Throughout this document "the Company" refers to Yamazaki Mazak UK Ltd and/or Jonathan Lee Workforce Solutions Limited where appropriate.

Fleet Management Policy

1. Scope

This policy defines the rules to be followed by any colleague who is required to drive a company leased vehicle, a company pool vehicle or their own private vehicle on company business. It should be read in conjunction with the Driving for Work Generic Risk Assessment and Company Car Handbook. Yamazaki Mazak reserves the right to change and amend this policy as the needs of the business change. This policy will be regularly reviewed.

It also outlines what to do in the case of an accident whilst driving on company business, reporting the accident, breakdown procedure and key contact numbers.

TTC manage all driver documentation requirements, including individual Driver Declarations and licence checking required for any colleague who wishes to drive a company vehicle, book a company pool car or claim mileage whilst on company business.

This policy replaces all previous company car / fuel guidelines issued by the Company.

2. Responsibilities

- Colleagues
  To comply with all requirements of this procedure, including the correct completion and submission of all documentation.
- Managers
  To ensure the on-going compliance of colleagues to this procedure, including the correct completion, authorisation and submission of driver documents to the TTC app.
- Health, Safety & Environmental Department
  To provide guidance and policy on health, safety and environmental and other statutory requirements.
- Human Resources Department
  To ensure correct & accurate vehicle records are maintained,
  Liaison with lease providers, incident management partners and other relevant bodies.
  Regularly undertake reviews of Company Car eligibility and reserve the right to withdraw a Company Car should a colleague's *role* change to the extent that a car is no longer required or where entitlement to a Company Car ceases.

Everyone referred to in this policy is required to read the policy from time to time in order to keep up to date with the contents.

3. Data Protection

All documentation acquired relating to its colleagues will be treated confidentially in accordance with The General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA). The Company uses relevant information for the purpose of processing car-related benefits and processes in compliance with data protection principles. The Company will be required to share your information with its external business partners such as the lease company, licence and insurance checking platforms, and accident management bodies. The Company will ensure that they keep this secure and will only use your information for the purpose of providing their services to us. The Company may also give out information about colleagues if there is a duty to do so or if the law requires it.

4. Current Company Car Contacts:

Yamazaki Mazak UK Ltd Fleet Manager:	Chris Morris, HR Manager
Email:	cmorris@mazak.co.uk
Contact Number:	01905 755755 (ext. 2309)
For Driver Helpline Vehicles:	Pete Exton/ Jill Briggs
Contact Number:	01254 244105
For Lex Vehicles:	Driver Support Line
Email:	TeamKWalne@lexautolease.co.uk

Contact Number: 0345 307 5040

- Option 1— Breakdown assistance, report an accident, require replacement glass
- Option 2 — Services and repairs, replacement tyres, or technical advice
- *Please note Lex are now encouraging all drivers to contact their local garage for servicing and repairs, you just need to inform the garage that it is a Lex vehicle, and that Lex should be invoiced directly*
- Option 3 — European travel pack, motoring offence, taxation, or mot certificates
- Option 4 — Short term rental vehicle
- Option 5 — TeamKWalne Helpdesk for all other queries

Most of the above can all be done online via their portal: https://driver.lexautolease.co.uk/

Lex Autolease are currently our preferred provider and manager of Company Vehicles. This is a fully outsourced contract hire arrangement. Lex will be responsible for the ordering of new vehicles, and full fleet management. The driver support line or portal should be utilised for any queries in relation to LeH Company Vehicles.

5. Car Provision

The Company provides vehicles for colleagues where there is a business need (i.e. job related), or in some cases as a contractual benefit. A choice of vehicles will normally be offered and this may vary by specific role. Where a certain vehicle specification is identified as a requirement of the role, the choice will reflect this. The Company reserves the right to review the allocation of a car to a role.

The colleague will have use of the car in order to undertake the role and it may be used for private use. The running costs, maintenance and business fuel costs will be met by the Company . Wherever possible, Company Cars should be made available during the working day to other authorised employees for business use only.

If a colleague is required to use a company vehicle for business use, but does not wish to have personal use (and therefore not be liable for 'benefit in kind' tax), it may be 'pooled' and it is therefore not available for non-business use under any circumstances. Should a colleague decide to 'pool' a vehicle, the option to revert back to personal use may not be granted again for the duration of the lease.

The performance of the company vehicle manufacturers we select in terms of standards, service, pricing, environment and safety are regularly reviewed.

New Starters

If you are a new colleague who is eligible for a car, or a current colleague who is newly eligible, an existing vehicle which has not yet reached the end of the contract period may be allocated whenever available. At the end of the car contract period, the provisions of the normal policy will apply.

On Changing Roles

Should you change roles to one that has no car benefit or business need requirement, then the entitlement to a company car will cease.

Changing Vehicles

A colleague cannot change or swap the current vehicle they are driving. There may be occasions where the Company seeks to manage the vehicles in the fleet and vehicle changes may be made.

Colleagues will not be permitted to order a new car if it is known that their employment is due to terminate within 12 months or on a secondment and their substantive role does not require a car. Should a car lease contract end before the end of a colleague's employment, or a secondment end date, the Company reserves the right to return the vehicle to the lease company and provide an alternative car for the remainder of the employment or secondment.

