

VEHICLES AND DRIVING POLICY

Driving Licences and Driving Offences

In order to be permitted to use a Company vehicle an employee must hold a full and valid UK driving licence.

Employees must normally be aged at least 18 years old to be permitted to drive Company vehicles. Employees who drive Company vehicles are required to submit up to date copies of their driving licenses 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 charged or convicted of driving offences, or has his or her driving licence endorsed, the employee must report this fact to management at the earliest opportunity and in any event within 24 hours.

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 his or her pay.

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

Maintenance

The Company is responsible for ensuring the proper maintenance of the vehicle in accordance with the manufacturers' recommendations and the requirements of UK law.

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

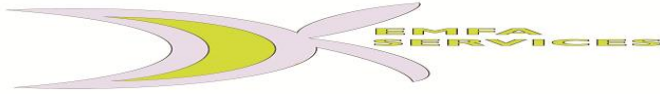
Accidents and Damage

Employees must immediately report to management all 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. Employees are responsible for paying any insurance excess following a claim for damage to a Company vehicle. Payments will be deducted from the employee's pay unless an alternative method of payment is agreed with management.

If as a result of an employee's actions, the Company is required to pay a higher insurance premium in respect of his or her use of a Company vehicle, the Company reserves the right to deduct from his or her pay the difference in the premium.

Driving Under the Influence of Alcohol or Drugs



If an employee is in charge of a Company vehicle while under the influence of alcohol or drugs (prescribed or otherwise) where that alcohol or drug use has any potential effect on the employee's fitness to drive, he or she will be subject to disciplinary action up to and including summary dismissal.

Use of Vehicles on Company Business

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

Employees must not take a vehicle onto the road if they know or suspect that it has a serious defect. The image that the Company presents to its customers is influenced by the cleanliness and appearance of its vehicles. Employees are required to wash and clean Company vehicles as often as it is necessary to maintain a smart professional image.

Employees are required to use the most direct routes when carrying out Company business.

Employees are required to advise management of any problems or delays which could affect the scheduling for that day.

Employees must always lock and alarm the vehicle when they leave it unattended.

Employees are not permitted to carry passengers in Company vehicles except for employees of the Company, unless otherwise agreed with management.

The safety and security of the vehicle, passengers or loads are the responsibility of the driver.

Hand Held Mobile Telephones

Employees must:

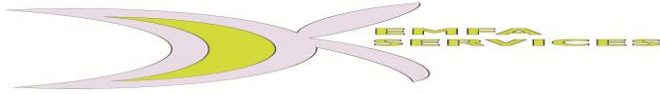
- never use a hand held phone while driving;
- keep the phone switched off while driving; and
- only use the phone once the vehicle has been parked in a safe place and the engine has been switched off.

Hands Free Mobile Telephones

Even a hands free phone can cause distraction and it should not be used for making calls while driving. Employees who wish to make a call while driving should only use the telephone once the vehicle has been parked in a safe place and the engine has been switched off.

It is also preferable not to use a hands free telephone for taking calls if at all possible. In circumstances where employees must take a call they should say they are driving and end the call quickly.

Where a hands free telephone is used to take a call whilst driving the telephone must remain in its holder at all times and must not be 'held' at any point during a call.



General

Employees should:

- use voicemail or call divert so that messages can be left while driving;
- use breaks from driving to take calls — this also reduces tiredness;
- never stop on hard shoulders except in an emergency; and
- never require any other employee to breach the terms of this policy

Breach of any of the terms of this policy may result in disciplinary action up to and including summary dismissal.