

MOTOR VEHICLE POLICY

The health, safety and general welfare of employees is paramount to ARA Group Limited ABN 47 074 886 561 and its related corporate entities (collectively **ARA Group**). Accordingly, this Motor Vehicle Policy (**Policy**) sets out the requirements of ARA Group applicable to employees using and driving ARA Group company vehicles (**Company Vehicles**) to ensure their safety at all such times.

For the avoidance of doubt, this Policy applies to any employee, officer, director or personnel of ARA Group with access to or control over a Company Vehicle (hereinafter referred to as **Employees**).

1 Employee responsibility

Motor vehicles are provided to Employees by ARA Group so as to allow Employees to successfully undertake and complete tasks in the course of employment. At all times, Employees with the control of or access to a Company Vehicle are responsible for the use and maintenance of the Company Vehicle at all times until such point at which an Employee ceases to have access to a Company Vehicle.

2 ARA Group conditions of use

2.1 All Employees who use and drives a Company Vehicle must:

- (a) hold a current and valid driver's licence in their state of residence, to be carried at all times at which the Company Vehicle is being driven, and presentable on request;
- (b) comply and adhere to all applicable road rules, including speed restrictions, at all times;
- (c) not use or consume drugs and alcohol (with the exception of non-drowsy prescription or over-the-counter medication) whilst in control of a Company Vehicle, including but not limited to driving under the influence by reason of prior drug or alcohol use or consumption;
- (d) not smoke in or near Company Vehicles;
- (e) be medically fit to drive, and where licence restrictions apply (such as the requirement of wearing prescription glasses), such restrictions must be complied with;
- (f) not use mobile phones whilst driving, and, while 'hands free' communication is permissible by law, ARA Group does not encourage hands free communications by reason of the distracting nature of such;
- (g) immediately report to their supervisor or manager any damage, defects or faults of or to the Company Vehicle;
- (h) use supplied e-tags or parking cards for business use only;
- (i) use the recommended fuel at accredited fuel outlets;
- (j) obtain all documentation, including receipts, regarding the purchase of fuel and ancillary items;
- (k) maintain a control register for fuel, mileage and trips taken;
- (l) conduct routine preventative maintenance by recording and reporting any anomalies to the Company Vehicles, and inspecting the Company Vehicle for such from time to time as applicable; and
- (m) observe any procedures or rules applicable to a project site or location of which the client of ARA Group has set such procedures or rules for vehicles on the premises.

2.2 Any changes to the designated driver of a Company Vehicle must be recorded with the fleet manager of the Company Vehicle.

- 2.3 Company Vehicles are not to be used to carry or provide transport to persons not employed by ARA Group, unless prior express permission is obtained from the applicable Employees' manager or supervisor.
- 2.4 Any tools, materials and equipment transported by or stored within a Company Vehicle must be secured appropriately to the Company Vehicle and not removed without authorisation, unless in the course of employment. Employees must also comply with ARA Group's Care of Company Equipment Policy.
- 2.5 In all circumstances, unless prior express permission is obtained from an Employee's manager or supervisor, Company Vehicles are not to be used for private use and otherwise be limited to:
- (a) travelling between home and work and vice versa;
 - (b) travel incidental to performing employment related duties; and
 - (c) non-work-related use that is minor, infrequent and irregular, being less than 1,000km per year and less than 200km in a single journey (for example, occasional use of the Company Vehicle to remove rubbish) and any non-work-related diversion should not exceed 2km.

3 General care

Further to section 1 above, Employees with responsibility for a Company Vehicle must:

- (a) regularly wash and clean the exterior and interior of the Company Vehicle as required; and
- (b) arrange for the Company Vehicle to be regularly serviced through the applicable fleet manager.

4 Tracking technologies

From time to time, ARA Group may install, or require to be installed, dash cameras and journey tracking technology devices (**Tracking Technologies**) within Company Vehicles, for the purposes of ensuring the security and correct permitted usage of Company Vehicles. Where Tracking Technologies are installed in Company Vehicles, Employees must ensure that at all times Company Vehicles are in use, the Tracking Technologies are switched on and in working order.

5 Liability

- 5.1 Where an insurance claim is made for damage caused to a Company Vehicle, or loss or damage to another vehicle or third party property generally, if the actions of the Employee driving the Company Vehicle are found to be reckless or negligent, the Employee shall bear full responsibility to pay the insurance premium excess payable for such claim.
- 5.2 Any traffic or parking infringement notices, fines or penalties incurred by an Employee, for whatsoever reason, while driving a Company Vehicle shall be paid for in full by the Employee, or otherwise reimbursed by the Employee to ARA Group.

6 Accidents

In the event of an accident or damage generally caused to a Company Vehicle, the Employee responsible for such Company Vehicle shall immediately contact their supervisor or manager to report the details of the accident or damage, and the personal contact details of the person responsible for the accident or damage, if known.

7 Return of Company Vehicles

If an Employee is absent from work for whatsoever reason, for a period of twenty-eight (28) consecutive days or longer, Company Vehicles must be pre-arranged to be returned to ARA Group for the duration of such absence.

8 Disciplinary action

If an Employee is found to be in breach of this Policy, including failing to obtain and maintain their drivers' licence, the Employee may reasonably have disciplinary action taken against them as appropriate, including but not limited to the Company Vehicle temporarily or permanently removed from their control by ARA Group, or suspension or termination of Employment, as appropriate in the circumstances.



Edward Federman
Chief Executive Officer

12 December 2023

Date