Personal Selection

If you are in a role which entitles you to a Company Car then you may choose a car from the approved car list. Any optional extras (payable for by the individual by monthly salary deduction) may be added with the approval of your Manager and the HR Manager.

Procedure for Ordering Cars
Approximately 3 or 4 months prior to the lease expiry date, HR will advise that a replacement vehicle needs to be sourced.

Following confirmation, HR will make available an approved list of vehicles or, in some cases, a P11d value to make a vehicle selection that meets the Company standards. In some cases, this may be done online via a lease portal. Please note that the Company reserves the right to change the makes and models of vehicles offered to colleagues..

In some instances, the option to choose higher specification models or appropriate additional options within their role may be applicable. This will attract a cost (Personal User Contribution — PUC), which will be passed onto the colleague. This cost will be deducted from their net salary over the term of the lease on a monthly basis (the standard period is 48 months) and will commence after the vehicle has been delivered.

Once a vehicle has been selected, colleagues should notify the HR Department with the selection. Alternatively, the submission may be sent directly via the online portal.

Repayment of Options or Higher Specification models
Should a colleague leave the Company or their role was to change at their request and they were no longer eligible for a Company Car, then all monies owed need to be repaid in full. Should a colleague be made redundant then they would not be required to repay the monies.

Should a colleague have their Company Car written off during the period of the lease, they will not be liable for the remaining payments. The Company reserves the right to require a driver to pay a contribution towards costs incurred as a result of the car driver's own negligence, or that of their nominated drivers.

Optional Extras - Fitted After Delivery
Any optional extra fitted after the car has been delivered must be authorised by lease company and the Mazak Fleet Manager. This optional extra can only be added to the car once this has been authorised. The full cost of fitting will be borne by the colleague and is paid in full at the point of fitting. If the item is a permanent fixture, there is no option to have it removed before return. Please note that any damage to the vehicle through fitting and removal must be made good prior to the return of the vehicle including the resealing of any holes made by fixings. The full cost of any repairs required following return of the vehicle is to be borne by the colleague.

Personalised Number Plates
If a colleague wishes to have a private number plate added to their vehicle, they should advise the lease company at the point of order. The total cost of transferring the plate will be payable by the employee. This includes all administration fees applied by the lease company. To be able to attach a private plate the colleague may be required to complete a declaration form which gives permission for their plate to be added to a vehicle registered to the lease company. This form will also state that the lease company holds no financial interest in the plate.

At the end of the contract, the colleague must contact the lease company in order to arrange for the private number plates to be removed from the vehicle and the original number plates replaced. The employee is liable for the full cost of this and this includes all administration fees applied by the lease company.

Renewal Cycle
The contract with the lease company is fixed to suit the business needs and is typically four years (48 months). This may be shorter should the expected mileage of the car be higher. Colleagues should ensure that an accurate expectation of annual mileage is supplied when ordering a vehicle. When a vehicle is due to be renewed, the colleague will be contacted typically 3 or 4 months in advance of the date the vehicle needs changing.

Please note that if a vehicle is not ordered promptly upon being contacted and, therefore, the vehicle runs over its contracted term with the lease company, then Mazak reserves the right to place the colleague in a different vehicle or order a replacement vehicle on their behalf.

Delivery of a Company Vehicle
When a vehicle arrives into stock, the lease company or vehicle dealer will contact the Fleet Manager and offer a delivery date. The Fleet Manager will usually arrange for the delivery to take place at Mazak, Worcester. The Fleet Manager will then contact the driver to notify them of the upcoming delivery. Should the dealer make contact the colleague to arrange delivery directly, please redirect them to the Fleet Manager. The driver may not necessarily be required to be on site when the vehicle is delivered. In some circumstances, arrangements may be made for the vehicle to be delivered to the colleague's home address; there is usually no guarantee at what time of day the vehicle will be delivered.

When vehicles are provided, the person delivering the vehicle will usually ensure that the driver is aware of the vehicle controls and any specific driving requirements. They should fully discuss the car and ensure that the recipient is comfortable with everything before they leave the car.

The dealership will confirm delivery with the lease company and return a signed delivery acknowledgement form. This confirmation triggers the vehicles promotion to a live contract. A Delivery Confirmation will be sent to the Fleet Manager.

If an individual rejects a vehicle due to it not matching the specification detailed on the signed order confirmation, the vehicle must not be driven. The vehicle will be returned to the supplying dealer and the lease company should be notified immediately. The lease company will investigate with the dealership, the individual and Mazak.

Driver Pack
A driver pack in the form of a QR code on the reverse of the No Smoking sign on the inside of the windscreen, will be included in all vehicles and includes all the information that drivers need to contact the lease company, and explains the various services available to them. The driver packs also have an emphasis on safety, helping customers with their corporate Duty of Care obligations.

