



MOTOR VEHICLE USE POLICY

Rules regulating the use of
Remington Group of Companies Vehicles

Version 6

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1. Purpose

The purpose of this policy is to ensure that all Remington Group employees understand their responsibilities when operating company motor vehicles.

The use of Company motor vehicles by eligible employees should support the business in an efficient, cost effective, flexible, and safe manner, and in compliance with Road Traffic Act 2014 Sec 56 & Road Traffic Rules – Road User Rules 2017.

- Drivers of company vehicles must be authorized to do so and must hold a current PNG driver's license.
- Drivers / custodians are fully responsible for the vehicle while it is in their charge.
- Traffic regulations and road rules must be observed at all times.
- All traffic and parking violations are the responsibility of the authorized driver / custodian of the vehicle.
- Vehicles must be driven within the speed limit and according to the road conditions at all times.
- Every courtesy must be shown to other road users and pedestrians.
- Smoking is not permitted in company motor vehicles.
- Alcohol and drug use will not be tolerated. Accidents occurring while in excess of legal limits will become the full responsibility of the driver and may result in termination of employment.
- Unattended vehicles must be securely locked.

Our MV Policy has been developed to assist us manage our fleet in support of our strategic objectives. Compliance with the MV Policy is compulsory. Any breach of the Policy will be treated as gross misconduct and may result in disciplinary action. This action may include damage recovery costs, driver privilege disqualification, or in some cases, instant dismissal. Any employee who by act or failure to act breaches this Policy, or encourages, condones, instructs or persuades any another employee or person to act in breach of this Policy, shall also face appropriate disciplinary action. The private or personal use of a Company MV is a privilege, NOT a right. That right will be withdrawn if the vehicle is not operated responsibly or maintained in a correct manner. Private use MUST have CEO approval. Branch managers and custodians are responsible for policing and control of breaches of the MV Policy.

The following principles underpin Remington Group's MV Policy:

- Our vehicles are essential to providing the means for the Remington Group to deliver goods and services.
- Proper care and maintenance of our vehicles minimizes wastage and means we have more funds for delivery of essential services.
- Effective management and control of the use of our vehicles also reflects the corporate and professional image of the Remington Group.
- This Policy shall be reviewed and amended from time to time in consultation with the CEO and Senior Management Team.
- A printed copy of this Policy must be retained at all times in each Branch/business unit, while maintaining a soft copy on our company intranet site.

2. DEFINITION

For the purpose of understanding the terms used in this policy, refer the following definitions listed below;

- Company vehicle – a motor vehicle that is the property of Remington Group; allocated to eligible employees for use in accordance with the motor vehicle policy.
- Custodian – an employee who is entitled to a motor vehicle according to their employment contract and issued a company vehicle for use including after hours.
- Driver – an employee who is not contractually entitled to a motor vehicle but authorized to drive a company vehicle in accordance to his or her role and responsibilities within working hours.
- Company pool vehicles – any motor vehicle that is the property of Remington Group that is not allocated to a Custodian and can be assigned for temporary or limited usage by the Facilities Manager.
- Salary packaged vehicle – a motor vehicle that is allocated to an employee under a salary sacrifice arrangement.

3. VEHICLE ALLOCATION

(1) Vehicles will be either allocated as Company Pool vehicles to be coordinated daily by the Company Driver as directed by the CEO or his delegate Manager or formally allocated to an Employee who is referred to as the 'Custodian'.

(2) The 3 categories of Vehicle allocation are as follows:

3.1. Company Pool Vehicle categorised as:

- Not assigned to any particular employee;
- Only to be used for legitimate work / tasking (tool of trade);
- Not to be used for private or personal use UNLESS authorized by the CEO; and
- To be garaged during non-working hours at either the work premises or an approved residence by Management.

