

### Purpose

This policy addresses the use of company motor vehicles within Stairlock. The objective of this policy is to establish a set of guidelines which are fair and consistent, cost effective and minimise the administrative demands, as well as providing employees with sufficient access to company vehicles to discharge their responsibilities within Stairlock.

### Company owned motor vehicles – Private Use

Company motor vehicles may be provided where a vehicle is required to carry out their responsibilities. The vehicle must remain primarily for work-related duties and must always be available for business use. Private use is limited to:

- Travel between home and work.
- Travel that is incidental to travel in the course of employment duties.
- Non-work-related use that is minor, infrequent, and irregular (i.e.: no more than 1,000 km total per FBT year and no single private return trip exceeding 200 km).

Any private use outside the limits above, and any costs directly attributable to such use, must be charged to the employee.

### Other Work

Under no circumstances are Stairlock-owned vehicles to be used to undertake other commercial duties.

### Other Drivers

Company vehicles are to be used primarily by authorised employees. Family members of employees are not permitted to operate or use company vehicles without written approval from the authorised employees line manager. Employees are responsible for ensuring that their family members comply with this policy. Violation of this clause may result in disciplinary action, up to and including termination of employment.

### Specifications

All company motor vehicles are maintained by Stair Lock and may carry Stair Lock branding. Accessories may be fitted to Stairlock owned vehicles providing these items are fitted by a qualified person and approved in advance by Stairlock. When an employee ceases employment with Stairlock the employee may remove the accessories provided the Stairlock owned vehicle is returned to its original state and the employee meets the full cost associated with such action. Alternatively, the employee may leave the accessories fitted to the Stairlock owned vehicle at which time they will become property of Stairlock, and the employee will not be reimbursed.

### Insurance

Stairlock owned vehicles are comprehensively insured for accidental damage and carry mandatory Third-Party cover under state law. Employees must be aware that the insurer may deny liability if the driver is found to:

- Exceed the legal blood alcohol limit
- Drive under the influence of drugs
- Commit other breaches of road laws while driving

In such cases, the insurer may also seek to recover the total cost of damages from the driver personally, including costs relating to other vehicles involved in the accident. Accordingly, employees are expected to drive Stairlock vehicles responsibly, lawfully, and in full compliance with road safety regulations at all times.

If involved in an accident you should act in accordance with the State Road traffic laws. Never under any circumstance admit liability to any accident without reference to Stairlock's insurance company. All accidents should be reported to your manager immediately as well as the finance department and if appropriate the necessary claim form completed. Insurance claim excess in respect of accidents where non-employees are responsible for the accident is the responsibility of the nominated driver.

### Driver's License

Only employees holding a current and valid Australian driver's licence may operate Stairlock-owned vehicles. Employees must immediately notify Stairlock if their licence is suspended, cancelled, or restricted in any way. A copy of the renewed licence must be provided to Stairlock upon expiry of the existing licence. Failure to maintain and provide current licence details may result in the company vehicle being withdrawn.

### Fines

The nominated driver is responsible for all fines arising from traffic offences (including parking fine offences) involving the Stairlock owned vehicle. It is the responsibility of the nominated driver to maintain a log that records the use of the Stairlock owned vehicle by persons other than the nominated driver. Where the log indicates that another person other than the nominated driver was in charge of the vehicle, the other person is responsible for any fines incurred.

Where State Law permits, the driver responsible shall be nominated in respect of the offence. The responsible driver shall then be responsible for the payment of any fine and may lose demerit points.

### **Service and Maintenance**

Drivers are responsible for ensuring vehicles are serviced when it is required according to the vehicle manual. For servicing requirements, contact the Finance Department as the process will depend on the type of vehicle lease. All new vehicles have specific requirements regarding servicing and maintenance which are part of the lease agreement and must be undertaken as required by the leasing company. This can result in disciplinary action to the employee if not adhered to.

### **Keeping Vehicle Clean**

Nominated drivers are expected to maintain the Stairlock owned vehicle in a first class, safe and clean (inside and out) condition, suitable for transporting visitors and customers.

Company vehicles will be subject to quarterly vehicle inspections. It is the responsibility of the employee to ensure these inspections are carried out. Refer to [FM-032 Company Vehicle Quarterly Inspection.docx](#)

And the relevant IMS Action: Company Vehicle 3-Month Inspection [year] – [vehicle registration] - [employee name].

### **Fuel**

Fuel cards are provided for all Stairlock owned vehicles. As we maintain accurate records on operating costs, repairs and maintenance etc., odometer readings must be provided when accessing the fuel card. The Finance Department must be notified immediately if the fuel card is lost or stolen.

### **Vehicle Security**

Stairlock owned vehicles should be kept in a secure and protected environment at the nominated driver's residence.

### **Car Pool Policy**

All Stairlock owned vehicles will be to some extent pool cars. Employees needing to use a Stairlock owned vehicle should approach the nominated driver to ensure the Stairlock owned vehicle is available. Prior to operating a Stairlock motor vehicle the employee must ensure they have signed this policy and have provided a copy of their driver's license to HR.

### **Smoking Policy**

Smoking is **NOT** permitted in Stairlock vehicles at any time. If it is found that smoking has occurred inside the vehicle, the car may be sent for appropriate cleaning with costs charged to the nominated driver.

### **Withdrawal of Company Vehicle and Fuel Card**

Where the duties of a role no longer require the allocation of a company vehicle and/or fuel card, Stairlock reserves the right, at its sole discretion, to withdraw and revoke such allocation.

Circumstances where withdrawal may occur include (but are not limited to):

- Absence from work due to injury or illness (temporary or permanent)
- Change in role requirements or reassignment to duties that do not require a vehicle/fuel card.
- Extended leave of absence (e.g., parental leave, unpaid leave, sabbatical)
- Termination or suspension of employment
- Misuse or breach of company policy relating to the vehicle or fuel card.
- Business needs or cost management decisions, where Stairlock determines the allocation is no longer operationally justified.

The employee acknowledges that the provision of a company vehicle and/or fuel card is a conditional benefit linked to operational requirements, and not a contractual entitlement.

### **Breach of Conditions**

Any breach of the above requirements may result in disciplinary action, up to and including termination of employment. In addition, the employee will forfeit their entitlement to a company vehicle and/or fuel card.



---

Approved by:

*Edward Lloyd*

*Managing Director*

*10/10/2025*