Standard Driver Pack
Two sets of keys
Number plates
Tailored carpet mats
Introduction letter
Key fob
Rear window sticker
Driver card
Delivery release note
Proof of collection
Tyre service kit
Warning triangle
Hi-visibility vest
Bump Card

Returning a Vehicle
Vehicles must be returned in line with guidelines provided by the lease company. Colleagues must ensure that:

- The car is washed and cleaned. If a car requires a valet upon return, then the colleague will be charged E50 which will be deducted from their salary.
- Any damage outside of fair wear and tear is fully repaired before return (refer to the BVRLA Fair Wear & Tear Guide for details).
- All personal belongings must be removed from the vehicle.
- The following must be returned and indicative costs are shown, that will be recharged to the colleague if the items are not

returned:
- o Keys/Spare.
- o Aim to leave the fuel tank X full or for electric vehicles, a minimum of 150-mile range.
- o For electric/hybrid vehicles - the appropriate charging cables that were provided with the car.

The full guide on returning your vehicle can be found on the BVRLA Fair Wear and Tear online guide.

Please note, should a car be returned with damage that requires repair, and has not previously been reported to the lease company, then this damage may be treated in line with the insurance excess provision. Any damage must be reported to the lease company for consideration to repair prior to the return of the vehicle.

If an individual leaves the Company and wishes to purchase their vehicle from the lease company, a quote will be provided with a cost of the vehicle. The colleague will also be required to repay any early termination fee on behalf of Mazak. It is at the sole discretion of the Company as to whether a colleague can purchase their vehicle.

Employment Change

Extended leave/ Long-term sick

Company Cars should normally be surrendered during extended periods of absence. In special circumstances, this may be waived by the HR Manager on behalf of the Company and each case will be considered on its own merits. It is the colleague's responsibility to ensure that the following are completed accurately and timely during the period of absence:

- Mileage
- MOT
- Servicing
- Licence checking
- Insurance documents (for those who are receiving a vehicle opt out payment)

In the situation where a car is returned during periods of extended leave / long term sickness, upon the colleague's return, if the previous vehicle is no longer available, an alternative will be provided which is appropriate to their role.

Maternity/Paternity/Adoption

The entitlement to a Company Vehicle is retained for those eligible, along with the associated benefits, for the duration of this type of leave. It is the colleague's responsibility to ensure that the following are completed accurately and timely during the period of absence:

- Mileage
- MOT
- Servicing
- » Licence checking
- Insurance documents (for those who are receiving a vehicle opt out payment)

Changes in Hours

If the numbers of hours/days a colleague works were to reduce, then the vehicle entitlement may also change.

Changes in Role

For those already in possession of a Company vehicle and there was a change of role, this would not necessarily result in an automatic change of vehicle. The vehicle would not be changed until its next renewal date, at which point vehicle can be selected commensurate with the new role.

Opting Out

In some roles, there may be the option of opting out of having a Company car and a cash allowance may be allocated instead. This is not a contractual entitlement and may be agreed at the total discretion of the Company. A colleague can only opt out of the car scheme once their current car contract has come to an end (i.e. every 48 months). Opt out payments will commence from the start of a calendar month. A colleague will have the opportunity to opt back into the car scheme every 12 months from the anniversary date of their opt out, however this will remain under review by the Company.

An opt out payment is paid in lieu of the car and, therefore, should be used to cover the purchase of a vehicle, insurance (including business use insurance), any maintenance and servicing the vehicle requires. Other than for fuel, there should be no claims for any expenditure relating to personal vehicles. Any business miles driven should be claimed back and reimbursed accordingly in line with the Travel and Expenses Policy. The rates used mirror the HMRC advisory fuel rates that are subject to change periodically. The same restrictions in terms of vehicle types associated with the colleague's role such as fuel type and CO_2 emissions will also apply as though they were driving a Company Car.

Opt Out Payments are determined by the role and, where an individual works part time, the payment is prorated. A condition of receiving the opt out payment is full compliance with this policy and the requirements for those using private vehicles on company business. This includes ensuring the vehicle is of a satisfactory standard for business purposes, the insurance includes business usage, and that supporting documentation is supplied to the Company or its chosen partner.

Vehicle Parameters

There are a number of factors to be considered when determining the selection of a Company Vehicle, such as the environmental impacts of the vehicle such as fuel types and CO_2 emissions. The parameters pertaining to Company Vehicles are as follows:

- No sports cars
- Normally 4 or 5 doors
- Must be hybrid or electric fuel type (with the exception of vans)
- CO_2 limit of 130
- Portraying a professional image commensurate with the colleague's role

These parameters are also applicable to those who opt-out and have an allowance. For those that have opted out, an additional restriction on the grounds of a duty of care to our colleagues and other road users, is that the vehicle should be no older than the duration of a standard Company Car lease (i.e. 4 years) and that the vehicle does not go beyond 120,000 miles on the odometer.

6. Use of a Company Car

A Company Car is allocated on the understanding that it is to be used only for Company business use; it is also available for private use by you and your nominated driver(s) unless you have declared it as being 'pooled'. Such private use must be confined to social or recreational activities. If a vehicle is 'pooled' it is not available for private use under any circumstances. This includes commuting to a normal place of work. Disregard of this will result in disciplinary action being undertaken.