3.2. Limited Private Usage categorised as:

- Assigned to an eligible employee who is authorized to garage after hours and to have limited private use;
- To be made available for legitimate work tasking during normal working hours Mon – Fri and (Sat/Sun if requested)
- To be made available for work tasking when the Custodian is on leave with the keys to be secured by the regional Branch Manager or in the instance of POM, the Group Manager, Facilities Department.

3.3. Salary Packaged Vehicle categorised as:

- Sacrificed from the employee's salary package for personal and for work use;
- To be made available during normal working hours (Mon – Fri & Sat (only on approval) for legitimate work tasking;
- To be made available (if required) for legitimate work tasking when the Custodian is not using the vehicle and is on leave with the keys to be secured by the Branch/Business Unit

Manager or in the instance of POM, the Group Manager, Facilities Department.

- Assigned to an eligible employee who is authorized to garage after hours and have limited private use.
- Transfer, exchange or borrowing of vehicles within the company can only be done with the consent of the CEO.

4. VEHICLE USAGE

4.1. Tasking

- During normal working hours, the vehicles are only to be used on authorized company business or tasks;
- The vehicles are only operated (driven) by company employees who hold a valid or current PNG driver's license;
- Non-company employees must be approved by a Manager before operating, driving or travelling in a company vehicle, including spouse of custodians of company motor vehicles;
- In the event the custodian of company vehicles cannot drive the company vehicle due to illness or emergency, the spouse or non-company employee can drive from point A to point B only, given that they hold a current PNG driver's license; and
- Tasking and usage outside city limits is to be approved by the CEO.

4.2. Carriage of People and Equipment

- No alcohol in excess of legal limits, smoking or betel nut at any time whatsoever;
- Seat belts must be worn by all passengers at all times;
- The maximum number of people to be in the vehicles at any time is the number of seat belts that are fitted to the vehicle which also means that children **are not** to travel on the lap of another passenger or between 2 passengers;
- When on legitimate or authorized work tasks, only RG employees are to travel in company vehicles; Carriage of persons other than Remington employees must be approved by the GM **before** travelling in a company vehicle;
- Where an employee is authorized to use the vehicle for personal use, only immediate family members of that employee are to travel in the vehicle **unless prior approval** has been obtained from the GM i.e., immediate family is defined as wife / husband and own children;
- No one is to ride in the open back of a utility or in a seat that does not have a functional seat belt.

4.3. Carriage of Equipment, Stocks and Cargo

- All equipment, stocks and / or cargo are to be secured by cargo / tie down straps or ropes;
- Must not protrude beyond the sides of the vehicle;
- Must not protrude more than 1 metre above height of the cabin of the vehicle;
- Must not protrude more than 1 metre (3 feet) beyond the tail gate and must have a red rag (lap lap) tied to the end of the item so that cars travelling behind are warned of the long load;
- All equipment, stocks or cargo must be covered so that it is protected from dust, rain and sun.

5. RESPONSIBILITIES

5.1. Assigned Vehicle Driver / Custodian responsibilities are:

- Vehicles classified as 'Restricted Usage and Garaging' are to be maintained by the Company Driver with all other vehicles to be maintained and operated correctly by the authorized vehicle Custodian;
- Maintain the vehicle in a clean state both internally and externally (washed / clean);
- Ensure that no one smokes or chews buai / betelnut inside the vehicle;
- Ensure that the allocated Fuel Card is secured at all times. All purchases of fuel should be made using the Fuel Card rather than cash and should be acquitted and accounted for using the receipts issued by the company approved service provider. You must hand record mileage at the refill and sign;
- Ensure weekly reports are submitted to Properties and Facilities department (attaching all receipts), who in turn will reconcile monthly accounts with our accounts department prior to payment to the service provider;
- Custodians are to ensure that the limit for weekend mileage does not exceed 100km. Where there is a long weekend, the allowable mileage limit is 50 km per day. Employees who are consistently going over the limit will be issued a warning and if they continue to go over then the employer will ground the vehicle for weekends at CEO's direction.
- Ensure that end of every week (Friday), fuel cards are to be handed into the Branch Manager or Group Facilities Manager (POM) no later than 4:30pm, where applicable.
- Where applicable, ensure that no fuel purchases are done after 12 noon unless for justified reasons and approved by the Branch Manager / Divisional Head. NO vehicle used strictly during workplace hours only is to be refueled on a weekend.
- Tampering with any vehicle tracking system is completely forbidden.
- Conduct and report weekly physical checks of the following:

Wheels and tyres (including the spare wheel) – wheel nuts, tyre condition, inflation / air pressure, tread is legal;

Lights – to include headlights, park lights, reverse lights, indicator lights, brake lights, interior lights, dash board lights;

Oil / Fluids – engine oils, power steering fluid, clutch or transmission fluid, windscreen washer water, radiator coolant;

Mirrors – check that the wing mirrors and the inside reversing mirror are not damaged and are functional;

Horn – sound is loud, clear and not muffled;

Gauges – speedometer, tachometer, fuel and temperature gauges are operating correctly;

Security Alarm / Engine Immobiliser – check that the security system is functioning correctly; and

Body Condition – check that there is no damage to the body of the vehicle such as dents, scratches and paint chips.

5.2. Company Driver(s)

The Company driver, with assistance from a member of the Facilities team, is required to:

- a. collect and record daily mileage (Mon to Fri) for each vehicle no later than 9.00 am and 5.00 pm;
- b. submit a collated daily vehicle mileage report and vehicle condition report at weeks end to the Branch Manager / Managers (POM) and submit to Property/Facilities **by 9.00 am every Monday morning**;

- c. maintain the 'Restricted Usage and Garaging' classified vehicles;
- d. ensure that vehicles are operated by licensed drivers.

5.3. Branch Manager(s) / Divisional Head(s)

General Managers, Branch Manager(s), Divisional Heads and all appointed persons are to:

- a. conduct random inspections of all company vehicles
- b. monitor mileage / usage of vehicles in particular during non-work hours and weekend mileage; and
- c. Monitor fuel expenses / receipts.

6. PROCUREMENT AND DISPOSAL OF VEHICLES

6.1. Vehicles may only be purchased or disposed of by Remington Group with the written approval of the CEO and following company approved procurement/disposal processes.

6.2. The CFO shall ensure that all fleet motor vehicles are listed on the Remington Group Asset Register immediately after procurement, and that the Asset Register is kept up to date.

6.3. The CEO with the CFO shall ensure that regular replacement of each vehicle in the fleet is planned and budgeted for as part of Remington Technology Ltd overall annual budget planning. Normally, a vehicle **may** be replaced after 3 years or more and should be replaced after 5 years, depending on general condition or if directed by the CEO.

7. REGISTRATION, INSURANCE, SAFETY STICKER AND LOGO

Property / Facilities Department shall ensure that:

- 7.1. All Vehicles have up to date Registration and Sefti Sticka as required by law.
- 7.2. Any fines incurred for failure to display a current Sefti Sticka after company alert will become the responsibility of the driver/custodian, and not the company.
- 7.3. All Vehicles are covered at all times by appropriate insurance cover.
- 7.4. CFO shall maintain a register of insurance policies and a note of each upcoming policy renewal date.
- 7.5. Property / Facilities Department and General Managers shall ensure that all vehicles display the necessary company logos for consistency and uniformity across the fleet.

8. RESPONSIBILITY FOR VEHICLE FLEET

The Company controls the rights and maintains a fleet of motor vehicles for the use of staff to transact legitimate business or as part of specific remuneration packages.

