



M.A.T.E.S

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Toymate COMPANY VEHICLE POLICY

OVERVIEW

A “company vehicle” is any vehicle Toymate (Idan/Danny) assigns to employees. This policy applies to all employees who use a company vehicle during work hours and outside of working hours. The term Toymate in this Policy refers to H&D retail or the owners of Toymate Idan and Danny.

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COMPANY VEHICLE POLICY

1. PURPOSE

- 1.1 This Policy outlines the conditions and obligations of Toymate's ('TOYMATE') employees' use of vehicles provided by Toymate.
- 1.2 This Policy, where relevant, operates in conjunction with an employee's contract of employment.

2. COMMENCEMENT OF THE POLICY

- 2.1 This Policy will commence from 11/7/2020. It replaces all other leave policies of Toymate ('Toymate') which deal relating to Company Vehicles.

3. APPLICATION OF THE POLICY

- 3.1 This Policy applies to employees (including temporary employees) of Toymate who are provided with a Company Vehicle.
- 3.2 This Policy does not form part of any employee's contract of employment. The Policy is not intended to override the terms of any award, enterprise agreement or contract that applies to an employee.

4. RESPONSIBILITY FOR EXPENSES

- 4.1 If Toymate provides an employee with a motor vehicle, the employee is entitled to use it for work-related purposes. Reasonable personal use is also permissible in accordance with Toymate's instructions from time to time, and subject to the restrictions specified in this Policy.
- 4.2 Employees will be provided with a fuel card for exclusive use for the allocated Toymate vehicle. If excessive fuel consumption charges appear on the statement for the vehicle, Toymate may investigate and the employee may be required to reimburse Toymate for part or all of the costs. Employees are required to retain all invoices for fuel used for the vehicle and provide the invoices to Finance Manager on a Fortnightly basis.

5. COMPANY VEHICLE

- 5.1 At all times, the vehicle remains the property of Toymate.
- 5.2 A company vehicle is provided by Toymate to employees whose employee contract specifically entitles them to a company vehicle in order to carry out there day to day duties.
- 5.3 The assigning of a company vehicle is at the total discretion of Toymate.
- 5.4 From time to time Toymate may approve a vehicle allowance. In this case the allowance is completely at the discretion of Toymate and subject to a separate agreement between Toymate and the employee however company policy in its entirety still applies in full for employees receiving a vehicle allowance.

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5.5 Authorized employees who have been assigned a company vehicle are only allowed to drive a company vehicle if they have a valid driver's license and a clean driving record. The authorized persons driver's license must be witnessed by Toymate and a photocopy of that driver's license will be taken and placed in the employees file.

5.6 A clean driving record means the employee has not been held at fault for a car accident or arrested on charges of violating vehicle and traffic laws within the past 12 months. Toymate can assign and revoke access to company vehicles at its discretion.

6. MAINTAINING TOYMATE'S VEHICLE

6.1 An employee who is provided with a vehicle must:

- (a) take good care of the vehicle;
- (b) ensure vehicles are used and maintained in accordance with the manufacturer's requirements and specifications. The owner's manual for each vehicle is stored in the vehicle's glove box and drivers are encouraged to familiarise themselves with the features and correct operation of each vehicle by reviewing the contents of these manuals;
- (c) if required by TOYMATE, ensure that it is properly and responsibly maintained and serviced, particularly in accordance with warranty requirements;
- (d) ensure that the provisions of any insurance policy relating to the vehicle are observed;
- (e) not allow the vehicle to be driven by anyone other than the employee. Written permission must be obtained from TOYMATE for any other person to use the vehicle;
- (f) not fit any accessories to the vehicle without prior written approval from TOYMATE;
- (g) pay all parking and traffic infringement penalties relating to use of the vehicle incurred by the employee and provide timely nominations to the appropriate authority for parking and traffic infringement penalties not incurred by the employee;
- (h) ensure that the vehicle is securely locked when left unattended and that any alarm system fitted to the vehicle is turned on;
- (i) ensure that the vehicle is available for use by other employees when required;
- (j) drive and use the vehicle only for the purpose for which it is intended;
- (k) ensure that the vehicle is properly garaged when not in use;
- (l) when required by law, immediately report any accidents involving the vehicle to the police;
- (m) immediately inform TOYMATE of any faults or damage to the vehicle; and
- (n) keep the vehicle clean and in good order.