Company Cars must not, under any circumstances, be used for hire, reward, speed trials or racing. No modifications or changes to the car are permitted after delivery without prior permission from the lease company and the Fleet Manager. The car must not be used for any personal business or in connection with any employment other than with the Company. Using the vehicle for any of these purposes would invalidate the insurance and therefore the authorisation to have a Company Car.

If a colleague has not maintained a Company vehicle adequately and a major malfunction occurs as a result, this may be dealt with as a disciplinary matter and they may be liable for any costs incurred by the company.

It is the responsibility of the colleague to inform the Company immediately of any endorsements, pending prosecution or actions against them that may end up in prosecution. This information will be kept on file and failure to comply will be covered by the Company's disciplinary procedure and could ultimately result in dismissal.

All drivers must comply with the Highway Code regulations at all times and no smoking is allowed inside a company vehicle at any time.

Authorised Drivers

The following may be authorised to drive Company Cars:

- Colleagues of Mazak whose contract states the provision of a company car.
- The spouse, co-habiting partner or child (above the age of 21) of a colleague referred to above (subject to providing relevant licence details). This individual must not use the vehicle for business use.
- Any other colleague with the express permission of the manager of a 'pool' vehicle or the HR Department.
- Learner drivers are not permitted to drive company vehicles.

Prior to being allowed to drive any Company vehicle, drivers, including spouses, co-habiting partners or children (above the age of 21), must provide relevant details to enable driving licence checks to be carried out by TTC on behalf of the HR department. The authorised driver of the Company Car is wholly responsible for ensuring that the nominated driver is familiar with the Company Car Policy and understanding their responsibilities when driving the vehicle.

If any unauthorised person drives a Company Car or hire car, they are NOT INSURED to drive the vehicle, and therefore they will be legally liable & fully responsible for all costs in any subsequent accident whilst the vehicle is in their control.

Emergency Drivers

In an emergency only, any licensed driver may drive the Company *Car.* It is the responsibility of the authorised driver to ensure that the emergency driver has a valid licence. An emergency is defined as a situation in which an authorised driver is unable to drive due to an accident or ill health (but not unfit through drink or drugs or licence suspension) and where the use of the car is essential.

7. Driver Responsibilities

We would expect all drivers whilst on Company business to always drive in a safe and considerate manner. Everyone who drives a Company vehicle has an obligation to adhere to the rules associated with it including our internal rules and the Highway Code.

Health and safety management includes all tasks we do as part of our roles including those when not on site. Remember, your vehicle is part of your work equipment and it should be used as such. It is your responsibility as a driver of the vehicle to ensure it is road legal at all times. Using the TTC app for vehicle checks will assist you with this and must be completed when required.

Fitness to Drive

- Colleagues must ensure that they are fit to drive the vehicle (on Company business) before doing so. For the avoidance of doubt, colleagues must not, under any circumstances, drive a vehicle whilst under the influence of alcohol or drugs (including medication from their doctor if such medication or condition affects, or is likely to affect, their ability to drive). Driving under such circumstances may be dealt with under the disciplinary process potentially constituting in gross misconduct and resulting in summary dismissal.
- You must report to your line manager if you are suffering from any physical or other impairment (e.g. problems with eyesight) that might affect your ability to drive safely and within the law. If you know you have a condition that may affect your ability to drive, this is your personal and legal responsibility to inform the Company as insurance cover may be invalidated
- Whilst undertaking journeys on Company business, colleagues should plan their journey to take sufficient breaks; a break of at least 15 minutes after every two hours of driving should be taken.
- Colleagues should not drive for longer than 9 hours in any 24-hour period. Overnight accommodation should be arranged in conjunction with the appropriate manager if the planned activity indicates that work/driving time will exceed this limit.
- » Colleagues must be able to read a number plate from a distance of 20 metres (66 feet). If colleagues need to wear glasses or contact lenses, they must wear them at all times whilst driving.
- Colleagues should ensure that they familiarise themselves with the controls of any vehicle before setting off.

Speed Limits & Signage

- Speed limits must not be exceeded.
- Road signage must be adhered to at all times

Seat Belts

- Seat belts must be worn on all occasions by all occupants.

Mobile Telephones and Other Devices

- It is illegal to use a hand-held phone or similar device while driving. Colleagues must ensure they stay in full control of the vehicle at all times. This includes whilst using devices such as a satellite navigation or car radio.
- Car drivers are advised to keep their mobile telephones switched on but to activate the silence or answer phone mode.
- Follow-up calls can be made on arrival at the destination or by stopping the car in a safe place.
- Please ensure any applications such as Apple CarPlay / Android Auto are fully connected prior to driving if they are required.

- Never use any handheld equipment or allow yourself to be distracted by using navigation devices or the radio whilst driving. When using a navigation device ensure the route guidance has been activated prior to commencing driving.

No Smoking policy

- Smoking is not permitted in any Company vehicles.
- Smoking is not permitted in any vehicles which are used to carry passengers on Company business.

Severe Weather

- You have a responsibility to regularly check your oil, tyres and lights. However, during severe weather you should always check that your lights are working and clean, washer fluid levels are topped up, antifreeze levels are correct and that you have deicer for the start of your journey.

