

CJA Telecommunications Company Vehicle Policy

Scope and Intention of Policy

The purpose of this policy is to ensure the safety of those Individuals who drive company vehicles and to provide guidance on the proper use of company vehicles. Vehicle accidents are costly to our Company, but more importantly, they may result in injury to you or others. The Driver takes full responsibility for operate the vehicle in a safe manner that; and to drive defensively to prevent injuries and property damage. As such, an Employer endorses all applicable motor vehicle regulations / laws relating to driver responsibility. The attitude you take when behind the wheel is the single most important factor in driving safely.

Any and All Employees that make use of any and all vehicles owned / rented / leased or supplied by CJA Telecommunication Ltd. (all deemed as Company Vehicles) or use their own private vehicles for/or on behalf of the Company, need to read this policy document and adhere to its expectations, statues and codes of conduct. Whether the Employee was specifically employed as a Driver or is expected to drive a Company/Private vehicle in the course of fulfilling any task, commercial service or active on any project related to the Employees employment at CJA Telecommunication Ltd.

In the case where an incident / event or occurrence has taken place where an Employee of this company was the driver or present at the time of the incident, which is covered by this policy but the Employee has not read this document, for whatever reason whatsoever, then it will in such a case be deemed and accepted binding as if it was in fact read and accepted by the Employee. This document constitutes Company Policy at CJA Telecommunications Ltd and adherence to this policy by any and All Employees is a specific Company expectation and a prescribed condition of employment as referenced in employment contracts for all.


As this policy is thus an addendum to the employment contract of All Employees and it forms an integral part of the conditions and precepts of employment with and on behalf of CJA Telecommunications Ltd (within this document also referred to as 'Employer' or 'Company') and if any action or lack thereof on the part of the Employee in any way transgresses or disregards this policy then the full disciplinary code and recourse process as per the Company policies and contracts can and will be brought to bear upon the Employee. Within this document the terms 'Driver' or 'Employee' are used interchangeable and the one term refers to the other as it is accepted that any qualifying Employee can also be, due to the nature and requirements of their work, seen as a Driver.

1. Policy with regards to Authorised Usage of Company Fleet Vehicles

1.1 Driver Requirements:

Any Employee who does not comply with all of the following requirements may not take control of or be tasked by anyone to do any form of Driving in any form of Company vehicle (whether this be Plant Vehicles, Goods transport vehicles or Passenger vehicles – of any class or description) at or on behalf of the Company at any time or any premises, site or workplace at which that person carries out any work on behalf of the Company or makes use of such vehicles for any other reason whether private or commercial.

- 1.1.1** The Driver must have a valid South African driver's licence for the specific vehicle class and description. The Driver must at all times ensure that his Valid South African driver's licence is in his possession (on his person) when driving a Company vehicle.

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- 1.1.2 The Driver must be granted permission by the Employer prior to the use of a company vehicle.
- 1.1.3 On being allocated any vehicle for the first time, the Driver must sign a PDI (pre-delivery checklist) indicating the condition of the vehicle at the time of receiving it.
- 1.1.4 Drivers issued with a "Drivers Tag "must tag the vehicle at dedicated tag point in the vehicle and must be done for each trip (new trip). This is a personal tag and must be used by the individual only irrespective which vehicle is being used. The tag must not be left in the vehicle for anyone to use.
- 1.1.5 Drivers that park Company vehicles at their home (residence), must provide the Company with details including photos on the following in order for the Company to identify risks and take necessary steps in preventing theft, high-jacking whilst protecting the employee and his/her family as much as possible as well as protecting Company assets.
 - 1.1.5.1 Photo/details of where the vehicle is parked, like locked garage, under carport; establish whether the vehicle is visible from the street, etc
 - 1.1.5.2 Photo/details of type of boundary walls, electric fencing, etc as lack hereof increases risk,
 - 1.1.5.3 Are there neighbours on all sides of the property, which improves security?
 - 1.1.5.4 Photo/details of gate entrance; is there a gate motor or lock on the gate,
 - 1.1.5.5 Share Pin location and or GPS coordinates; establish whether this is a high-risk area with history of robberies, high-jacking etc.