7. USE OF COMPANY VEHICLE

- 7.1 While on authorised leave, the employee should seek prior approval to use the company vehicle whilst on holidays. Any interstate travel must be approved prior and fuel costs are at the employee's expense.
- 7.2 Toymate will pay all registration, taxes, insurance premiums, running costs, maintenance, and repair expenses associated with the running of the vehicle.
- 7.3 Read the Toymate company car policy carefully.
- 7.4 Ensure you can drive your company car outside of work hours.
- 7.5 Check with Toymate about the insurance and Registration on the car.
- 7.6 Make sure you follow road rules and are responsible behind the wheel.
- 7.7 Keep the car well maintained. Keep it clean, make sure you take it for its services and report any damage to Toymate immediately.
- 7.8 Document driving expenses such as fuel, service and repairs. Fuel allowance is \$55 per week. Fuel expenses over \$55 per week must be authorized by your Line Manager. Service and or repairs for company vehicles above \$300 must be authorized by your line manager. Service is to be in line with the vehicle service logbooks and is not to exceed the recommended services.
- 7.9 Where a company credit card is supplied the authorized person must keep and present all receipts to Toymate on the last day of each month.
- 7.10 Monitor gas, tire pressure, and all fluid levels.
- 7.11 Report any damage or problems to your assigned vehicle immediately.
- 7.12 Report changes to your driver privileges, such as driver's license suspension, immediately.
- 7.13 Always lock company cars.
- 7.14 Bring vehicle to scheduled maintenance appointments.
- 7.15 Do not drive while intoxicated, fatigued, or on medication that affects your driving ability.
- 7.16 Do not smoke in any company vehicle.
- 7.17 Do not lease, sell, or lend a company vehicle.
- 7.18 Do not use a phone or text while driving.
- 7.19 Do not allow unauthorized drivers to use a company vehicle unless required by an emergency and in such cases notify Toymate.
- 7.20 Company vehicles are for business use but may also be used for the authorized persons private use such as on days off or weekends. In the case of private use, the employee must ensure they are not claiming expenses for fuel used where the vehicle is for private use. An example of incorrect use would be filling the petrol tank on a Friday night and using the petrol over the weekend and claiming the fuel as an expense.

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7.21 Where the vehicle is being driven Interstate Toymate must firstly be notified in writing.

8. SAFETY

8.1 The employee's obligations with respect to safely using TOYMATE's vehicle include:

- (a) obeying all relevant road rules and legislation;
- (b) not driving the vehicle if the employee is taking any medication that may adversely affect the employee's ability to drive or where the employee is intoxicated through alcohol consumption or illegal drug use; and
- (c) ensuring that the first aid kit provided with the vehicle is kept fully stocked and that items in that kit which have a 'used by' date are replaced after that date.

8.2 If an employee is involved in any accident as a result of medication use, intoxication, unlawful drug taking, negligence or recklessness, the employee will be responsible for paying any excess on the insurance and any other amount not covered by the insurance.

9. ACCIDENTS

- 9.1 Contact Toymate Immediately. They will contact the insurance provider.
- 9.2 Follow legal guidelines for exchanging information with other drivers and report the accident to local police if required.
- 9.3 Do not guarantee payment or accept responsibility without company authorization.

10. TOYMATE RESPONSIBILITIES

- 10.1 Paying fines employees receive while driving company vehicles they are responsible for.
- 10.2 Making bail for employees who are arrested while driving company cars.
- 10.3 Organizing service and minor repairs

11. LICENCE

11.1 Employees must maintain a current driver's licence. An employee must notify TOYMATE immediately if their licence is suspended or cancelled. If it is a requirement of an employee's employment to drive a motor vehicle, the suspension or cancellation of the employee's licence may cease the employment.

12. COMPANY VEHICLE LOGBOOKS

12.1 All employees who have a Toymate company car must keep an approved mileage logbook. The logbook must have all details completed in full which are relevant to work related travel only. The recorded details are used by Toymate for taxation purposes. The logbook will be audited regularly and must be legible and in good condition and must be submitted to accounts on the 30th June of every year or on request from Toymate Management and or Loss Prevention.

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13. BREACHES OF THIS POLICY

13.1 A breach of this Policy may lead to disciplinary action including, but not limited to, termination of employment.

Variations

14. TOYMATE RESERVES THE RIGHT TO VARY, REPLACE OR TERMINATE THIS POLICY FROM TIME TO TIME

15. POLICY ACKNOWLEDGEMENT

I, _____, hereby acknowledge that I have read and understand the Toymate Company Vehicle policy on Date and Time _____. I understand that I am responsible for complying with the policy rules. I understand that violation of such policy may result in consequences including termination of my employment.

Signature: _____