8. Care of Company Cars

It is the responsibility of the Company Car driver to:

- Keep the car in good repair and generally maintain it in a safe and roadworthy condition, complying with existing legal requirements. This includes checking all fluid levels, lubricant reservoirs, coolant and antifreeze levels, tyres, brakes and lights.
- Keep the car in a secure state when left unattended and, where possible, keep the car in a garage overnight.
- Clean the car, both internally and externally, on a regular basis.
- Ensure that the correct fuel type is used when refuelling the vehicle.

Where the above responsibilities are not adhered to, the Company reserves the right to withdraw the car and/or commence disciplinary proceedings against the Company Car driver that is responsible. The Company may also seek recovery of the costs incurred through misuse, neglect or abuse of the Company Car. This includes the cost of valeting the car when it is returned to the lease company.

Servicing the Vehicle

Vehicles must be serviced in accordance with the manufacturer's guidelines / Owner's Manual. It is the individual's responsibility to ensure the service schedules are maintained. Rather than booking services through the lease company, drivers are encouraged to contact their local garage informing the garage that it is a lease vehicle and that the lease company should be invoiced directly. It is important to note that failure to arrange servicing in line with manufacturers' guidelines could invalidate the vehicle warranty.

If it is necessary to obtain a replacement whilst the company vehicle is unavailable, for example due to servicing or repair, contact the lease company to make arrangements.

At the end of the lease when the car is due to be returned it should be presented in a clean with an up to date and full servicing record.

Road Tax

All vehicle road tax is maintained by the lease company.

MOT

In most cases, the driver will be notified when a vehicle is due its MOT; this is usually within 2 months of expiry. However, drivers must always ensure that they are aware of their vehicle's MOT date and ultimately responsible for ensuring that it has a valid MOT.

Tyres/Batteries/Exhausts/Glass Damage/Replacement

It is the driver's responsibility to ensure that the vehicle is roadworthy and must contact the lease company to advise of any issues through their helpline. They will offer advise on the nearest supplier or for a mobile fitting service to attend their vehicle for windscreens and tyres.

Roadside Assistance

Should a driver require roadside assistance, contact should be made to the lease company through their helpline.

Periods of Absence
During periods of absence from the Company (such as maternity leave) it is the colleague's responsibility to ensure that:

- The MOT for the vehicle is valid
- Tyres are checked on a regular basis
- The vehicle is maintained in a road legal condition
- The vehicle is serviced where appropriate
- The lease company have the correct contact and address details for you in order to ensure you can be contacted for necessary updates for your vehicle — e.g. MOT expiry dates.

9. Accidents
If an accident takes place which causes damage or injury to any other person, car or animal; or to property; however slight the damage or injury may be, the driver must stop. A QR code can be found in most of our vehicles.

Accident Reporting Procedure
When a colleague is involved in a third-party accident, they should contact the lease company as soon as is reasonably possible. The team will find out whether the vehicle is mobile and organise roadside recovery and onward travel arrangements where required. The colleague's line manager and Company Fleet Manager should also be contacted at the earliest opportunity.

All third-party accidents must be reported to the lease company within 48 hours to enable them and the insurer to progress the claim as quickly *as* possible and minimise any third-party cost. The following process should be followed:

- Regardless of fault, contact the lease company
- Exchange personal details with anyone else involved in the collision. You will need to obtain the following details:
    - Full name(s)
    - Address(es)
    - Contact number(s)
    - Registration number, make and model of vehicle(s) involved
    - Name(s) and address(es) of any witnesses to the incident
- At no point should you admit liability to a third party following an accident
- If you suspect that anyone involved in a collision has been drinking, using illegal substances or has left the scene, call the police immediately
- If anyone has sustained an injury or the public highway is blocked as a result, call the police immediately

You may be required to provide a full accident statement and a detailed sketch of the accident scene showing road markings, widths, traffic lights, signs, warnings etc. Obtain as much information as possible about the accident scene and location and try to take pictures that can be sent to the insurers at a later date.

For further information concerning actions to be carried out at the accident scene, see Section 274 to 278 of the Highway Code.

For non-third party incidents, the following process should be followed:

- Before taking any further action, secure an estimate for the vehicle repairs and make contact with the HR Manager
- Should the cost of repairs be under the limit set by the Company, proceed with the repairs
- Should the cost of repairs be over the limit set by the Company, contact the lease company where you will be required to complete a claim form for insurance purposes

Where appropriate, the lease company will recover and repair the vehicle, liaise with our Insurance provider, and ensure the driver is kept on the road throughout. They will also organise a replacement car if the vehicle cannot be repaired at the roadside.

If colleagues have an accident are using their own car on company business, the priority is to follow the reporting procedure of their insurance company.

A company investigation may take place into reported accidents where appropriate.

If an accident results in a conviction and/or police action drivers must notify the HR department immediately.

Police Requests to Produce Documents
If a colleague does not hold a copy of the Insurance Certificate, and is asked to produce it by the police, the police will require a copy to be produced within 7 days to a police station of the driver's choice. The police will also issue the individual with a crime/reference number.

The individual should obtain a copy of the Insurance Certificate from the Intranet, Vehicle Management App or the Company Fleet Manager.