2 Speeding, Fines and Road Traffic Offences


- 2.1 The **Employer** will not be responsible for any fines relating to traffic violations such as **speeding, parking, non - use of a seat belt, talking on a cellphone etc.** The Employer will pay the fine and it is herein accepted by the Driver that the fine will be **deducted from the Driver's salary.**
- 2.2 The Company monitors speeding violations including harsh acceleration and breaking and drivers who fail to comply will be dealt with in terms of the Company's Disciplinary code of conduct.
- 2.3 Take note that the Company has the following speed limits in place
 - 2.3.1 Maximum 110km/h for all company vehicles, however
 - 2.3.2 Maximum 80km/h for all refuellers and Generator technicians, irrespective whether they are towing or not,
 - 2.3.3 When towing of trailers (e.g. adhoc/EMS teams) the maximum speed is then 80km/h,
 - 2.3.4 Penalties will be issued in accordance with below speed violations.
- 2.4 Employees who constantly fail to adhere to Clause 2 or where a trend is identified, will lead to disciplinary process being instituted against the Employee.

3 Passengers

- 3.1 A Driver is not permitted to transport unauthorised passengers. This specifically means any person that is not an employee of the Company and/or no express permission, or instruction has been given to the Driver to transport such person by an Exco member only.
- 3.2 A Driver may transport fellow Employees but, only if/when this is required and necessary in the fulfilment of the Employee's general duties or specific work instructions
- 3.3 Any and all other occurrences / incidents of Drivers transporting unauthorised passengers will be met with disciplinary actions as deemed necessary by the Company and in line with disciplinary code of conduct.
- 3.4 A Driver who has been entrusted with or is the designated driver of a specific Company vehicle is not to allow any other driver or person to drive the particular vehicle unless by specific and prior arrangement or consent by the line manager.

4 Policy with regards to Company Vehicle Inspections

It is the specific expectation of CJA Telecommunications Ltd. that all the Company vehicles should be maintained in good order, clean and in a roadworthy condition.

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- 4.1 All Company Vehicles are required to be inspected daily by the driver,
- 4.2 Drivers to submit photos of their vehicle on the HSE App on a monthly basis. Failure to submit audit photos or failure to submit quality photos (correct angles, in good light etc) will result in disciplinary action being taken against the driver.
- 4.3 Series of photos are scrutinised by independent auditor and reports shared with the Fleet Department
- 4.4 Reports of damages, poor condition and dirty vehicles will be communicated to the driver by the relevant Fleet coordinator and may result in further action being taken against the driver.
- 4.5 An Inspection report is completed on all Pool vehicles issued and checked when vehicle is returned to the Fleet Department.
- 4.6 If any damage/loss or abuse is recorded during any such routine vehicle inspection then apart from it being recorded on the Checklist, the Project Manager/Line Manager of the specific Driver, the HR Manager and the Financial Control Manager needs to be informed of this in writing within 48 hours from the time of the occurrence or Fleet Management being notified of the incident.

5 Accidents involving a Company Fleet Vehicle


- 5.1 All accidents/incidents that take place while the vehicle is allocated to a Driver which has the effect of causing any level of noticeable damage to the Company vehicle, must be reported by the Driver to the Employer (Direct Line Manager and Fleet Manager) immediately.
- 5.2 Should the accident/incident involve another motor vehicle or a Pedestrian, it must be reported by the Driver to the South African Police Services **on the same day or at the very least within 12 hours**. An accident report number must be obtained and forwarded to the Company within the same time guideline. The Company would also expect a detailed reconstructive report of the incident from the Employee at this time.
- 5.3 At **no point** should an employee attempt to repair any damage to a vehicle without the consent of the Company or Management. Any attempt to self-repair will be seen as an attempt to hide the incident and being untruthful which is a dismissible offence.
- 5.4 Drivers must **NEVER** admit guilt to anybody, irrespective whether the driver feels they are liable, because the Company Insurance takes over all our rights (Subrogation rights) when there's an accident.

