



## TRAVEL POLICY STATEMENT

This policy applies to all employees when they are travelling on Company business, including travelling to and from the workplace. Our Travel policy is intended to promote safe and efficient travel, and this policy outlines the standards you must observe when travelling on Company business.

This policy does not form part of any employee's contract of employment and we may amend it at any time.

### SCOPE OF THE POLICY

This policy deals with travel on Company business, including travel to and from the workplace. It applies to all employees of the Company, including those employed on a fixed-term contract or temporary assignment.

### COMPANY VEHICLES

Employees are not permitted to use a Company vehicle for personal purposes without the express permission of management. Employees under the age of 21 are not permitted to drive a Company vehicle due to insurance restrictions.

Where a vehicle is provided for the main use of one employee the Company reserves the right to require the employee to make the vehicle available to other employees from time to time for other business use.

The Company reserves the right to require employees who are absent from work to make their vehicles available for business use by other employees during the period of their absence.

Where a vehicle is provided for the personal use of an employee, the vehicle will continue to be available in the event of the employee taking Maternity or Adoption Leave. Where a vehicle is not provided for personal use the Company reserves the right to require employees who take Maternity or Adoption Leave to make their vehicles available for business use by other employees.

### CAR ALLOWANCE

All employees in receipt of a car allowance must ensure that the vehicle they drive for business purposes is no more than 4 years old since registration.

Car allowance shall not be treated as part of the basic salary for any purpose and is not pensionable.

The employee must immediately inform the Company if they are disqualified from driving and shall cease to be entitled to the allowance.

The employee should provide the following documents for inspection to the HR department at least annually:

- original driving licence documents (and DVLA online check code)
- vehicle service document
- vehicle MOT document (where applicable)
- insurance certificate confirming the employee is insured to drive the vehicle on business journeys

Copies of the above documents will be retained on file.

#### **REST BREAKS**

Employees must stop for a rest break of at least fifteen minutes after every two hours of continuous driving. Additional or more frequent breaks should be taken if the employee begins to feel overly tired or fatigued. The Company suggests the employee considers rest break locations in advance when planning the route to be taken.

No employee should drive for more than nine hours in any 24-hour period, and driving should be avoided, wherever possible, at times when the employee would normally be asleep. Should an overnight stay be required, please refer to the Subsistence Policy on the Company's intranet for details on the process to be followed and limits on cost.

Employees will not be required to drive under conditions which are considered to be unsafe and/or likely to create an unsafe environment, physical distress, fatigue etc. If in any doubt, the employee should discuss the matter with their line manager or the HR Manager.

#### **ADVERSE WEATHER**

In case employees are stranded with their Company vehicle or while travelling on business in their own vehicle, the Company recommends that the following items are always stored in the vehicle:

- Bottled soft drink
- Energy food (such as chocolate bars etc); and
- A pair of sturdy shoes and a warm coat, jumper or blanket (in winter).

The vehicle should also be kept reasonably full of fuel

## **ALCOHOL & DRUGS**

Where an employee is taking prescribed medication that may affect their ability to drive safely they must inform both their line manager and the HR Manager without delay.

Any use by an employee of alcohol or drugs (prescribed or otherwise) whilst driving on Company business and where the drug has the potential to effect the employee's fitness to drive, will render the employee liable to disciplinary action, and will normally result in summary dismissal.

The Company reserves the right to introduce appropriate alcohol and drug testing in order to ensure that no employees are driving on Company business while under the influence of alcohol or drugs.

## **SMOKING**

Smoking is not permitted in any Company vehicles; this includes passengers. Company vehicles will be required to display 'No Smoking' signs provided by the Company.

The Company reserves the right to take appropriate disciplinary action against any employee for failing to adhere to this policy. Smoking in a smoke-free vehicle is also a criminal offence and may result in a fixed penalty fine and/or prosecution.

## **DRIVING LICENCE**

In order to be permitted to use a Company vehicle/private vehicle for Company business, an employee must hold a full and valid UK driving licence, comply with traffic legislation and the Highway Code, be conscious of road safety, and demonstrate safe driving and other good road safety habits when driving.

Employees who drive Company vehicles or use a private vehicle for Company business are required to submit up-to-date copies of their driving licence to the Company annually, and whenever there is any change to the details on the licence, such as the addition of penalty points.

If an employee is disqualified from driving, and the employee is required to drive for all or a significant proportion of their job, the Company reserves the right to terminate that employee's employment.

## **DRIVING OFFENCES**

If an employee is charged with, or convicted of driving offences, has their driving licence endorsed or is at risk of losing their licence, the employee must report this fact to their line manager at the earliest opportunity, and in any event within 24 hours.

