such person involved in a collision/incident in your Company car caused by the driver of another vehicle should claim against that driver's motor insurance for personal injury.

5.2 Exclusions

The Company's insurance cover does **not** extend to you when driving any vehicle not provided to you by the Company.

EMPLOYEE'S OWN CARS

Employees who use their own private cars on Company business are **not** covered under the Company's Motor Insurance Policy. Employees should ensure that their insurance cover extends to business use at the correct level. Your insurers will be able to advise on the cover required which will depend on the annual business mileage anticipated. Your Certificate of Insurance must be endorsed to show business cover.

HIRED VEHICLES

When you need to hire a car in the UK, it will be insured as though it were a Company car in the UK. If you hire any vehicle abroad, full insurance must be purchased.

TAKING YOUR COMPANY CAR ABROAD

If you take a Company vehicle abroad, please see section 1.8 for details of the insurance arrangements, which must be made.

USE OF COMPANY CAR

Your Company car is **not** insured for, and may **not** be used for, any of the following purposes:

- Commercial business other than for General Mills
- Racing competitions, rallies or trials
- Off-road driving
- Carrying passengers for hire or reward.

At the Company's discretion, use for business other than for General Mills may be granted. Please contact HR & ES direct for further information.

5.3 What you must insure

It is your responsibility to arrange insurance for all personal effects within your car, including personally fitted audio/electronic devices.

Section 6 – Other vehicles

6.1 Caravans and trailers

Your Company car may be used for towing provided that the following provisions are observed:

- The tow-bar fitted is approved by your car manufacturer.
- You comply fully with your car manufacturer's guidelines on the towing capability of your car.

If you are using your Company car to tow a private caravan or trailer, the Company provides third-party cover under the terms of its Motor Insurance Policy for the caravan/trailer whilst it is attached to the car. This covers all costs incurred in respect of injury to any third-party individual or damage to third-party property caused by your caravan/trailer. However, you are not covered for any damage caused to the caravan/trailer itself and **you should arrange cover for this yourself.**

6.2 Company pool cars

Users of Company pool cars must follow the procedures outlined in the Handbook. Vehicles should normally be kept at Company locations overnight and personal use is not permitted under any circumstances.

MILEAGE RECORDING

A record of drivers and usage of pool cars must be maintained at each site. A Mileage/Log Book will be supplied by HR & ES which must be completed after each use and retained for Revenue or Fleet audit. The book must accurately reflect every mile driven in the vehicle and match the vehicle speedometer. Multiple journeys driven on consecutive days by one individual may be grouped together and recorded as one journey.

Exception: Registered Company car drivers, whose own vehicle is off the road for service or mechanical repairs, may use such vehicles for personal use.

Section 7

7.1 Data protection

Any information about you obtained by General Mills, its subsidiaries and affiliates from time to time, during the course of you being in receipt of a Company car, may be disclosed to General Mills's service providers (i.e. car leasing companies) under appropriate duties of confidentiality. Typically this information will include your name, home address and contact telephone numbers. By law, General Mills may also be obliged to supply such information to Police or other local authorities.

By signing compliance to the Company Car Policy, you consent to the transfer of such information. Please note, your information is protected by national data protection law and General Mills policies.

7.2 Important telephone numbers

General Mills UK Ltd	Main switchboard	01895 201100
HR & ES	Helen Branscombe-Davies-Davies Employee Services Manager	01895 201130 07764 821130
Alphabet Car Lease	Driver Services For all services eg accidents/incidents, MOT's, servicing, tyres, glass replacement, rental, taking vehicle abroad etc	0370 0120301
ALD Car Lease	Driver Services For all services eg accidents/incidents, MOT's, servicing, tyres, glass replacement, rental, taking vehicle abroad etc	08000 323277
Allstar Fuel Cards	Lost or stolen cards	0870 419 7000