- 8.1. Property / Facilities have overall responsibility for the Remington Group vehicle fleet and shall keep appropriate Executive Management informed of vehicle fleet matters.
- 8.2. Branch Managers/Supervisors/Custodians shall have local responsibility for the day-to-day control, maintenance and management of all vehicles in their location and shall **report to the Property / Facilities department** in respect of all vehicle fleet matters.
 - 8.2.1. Branch fleet coordinators to control and maintain a simple "Movements Book" at their office to schedule vehicle use bookings in advance and as a continuous historical record of all actual movements.

9. NEGLIGENCE

Those employees that have the use of a Company vehicle will pay (the excess amount of our Insurance Provider) for repair costs for any damage they cause through negligence. An incident report / accident report is required by General Managers, Property / Facilities and HR for any vehicle involved in an accident, which

shall be processed through our Insurance Company and for Company records and personnel files. **Accidents are to be reported immediately to ensure initial insurance processes commence.**

An Incident Report is required from the Authorized Driver or tasked driver (fully licensed), passenger(s) and any other witnesses involved in any accident involving Remington Group vehicles. This policy applies to all employees with access to, or responsibility for, a vehicle used for company business.

Any deliberate breach of this policy may be considered as misconduct or serious misconduct, and may result in disciplinary action up to and including termination of employment. The Employee may be required or permitted to drive a Company Vehicle and shall do so in accordance with PNG legislation and the following conditions; –

a) The Employee must hold a current unrestricted PNG driver's license of the appropriate class for the vehicle. The Employee shall advise the Employer as soon as they become aware of any change to the status or the currency of the Employee's PNG driver's license. Employees who knowingly drive without a current valid PNG driver license will be at risk of disciplinary action up to and including summary dismissal.

It is the employee's responsibility to meet the cost for a new PNG driver's license or to renew or upgrade a current PNG driver's license. Where an employee's job description requires the use of motor vehicle as a tool of trade to perform their role on a daily basis, the cost for a new driver's license or renewal will be met by the Company.

b) The Employee shall not drive any vehicle while under the influence of alcohol or drugs, or medication that could impair their ability to drive safely. Any such conduct shall be regarded as serious misconduct and may result in the Employee being summarily dismissed.

c) The Employee shall drive the vehicle safely and responsibly at all times. This includes not taking or making phone calls whilst driving unless a hands-free device is used.

d) The Employee must immediately advise the Employer of any accident in which the vehicle is involved whether or not resulting in injury or damage. The Employee must not enter into any discussions of liability for an accident. When damage or injury occurs, details of the following should be obtained: - the name and address of the other driver, person involved or property owner; the other vehicle or property; the other party's insurance company. Repairs must not be undertaken without first obtaining authorization from the Employer.

e) If any accident or injury occurs due to negligence on the part of the Employee, or if the Employee is responsible for causing damage to the vehicle or any other person or property, the Employee may be required to reimburse the Company for any loss the Employer suffers as a result – whether by way of insurance excess, loss of no claims bonus or otherwise.

f) If an accident or injury occurs when the Employee driving is:

- under the influence of alcohol, drugs, or medication that may impair the ability to drive safely, and/or
- not holding a valid PNG driver's license, and/or
- carrying unapproved or dangerous goods inappropriately, and this was the sole or a material contributing cause of the accident or injury, the driver will be held personally liable. (NB: check your company insurance policy for exclusions)

g) If the vehicle is stolen, the Employee must notify the Employer (Facilities department) and the Police immediately.

h) The Employee shall be responsible for the payment of any fine or charges resulting from infringements or offences against any traffic laws or regulations, including any costs arising from, or associated with, parking infringements and speeding fines incurred by the Employee while using a Company Vehicle. Any further

charges incurred by the company due to the non-payment of fines are also the responsibility of the Employee.

i) The vehicle must only be driven on public roads or work sites at all times.