6 Post accidents involving Company Fleet Vehicle

- 6.1 A Company's Insurer incident report, related police reports or any first-hand witness reports available at the time could also be entered as evidence during any enquiry.
- 6.2 Based on the outcome and findings of an enquiry, suitable disciplinary actions can be instituted against the Employee which may include one or all of the below:
 - 6.2.1 Written warnings,
 - 6.2.2 Financial claims including (but not limited to) Insurance Excess
 - 6.2.3 Additional monetary claims for items or damage not covered by the Insurer
 - 6.2.4 Dismissal due to the seriousness of the offence making any future employment relationship between the two parties intolerable.

7 General Safety Code and Rules for Company Fleet Vehicle Usage

- 7.1 No Driver shall operate a company fleet vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, medication/drugs (prescription or not) or under influence of alcohol.
- 7.2 All Drivers and passengers operating or riding in a company vehicle must wear seat belts
- 7.3 Drivers are responsible for the security of company vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended and valuable assets removed where possible (e.g. GPS, laptop, cellphone, site keys etc).
- 7.4 Head lights must be on 2 hours before sunset and until 2 hours after sunrise, or at any time when driver visibility is impaired by road or inclement weather conditions.

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- 7.5** The use of a company vehicle while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden and is sufficient cause for discipline, up to and including termination of employment.
- 7.6** Majority of major accidents happen after hours or very early (before or after sunrise, sunset) when visibility is poor or after staff have been working long hours. In this case, Drivers must ensure that you reduce speed and that you manage your hours accordingly as fatigue is a reality

8 General Cleanliness

- 8.1** Any designated Driver shall be held responsible for the general cleanliness of the vehicle allocated.
- 8.2** Any Driver whose vehicle is found to be below the expected cleanliness will be fined R250.00 per incident.
- 8.3** Employees operating in clusters > 25km from HQ or Regional Offices will be allowed to make use of the Company Fleet Card to pay for a car wash up to the value of R150 per month.
- 8.4** The car wash area must be within a 10km's from the residence of the Employee, unless authorisation is obtained by Regional Manager and work order created on Savana to wash vehicle a distance greater than 20km round trip.
- 8.5** All car washes within the 20km round trip, authorisation is still needed by line manager and created in Savana.
- 8.6** Drivers making use of car wash services, must provide a date stamped photo of car being washed up loaded on to Keyfleet App with odometer captured.
- 8.7** Drivers/Teams making use of a Company trailer must make sure that the trailer is cleaned after usage thereof. If a trailer is not clean after usage, that Driver/Team will be fined R150.00.
- 8.8** Drivers/Teams are expected to send their kilometre readings EVERY Monday morning before 12:00 a.m. if not done, they will be fined R50.00.
- 8.9** Drivers could also be asked to send through certain photos of the vehicle as part of routine inspections mentioned under clause 4.
- 8.10** Smoking Tabaco products (including Electronic Cigarettes) is strictly prohibited in any company vehicle and a fine of R150.00 and or disciplinary action will be levied against any person found to deviate from this instruction.

9 Company provided Fleet Card

- 9.1** A Company fuel card is dedicated to a specific vehicle indicated on the fleet card,
- 9.1.1** and may **ONLY** be used to cover, fuel, oil, toll (no authorisation needed), however
- 9.1.2** tyres and repairs and maintenance (Fleet authorisation is needed and Project coordinator to create Savana ticket), and
- 9.1.3** car wash (Project coordinator authorisation with Savana ticket is needed - not OWS ticket)
- 9.2** When making use of the Fleet card for Service, Maintenance and Repairs, the Driver must ALWAYS send readable photo of the slip/invoice of the transaction to the Fleet department via WhatsApp;
- 9.2.1** if not, the Driver will be reminded maximum three times to submit evidence of the transaction,
- 9.2.2** Failure to comply will result in the Driver being held liable for the cost incurred as there's no evidence of the transaction taking place. The deductions will be processed from Employees salary.
- 9.2.3** If invoice is submitted after salary deduction has been processed, then 10% of invoice value will be deducted from the refund for administration cost.
- 9.3** When using to refuel the vehicle, the Driver of the vehicle will ensure that:
- 9.3.1** the pump reading meter on the forecourt is zeroed when refuelling,
- 9.3.2** the oil and water level is checked to be at acceptable level on a regular basis,
- 9.3.3** If you suspect something is wrong with the vehicle mechanically, report it to the Fleet Manager or your Line Manager immediately.
- 9.3.4** whenever the vehicle is refuelled it must at all times be refuelled to full capacity of the fuel tank