10. Driving Licences
In order to drive a Company vehicle or using their own vehicle on company business, colleagues must have a valid driving licence for the class of vehicle driven. All drivers of Company vehicles must complete a driving licence check mandate; driving licence checks are currently carried out by TTC's online approval system. All drivers must comply with the driving licence check procedure before being permitted to drive a company vehicle or using their own vehicle on company business.

If a driver fails to complete this then they are in breach of the procedure, unable to drive a Company Car and may face disciplinary action.

Licence checking is carried out in defined timescales:

	0-5 Points	6-8 points	9+ points
Company Car	6 months	3 months	1 month
Grey Fleet	6 months	3 months	1 month
Other	6 months	3 months	1 month

Driving Licence Check Procedure
It is necessary for the Company to routinely check driving licences for all colleagues who drive on company business to ensure that any risks to the health and wellbeing of employees are minimised as well as complying with insurance obligations. TTC are the chosen partner to complete the DVLA licence checks on our behalf.

In order for a colleague to go through the required checks, a designated Mazak employee (usually someone from the HR department), will add them to TTC's system via the portal and a link will be emailed directly. Once accessing the link, the colleague will be required to complete the verification and registration process. This will involve the following:

- Completing the licence check declaration
- Scanning/taking a photograph the driver licence
- Enter name, date of birth, current address and driving licence number (if a good image was taken in the previous step, these details may be automatically populated

Once this has been completed, the colleague will receive an acknowledgement to the declaration process along with details on how to withdraw consent at any time; consent to the licence check will be required every 3 years.

Failing to comply with the licence checking process may result in disciplinary action being taken, resulting in the employee/nominated driver being suspended from driving a Company Car or receiving a opt out payment.

Where a new role offered requires a colleague to drive, the Company reserves the right to withdraw that offer in the event that the licence check procedures are not completed successfully.

Where a nominated person's licence checks are not completed successfully then they are not able to drive a Company Car.

It is the colleague's responsibility to ensure the DVLA declaration has been completed through the TTC portal and that the licence has been checked for both them and their nominated drivers. It is a colleague's responsibility to ensure that appropriate action is taken in respect to all email notifications in reference to their and their nominated driver's licence.

Portal Access Rights
The portal access rights are set up so that the HR Department can view individual licence records. Those merely checking whether a driver can use a Company vehicle or not will have restricted access rights and will not be able view individual licence records; they will only be able to view if the driver has a permit to drive. It is important to note that misuse of the Driving Licence Checking Services, or its associated data by a nominated Mazak employee, will result in all future access being immediately refused. Furthermore, this misuse will constitute gross misconduct and will result in disciplinary action.

11. Traffic Offences & Endorsements
All drivers have a responsibility to drive within the law. It is illegal to drive or attempt to drive with excess alcohol and there are strict alcohol limits in place and the limits are different in Scotland than to the rest of the UK.

It is illegal to drive if either:
- The driver is unfit to do so because of legal or illegal drugs.
- The driver has certain levels of illegal drugs in their blood (even if they have not affected their driving).

Colleagues must ensure that traffic signs and speed limits are observed and complied with. Drivers must ensure that they are courteous to others and that they park their vehicle sensibly and in accordance with regulations and parking restrictions.

Where any fines are imposed, these are the full responsibility of the individual driver concerned i.e. the authorised driver in possession of the car at the time of the offence. Neither the lease company nor Mazak will accept responsibility for the payment of any fine or penalty which may be imposed upon the car driver, including any administration fees. In most cases, the lease company will receive notification of the infringement directly and this will then be sent to Mazak for processing.

For incidents relating to Company Cars, the Company may:

- Provide the details necessary for proceedings to be instigated against the individual concerned, at the request of the authority concerned.
- Deduct any administration fees for any offences passed onto the Company by the lease company from the individuals' salary.

Should a colleague wish to dispute the offence, this should be done so directly with the issuing authority within the stipulated timeframe. It is not the responsibility of Yamazaki Mazak nor the lease company to dispute the offence. If a colleague refuses to pay a fine and the body issuing the fine threatens legal proceedings against Mazak, the Company reserves the right to pay the fine directly and deduct it from the individual's salary.

Endorsed Motoring Offences
Any colleague that is subject to a speed camera or other endorsed motoring offence will have their details forwarded to the issuing authority. The issuing authority will then send a notice of intended prosecution to the colleague's home address.

Any colleague that has use of a Company Vehicle must inform the HR department immediately of any endorsements, pending prosecutions or any actions taken against them that may end in prosecution. Where a colleague has their licence suspended, it is the individual's responsibility to immediately notify the HR Department. All circumstances surrounding the incident should be reported. Where there is a licence suspension, the colleague must not drive under any circumstances.

Failure to comply with the above, will be regarded as gross misconduct and will result in disciplinary action up to and including dismissal and will also render the insurance cover void. It is important to note that this applies equally where a colleague has been charged for any offence whilst in charge of a vehicle which is Company property or privately owned.

