

## **Vehicles and Driving Policy** [R7M-HR-POL-014 Rev CO 20240306]

This policy covers Red7Marine's expectations and your responsibilities when driving for work, whether using a company-provided vehicle or your own. It outlines safe driving practices, accident procedures, and how costs are handled in case of accidents or vehicle damage.

### *Your Responsibilities*

- You're responsible for understanding the procedures and ensuring your vehicle is roadworthy and safe for use.
- Holding a valid UK driving license is required for work-related driving.
- You must drive safely, adhering to traffic laws and conditions, and promptly report any issues that may affect your schedule.

### *Mobile Phone Use*

- Avoid using handheld phones while driving.
- Hands-free devices may be used but shouldn't compromise your focus on driving.

### *Alcohol and Drug Use*

Don't drive for work if under the influence of alcohol or drugs.

### *Company Vehicles*

You're responsible for vehicle safety, security, and cleanliness.

### *Using Your Own Vehicle*

Ensure your vehicle is roadworthy and properly insured for business use.

Mileage will be reimbursed as per our Expenses Policy.

### *Procedures*

- Provide your driving license details every six months.
- Report accidents, damage, and driving offenses promptly to management.
- Pay any driving-related fines and report disqualifications promptly.

### *Breach of Policy*

Violations may lead to disciplinary action, including dismissal.

## **Stay safe on the road!**

A handwritten signature in black ink, appearing to read "Kristen Branford".

*Kristen Branford*  
20240306

Signed:

Position in Company: Managing

Director Date: 20240306