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9.3.5 We are aware of incentives of cash or free meals/drinks being offered by some filling stations, so vehicles must always be refuelled at the closest filling station; and drivers who travel unnecessary distances to refuel will be seen as unauthorised travel/being untruthful.

9.4 Employees who use their private vehicles for Business travel and to whom a Fleet Card has also been issued may also have a GPS Tracking device fitted to their vehicles by the Employer. Any misuse/abuse/fraudulent claim with regards to kilometres travelled and/or Fleet Card spends can and will lead to disciplinary action being instituted against the Employee.

9.5 It is also important to note that the Company reserves the right to claim directly from the Employee (through direct salary deductions) any financial loss that the Company may suffer due to an Employees' misconduct.

10 Swopping of Vehicles:

10.1 Drivers MUST inform the Fleet Department **IMMEDIATELY** when vehicles are swopped. It's vitally important for risk management. If someone is hijacked, involved in an accident and we have the wrong person's details, the time wasted on following up with incorrect information is a huge risk. In these scenarios, every minute matters. Failure to follow this simple request will not be tolerated.

10.2 Furthermore our client(s) also requested access to our trackers in order to monitor Staff on various projects, so it will not be effective to monitor when vehicles are swopped and tracking system is not updated accordingly.

11 Vehicle Services and Bookings:

11.1 The servicing of vehicles at the required service interval will be managed by the Fleet Department. Line managers and drivers will be informed in advance on when servicing is being scheduled.

11.2 Each Driver's line manager must manage the Driver's work schedule taking servicing into account.

11.3 The Risk for missing a service within 1499km of required service interval is; (i) the warranty falls away, (ii) service cost on vehicle under rental is normally paid by the Rental Company, so for late services, the service cost will now have to be paid by CJA. In such instances, the expense will pass automatically over to the Driver, coordinator and or PM, depending who's at fault and the amount WILL be deducted from the Employee's salary and disciplinary action taken.

12 Business Travel Kilometres:


12.1 Any road travel done in a Company or private vehicle with the specific permission or authorisation from the Company and which the specific purpose of providing a service to or on behalf of the Company will be deemed as Business Travel.

12.2 The definition specifically excludes any travel to and from the Employees' usual private residence or any other private address that is not seen as a Company address; this travel is deemed as private travel.

12.3 The case where an Employee who based on his position, function and scope and by virtue of operational requirements and service availability and is not required to report to a fixed Company address on a daily basis but rather, works in a defined environment where he/she is required to attend Tickets/Work orders on multiple allocated telecom sites and locations and who by virtue of his designated geographic location is actioned to attend such work from his residential address – such travel to and from an instructed site of work would not be deemed as private.

12.3.1 However, any travel that is deemed as a clear deviation or noted as excessive distance or frequency of occurrence that is not based on clear work instructions or prior approval can and will be seen as private travel.

12.3.2 It remains a clear instruction to such Employees that the Company vehicle allocated is for business use and may not be utilized for any other purpose without clear and prior consent or approval from Management. If consent and approval is granted then such travel done must be noted by the Employee as private on his monthly submissions and will be deducted as per private travel policy.