Where a Company Car driver receives a driving ban, the Company may, depending on the individual's job role:

- Allow the colleague to make alternative arrangements, providing any associated costs are met by that individual and that the arrangements do not inconvenience them, or others, in the execution of the individual's employment.
- Attempt to find them alternative employment, this may mean that their salary is adjusted during the period of the ban.
- If neither of the above options are viable, the Company reserves the right to review the employee's continued employment.

Where special conditions are imposed on a banned individual, for example a re-test or additional insurance premiums this will be at the individual driver's own expense.

Depending on the type and seriousness of an offence committed in a Company Vehicle, disciplinary action may be taken.

12. Fuel

Company car drivers who undertake regular business travel are usually provided with a fuel card, which should be used to obtain all fuel for the vehicle. Except where private fuel is a contractual entitlement, private mileage should be declared and a declaration form completed and sent to the Finance Department (normally on a monthly basis). Alternatively, if a colleague wishes to or in the case of electric vehicles, they do not need to use a fuel card, but can pay for their fuel and claim business mileage from the Company. Due to environmental benefits, this is also to be encouraged where colleagues have hybrid vehicles. Private mileage declarations or business mileage claims must be made using an expenses form and the applicable HMRC Advisory Fuel rates.

Drivers must ensure they use the correct fuel. Where the vehicle is incorrectly fuelled, the cost of any action to drain the tank and / or repair any damage to the engine is the responsibility of the individual.

To help effective cost management, where possible the use of motorway services to re-fuel should be avoided. Similarly, the use of ’premium unleaded’ fuel is also discouraged.

The Company will not cover the costs of the installation of EV charge points at home. However, an advance may be considered to assist with any initial upfront expense. This decision is purely at the discretion of the Company's Fleet Manager. Even though the Company has EV charge points on site, these are only to be used for customers and pool vehicles. The only exception to this may be where a colleague's private fuel is a contractual entitlement.

13. Taxation

HM Revenue & Customs regards the private use of a Company Vehicle as taxable benefit, otherwise known as “benefit in kind” or BiK. The quantification of the taxable benefit varies from year to year and is determined by the relevant legislation including the approved Finance Acts following the annual Budget deliberations. It is the responsibility of each driver to deal with their personal tax affairs and provide the Inland Revenue with the information they require for the calculation of any tax relief or liability.

The Company is required to submit an annual return showing the car benefit for each employee (form P11D). This is used to notify HMRC of the taxable benefit of having a Company Car. The tax is normally collected by HMRC amending the employee's individual tax code so that additional tax is paid each month. This is sent out to all relevant Mazak employees each year for doublechecking. Again, it is the responsibility of the driver to ensure that their details are correct.
Any optional extra payments which are deducted from a colleague's monthly salary are treated as payments for private use of the car and deducted from the car benefit charge referred to above.

For those colleagues that have a contractual right to a car, but have chosen to opt out of the Company Car Scheme, the allowance paid in respect of the Company Car will be liable to income tax and national insurance contributions.

Colleagues may be entitled to claim from the Inland Revenue tax relief for the running costs of the car based on business mileage. In making the claim, there is a requirement to deduct the mileage rate that has been reimbursed by the Company.

In the event that a colleague changes car or becomes eligible for a car, they should inform HMRC of the change of circumstances. This will ensure that tax calculations can be updated promptly.

14. Private Cars on Company Business (Grey Fleet)

Private Cars which are used for Company Business are known as ‘Grey Fleet’ vehicles and are subject to additional checks. These checks are in place to ensure that any private vehicles being used for company business comply with legal requirements regarding insurance and ensuring the car is roadworthy.

Anyone using a private car must register their vehicle on the TTC portal as they manage our Grey Fleet and associated compliance. The checks carried out by TTC include:

- Vehicle Insurance check to confirm this covers use for Business Purposes.
- Vehicle MOT Expiry monitoring
- Vehicle Road Fund Licence

Yamazaki Mazak insurance does not cover employees' cars used on authorised company business. It will not therefore be possible for individuals to claim for any loss or damage to their vehicles under company insurance under any circumstances.

Mileage rates for using a private car on Company Business will be in accordance with the Yamazaki Travel & Expenses Policy.

Vehicle parameters — must also comply

Leaving the Company / Opt-Out of Scheme
Where the Company no longer provides car insurance provision, e.g. due to withdrawal/optout/leaving the company; a letter may be requested from the Fleet Administrator to confirm driving history and accidents record.

15. Pool Cars
Drivers of pool cars should make themselves aware of the contents of this Fleet Management Policy and the Company Car Handbook.

Pool car drivers must comply with the current licence check procedures before driving any company vehicle. It is the driver's responsibility to ensure that the vehicle is in a legal and roadworthy condition prior to driving. The driver must:

- Check the tyres/lights/windscreens etc

If, for any reason, the driver has any concerns about the safety of the car (e.g. brakes do not seem effective), they should cease driving the vehicle and contact the lease company; the details of the lease company should be contained within the vehicle.

Each pool car should be provided with a fuel card in order to refuel or add oil only.

Pool car usage

A pool car should not be used for any private use and is only to be used for business mileage. This means that a pool car should not be used for:

- An individual's normal journey to and from work
- Any personal use
- Taken home by an individual

If a colleague is seen to be using the car under any of these circumstances, they will be liable to pay tax on the vehicle as this would be deemed as a benefit.