The Company will not be responsible for any financial penalty incurred by the employee as a result

of any offence including but not limited to speeding tickets, parking fines, congestion charge penalties and fines for driving in bus lanes. Driving related fines are the responsibility of the employee who incurs them, whether or not incurred in the course of Company business, and must be paid immediately by the employee. If an employee fails to pay a driving related fine, the Company will deduct the cost of paying this fine from their salary or any other payment due to them from the Company.

### **VEHICLE MAINTENANCE**

The costs of maintaining and repairing Company vehicles will normally be met by the Company where those costs arise in the course of normal use of the vehicle.

The Company will ensure that a Company vehicle is regularly serviced and maintained according to the manufacturer's specified service intervals. Mechanical service and repairs are only to be carried out by arrangement through the Company. Any maintenance required in between regular service intervals is the responsibility of the employee, but should be arranged with the Company's prior consent and in accordance with manufacturer's recommendations and the requirements of UK Law.

Employees must not take a Company vehicle onto the road if they know or suspect that it has a serious defect. The Company reserves the right to carry out inspections on an employee's Company vehicle for the purpose of ensuring that it is safe to drive and free from defects.

Before driving a vehicle, the employee should check the vehicle's tyres (minimum legal tread is 1.6mm); oil, water and screen wash levels; lights and that the windscreen and external mirrors are clean. The employee should also check that they are familiar with the vehicle they are about to drive.

### **ACCIDENTS & DAMAGE**

Employees must immediately report to their line manager all accidents, near misses and damage to a Company vehicle. A full written report of the circumstances in which the vehicle was damaged should be submitted thereafter.

If damage to a Company vehicle is incurred as a result of an employee's negligence, the employee will be liable for the total cost of repairing the vehicle.

### **ENVIRONMENT**

Car drivers are encouraged to turn off their engine when stationary in traffic for long periods of time.

The use of Satellite Navigation equipment should be used where installed in the vehicle, or loaned from the HR department, to help enable efficient travel.

If your journey can be made using public transport this is also encouraged by the Company.

### **USE OF PRIVATE VEHICLE**

Any employee who uses their own vehicle to drive on Company business, other than their journey to and from the workplace, must comply with the rules below.

Employees are required to drive in a safe, lawful and efficient manner, observing the recommendations of the Highway Code at all times.

The vehicle must be insured for business use and the Company reserves the right to request a copy of the insurance certificate annually. The employee is responsible for the proper maintenance of the vehicle and must ensure that the vehicle has valid road tax, insurance and MOT certificates, where applicable.

Additional rules are set out in the Vehicles & Driving policy in the Employee Handbook.

### **MOBILE PHONES**

It is a criminal offence to drive a motor vehicle while using a mobile telephone or other hand held device without a proper hands-free kit.

Use of a mobile phone or device with a hands-free kit while driving on Company business may be permitted provided that the mobile phone or device can be operated without having to be held at any point during the course of making or receiving a call.

If your vehicle is not fitted with a proper hands-free kit your mobile phone must be switched off whilst you are driving. Driving will include sitting in a stationary vehicle with the engine running.

Further details on the safe use of a mobile phone fitted with a hands-free kit are provided in the Vehicles & Driving policy in the Employee Handbook and should be read and understood clearly before attempting to use a mobile phone whilst driving.

Any questions in this regard should be directed to the HR Manager for advice.

### **SECURITY**

Employees are required to keep Company assets and personal belongings safe and secure while travelling on Company business.

Luggage, laptops and other large, valuable items should be stowed in the boot of the vehicle if travelling by car. Otherwise valuable items should be kept in line of sight while travelling on public transport for the safety and security of the employee and the asset/s.

## **PUBLIC TRANSPORT**

The Company encourages the use of public transport as an environmentally-friendly and often time-efficient method of business travel. The personal security of our employees is very important and the Company expects all employees to be vigilant whilst travelling on public transport, putting their personal safety in the highest regard.

## **EXPENSES**

Details of any reimbursement by the Company for fuel incurred by the employee during business travel will be in accordance with HMRC guidelines.

All other travel expenses incurred during the course of business travel (with the exception of travel to and from the agreed place of work) will be reimbursed where an original receipt is provided and an expense claim submitted and authorised by the relevant manager in accordance with rules and timescales set out in the Expenses policy in the Employee Handbook.

## **ACKNOWLEDGEMENT**

By signing below, I acknowledge that I have read, understood and agree to comply with the foregoing Travel policy. I am aware that additional information regarding travel is contained within the Employee Manual available on the Company intranet. I understand that if I do not comply with the policy, I may be subject to disciplinary action, including loss of access to the Company's fleet and discharge from employment. I may also be subject to legal action against me for damages and indemnification.

**Signed**



**Position**      CEO

**Date:** 18 September 2023