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- 12.3.3 If and when the Employee however stays at a hotel/guest house or any other establishment for which the Company pays the rent or lease thereof, which is outside of the Employees' usual area/town/province/country and does so whilst on official Company business and on the express instruction of the Employer this temporary address will be deemed as a Company address and any travel from or to this address, from or to his allocated work sites, during the Employees stay there will be deemed as business travel. However, any travel in a company vehicle in such a scenario which is not specifically between the place of accommodation and the work sites allocated to the Employee/Team will still be deemed as private travel and processed accordingly. Employees are therefore encouraged to do daily shopping for food and personal items on-route between sites and accommodation as travel outside of these points of reference will be for the Employee's / Teams own account.
- 12.3.4 In cases where the Employee is transferred or willingly relocates to another area/town/province/country for the purpose of delivering a service too or on behalf of the Company and the Employee pays for his own accommodations then that address will be deemed the Employees' primary residential address and any travel between this address and place of work will be deemed private.
- 12.3.5 When any Business Travel as defined above is done in an Employee's private vehicle the kilometres travelled can be claimed back from the Company at the predefined rate as is updated/revised and communicated by the Employer from time to time.

13 Private Travel Kilometres:

- 13.1 Private Travel is defined as any road travel in either a Company or private vehicle that falls outside of the definition of Business Travel as per Clause 12.
- 13.2 This specifically refers to an employees' commute to and from his usual place of residence or home and normally outside of the Employees' usual working hours. However, any unauthorised or unsanctioned travel during working hours for the express purpose of attending to the Employees' private concerns will also be deemed as Private Travel.
- 13.3 Any Employee working in any Branch or within any Project who by the nature and schedule of his daily tasks must report to any of the Branch offices on a daily basis are specifically prohibited from using a company vehicle to use as a means of daily transport either as a driver or a passenger, unless by express consent from the Senior Project / Branch Manager and knowledge of the Fleet Department.
- 13.4 It is stated with reservation or exclusion that it is Company Policy that any unauthorised use/misuse of a Company vehicle is deemed as a form of gross misconduct and if discovered the party found to have transgressed this clear expectation will be dealt with in line with the disciplinary code of the Conduct. Failure to declare private travel is seen as an attempt to defraud or steal from the Company.
- 13.5 Over and above any disciplinary actions instituted it remains true that any Private Travel done in a Company vehicle will be charged to the Employee (driver) and will be deducted from the Employees' monthly salary at the predefined rate as is updated/revised and communicated by the Employer from time to time.
- 13.6 It is the express expectation that all Kilometres travelled in a Company Vehicle be recorded by the relevant Driver on the Keyfleet App on the Driver's cellphone (As per clause 16.3)
- 13.7 It is also expected by the Employee that use their own private vehicles for Business Travel to also Log onto the kilometres travelled on the Keyfleet App.

14 The KeyFleet App and usage of it

- 14.1 Is accessed on your cellphone and Log-in details are issued by Fleet Department.
- 14.2 Keyfleet is a requirement and is not optional and MUST be completed daily for EVERY individual trip being travelled, irrespective whether it business on private related.
- 14.3 Open App on first trip of the day and capture all individual trips without signing out. Only sign-out at the end of your shift/day.

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- 14.4 Staff that fail to use the App 100% will therefore be underperforming and could result in portion of their performance pay being deducted, irrespective if they are evaluated on the Appraisal system or not. Continued failure of this compliance point will lead to disciplinary processes being followed.
- 14.5 All vehicle related expenditure slip (fuel, oil, carwash, tyre repairs etc) **MUST** be uploaded onto the Keyfleet App **IMMEDIATELY**, irrespective if shared on another platform to obtain approval.
- 14.6 All slips posted / uploaded **MUST** be readable (good quality)

15 Monitoring

- 15.1 Every Company Vehicle has a GPS tracking device installed that is monitored on an on-going basis. Misuse or abuse captured from the tracking reports will not be tolerated and disciplinary action will be taken.
- 15.2 Clause 15.1 includes monitoring "Harsh breaking." Should "break-pads" need replacing prematurely compared to manufacturers norm and there's evidence of excessive harsh breaking, then a pro rata portion of cost of replacing the brake pads or damage to the disc brake will be for the Drivers own cost.
- 15.3 Company vehicles could be installed with camera(s) including voice recording and all Employee(s) consent to being recorded and monitoring when signing this policy.
- 15.4 Never use a handheld device whilst driving and only make calls or text after pulling over or use hands free devices, when it is safe to do so.

Signed at _____ on this _____ day of _____ 2025

I _____, with ID Number _____, have read and understood the Company vehicle Policy.

Signature:

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