16. Temporary use of Company Cars / Hire Cars
A hire car can normally be booked through the lease company. However, prior to making any booking, colleagues should contact the HR Department as a pool vehicle may be available for use at the time required; this is likely to be more cost effective. All drivers should make themselves aware of the contents of this Fleet Management Policy and the Company Car Handbook. Furthermore, they must comply with the current licence check procedures before driving any vehicle on behalf of the Company.

It is the driver's responsibility to check the hire or pool vehicle prior to driving and report any damage, wear and tear or general untidiness. It is also the driver's responsibility to report any accident, wear and tear or damage incurred whilst driving the vehicle, this includes any dashboard warning lights being displayed.

Any damage reported by the driver during their initial inspection, which had not been reported prior, may be deemed as a result of the action of the previous driver and the appropriate action taken.

If this is not followed, the Company reserves the right to pass on any of the above related charges to the colleague concerned.

17. Purchasing of Company Cars for Retiring Employees

As per the Company's Retirement Policy, there is no fixed retirement age. In this context, 'retirement' means voluntarily leaving the Company and not commencing work with any other employer. To qualify, the colleague must have (or will have) a minimum of 10 years' service on the date on which they wish to retire and, at the Company's discretion, may be provided with a quote for purchasing the vehicle from the lease company. Should the colleague wish to proceed with purchasing the vehicle, they will be responsible for arranging payment directly with the lease company and repaying any early termination fee on behalf of Mazak.

it will not be the Company's normal practice to replace cars when it is known a colleague is within 12 months of retirement, unless this is agreed in writing. Should the lease expire before a colleague is due to retire, they may be provided with a temporary vehicle until the retirement date.

Colleagues wishing to purchase their car on retirement should contact the Company's Fleet Manager for further assistance.

18. Insurance

All Yamazaki Mazak cars are insured under a Comprehensive policy with the Company bearing a £1,000 excess on all claims for damage or loss by theft.

Where the employee or their nominated driver has an accident and it is deemed that the employee is seen to be 'at fault' then the following payments may be charged to the employee:

No charge for the first 'at fault 'accident involving the employee or nominated driver*
Up to 50% of the excess will be charged for the second 'at fault' accident involving the employee or nominated driver
For the third instance, the full cost of the excess will be paid for the accident involving the employee or nominated driver

The amount will be automatically deducted from salary.

*Where an employee has been involved in no "own fault" incidents within a 48-month period, the excess will be waived.

For the avoidance of doubt, the following types of incident will not attract an excess charge:

- Any incident where a known third party is at fault
- Multi vehicle collisions where the driver was clearly not at fault
- Thefts - including damage arising from attempted thefts (unless the car was not adequately secured or if the keys were left in the vehicle whilst the vehicle was unattended)
- Vandalism
- Fire damage
- Damage arising from a tyre failure or other mechanical failure (causing the vehicle to be involved in a collision or to suffer damage as a result of the failure)
- Damage to a vehicle directly arising from severe weather (for example falling roof tiles, storm damage from trees). Please note this does NOT include damage where an employee has carelessly driven through a flood water
- Windscreen damage/replacement

For clarity, the excess will apply in cases where (please note incidents involving a third party which subsequently proves to have a split liability, the excess will not apply):

- A vehicle is "hit while parked" by an unknown third party (if no third-party details or a crime/incident reference number from

the police has been obtained)
- A vehicle is hit by an animal
- A vehicle is damaged due to debris on the road
- A vehicle is damaged as a result of a storm
- A colleague has mis fuelled a vehicle
- A colleague returns their vehicle and after this being assessed in line with BVRLA fair wear and tear guidelines it is identified that there is damage on the vehicle that requires repair and has not been previously reported to the lease company.

Yamazaki Mazak also reserves the right to require from any Company Car driver, a contribution towards any costs incurred as a result of the driver's own negligence or that of their nominated drivers.

A reminder of what is not covered by our insurance

The following are not covered by our motor insurance policy:
- Learner drivers
- Drivers who do not hold a full valid driving licence or do not have a licence for the class of vehicle driven
- Non Yamazaki Mazak business use
- Drivers who have not completed the driving licence check via TTC
- Private vehicles owned by employees
- Hire vehicles unless authorised by Yamazaki Mazak/ Lease Company car administrators

Personal Effects

Colleagues, (whether on company business or in a private capacity), are not covered for loss of personal effects through theft or damage. The only exception to this is where the vehicle has been stolen and personal effects were contained within the vehicle at the time. Those requiring such cover must therefore make suitable arrangements through their own home contents insurance cover.

Where keys have been left in the car, the Company insurers will not pay in the event of a car being stolen. In the case of car theft/theft of personal effects (or an attempt), the authorised driver should contact the police as soon as possible. Where the car has been stolen or damaged, the lease company should also be informed.

Policy:	Fleet Management Policy
Written By:	Chris Morris, Human Resources Manager
Approved By:	Yamazaki Mazak UK Limited
Review Date:	26 January 2026