Furthermore, all company vehicles will have the geo-fence installed to restrict movements to areas outside the NCD limit with cut-off areas for NCD boundary as follows:

- Bautama
- Hugo Canning 15 Mile
- PNG Ports- Napanapa
- Laloki River Junction

An approval must be obtained from the CEO prior to driving a company vehicle to areas outside the NCD boundary.

j) The vehicle must be securely locked when not in use at all times. Keys must not be left in an unattended vehicle at any time. Valuables must be removed from the vehicle whilst the vehicle is parked or placed in a secure compartment out of sight.

k) When the vehicle is not parked overnight on company premises, it must be parked in a secure garage, secure accommodation or office car park, or other appropriate secure location.

l) Smoking and consumption of Alcohol is not permitted in any Company Vehicle.

m) The Employee is expected to treat the vehicle with care and respect, and while wear and tear relative to the degree of usage the vehicle receives is expected, abnormal wear and tear or damage will be treated seriously.

n) The Employee is responsible for keeping the vehicle clean and tidy, including regular washing and vacuuming.

o) The Employee shall alert the Employer without delay to any vehicle maintenance, faults or damage that the Employee has observed needs to be attended to, including any

Warrant of Fitness requirements.

p) The Employee is responsible for checking that the vehicle is in good and safe working condition for driving, and for the safety of any passengers they may transport. For example, this means that the Employee must satisfy themselves that standard safety features such as seatbelts and headlights are in working order prior to commencing a journey.

q) It is the Company's responsibility to ensure the vehicle is serviced and has a current Warrant of Fitness, and is up to current Warrant of Fitness standard at all times.

r) The CEO and CFO is responsible for authorizing the use of the Company fuel card for purchasing fuel for the vehicle for Company business. Unless the CEO has given explicit consent, the fuel card must only be used for the purchase of fuel or oil for the company vehicle; it may not be used for any other vehicle belonging to an Employee or other person. The mileage of the vehicle must be recorded, and the oil and water in the vehicle checked, with each fuel purchase.

s) If any petrol or oil is purchased not using the fuel card, then the Employer shall not be obliged to reimburse the Employee unless prior approval was given by the CEO/GM to purchase fuel or oil using a different method.

u) The Company Vehicle shall be available to the Employee for full private use.

v) The vehicle must not be taken home, or used for private use, except where express consent has been given by the CEO. Any vehicle taken home and not required by the Employee the following day is to be returned to the office and available for use.

w) No other person is to drive a Company Vehicle without the Employer's prior written consent.

In the event of an emergency situation where the authorized driver or custodian cannot drive the company vehicle, a call must be made to the Group Facilities Manager in the first instance, and if unreachable, to the General Manager of the employee's BU. The details of the situation and non-employee driver (i.e., their name and PNG driver's license class/expiry date and destination) must be disclosed for monitoring and reporting purposes.

x) The Employer reserves the right to allocate Company Vehicles as the Employer sees fit, and may change an Employee's vehicle at any time.

y) Animals are not permitted to be carried in the Company Vehicle (unless in a carrier).

10. CAR WASH AND UPKEEP OF VEHICLES

Custodians of Company-owned motor vehicles are responsible for the cleanliness and upkeep of motor vehicles assigned to them.

The custodian is expected to make available the vehicle for car-washing as scheduled by the Facilities department.

11. PARKING

The Company provides limited car park access to Custodian of company vehicles. Employees with car park access must park their vehicles in the parking bay allocated to them, and adhere to the tenancy rules set out by the Facilities department or building management. Failure to comply with parking rules may result in the forfeiture of parking privileges.

Employee Declaration: I have read and understood this policy.

Part to be signed by the Custodian / Company Driver(s) / Fully Licensed Tasked Employee:

I, (Print name), have read and understand the Policy and will abide by same.

Signed:

Signed: Date: ___/___/___

Witness:

Name:Date: ___/___/___

CEO / GENERAL MANAGER / DEPARTMENT MANAGER

Part to be signed by the BU Leader whom the Custodian / Company Driver(s) / Fully Licensed Tasked Employee report to:

Name:

Signed:

Signed: Date: ___/___/___