

<b>Millbank Holdings Group Ltd</b> (Incorporating Priory Design Services Ltd, MDA Rail Ltd, Forbes HR Ltd)		
	<h2 style="color: #008080;">Own Vehicle and Drivers Policy</h2>	POL014/02/0823
		Last Reviewed: 08/2023
		Page 1 of 3
		Owner: David Hopley

## 1 Policy Statement

Millbank Holdings Group Ltd and its subsidiaries provide a car allowance to eligible employees for the purpose of carrying out their responsibilities on behalf of Millbank, additionally employees without a car allowance may be required to drive their own vehicle on company business. As part of our overall health and safety handbook, we are committed to reducing the risks which our employees face and create when on the road as part of their work. We ask all our employees to play their part by always driving within road traffic laws, safely and responsibly. Failure to comply with the policy may be regarded as a disciplinary matter.

There will always be risks associated with driving and although these risks cannot be completely controlled, we have a responsibility to take all reasonable steps to minimise these risks as is far as reasonably practicable. The purpose of this policy is to:

- Minimise business travel wherever possible to reduce its impact on the environment;
- Exercise a Duty of Care.

Entitlement to a car allowance is subject to eligible employees adhering to the content of this document and signing the Drivers Information form. In the event of an employee failing to comply with the obligations under this policy Millbank shall be entitled to withdraw their car allowance without giving any reason and without compensation.

It is essential that all authorised drivers receiving a car allowance familiarise themselves with the contents of this policy.

## 2 Scope

This policy applies to all employees regardless of service, contract or position who are eligible for an allowance to use their own vehicle for company business purposes and without a car allowance who may be required to drive their own vehicle on company business.

## 3 Responsibilities

### 3.1 Driver

We expect employees who drive for business purposes to follow rules. They should:

- Drive safe and sober;
- Respect traffic laws and fellow drivers;
- If applicable, wear glasses or contacts when driving;
- Document any driving-related expenses, like fuels and tolls;
- Check their car regularly to ensure fuel, tyre pressure and all car fluids are at appropriate levels;
- Avoid double-parking, blocking entrances and engaging in other traffic violations that may result in fines.
- Drive to the conditions of the road.

If employees have their driver's licences suspended or revoked, they must inform HR. Employees who are fatigued and/or sick should avoid driving if they feel their driving ability may be impaired. If sickness occurs during a business trip, employees should take regular breaks while driving or ask HR for overnight accommodation, if needed.

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		Last Reviewed: 08/2023
		Page 2 of 3
		Owner: David Hopley

Millbank will not:

- Pay fines employees accumulated while driving their cars for business purposes;
- Bail out employees arrested while driving their cars for business purposes.

### 3.2 HR Department

The HR department will process any administration associated with car usage, e.g., driver information form and annual audit of driving licences.

The HR Manager will handle any grievances or disciplinary issues raised in relation to the application of this policy

### 3.3 Driving License

Employees must provide evidence of their current driving licence to HR at the annual audit.

Millbank will carry out a DVLA check on the Government website to check eligibility of the licence.

If there are any changes in the circumstances of the driver i.e., name changes through marriage or divorce (or for any other reason), address changes or penalty points that affect the driving licence, Millbank vehicle driver is responsible for ensuring that HR is notified asap.

The driver is responsible for notifying HR and the DVLA about any medical conditions which may affect their ability to drive.

## 4 Driver Charges

Millbank will not pay parking fines and other such fines for traffic offences, in the event of these being received. The driver will be responsible for any fines, penalties and administration costs incurred for parking or motoring offences.

## 5 Use of personal vehicles for business journeys

For employees to be eligible for a car allowance and in order to use a personal car for a business journey employees must have insurance for business use, in addition, the employee should ensure that the vehicle has UK road tax and a current MOT certificate.


It is the employee's responsibility to ensure that their personal car is fit to carry out the journey and regular servicing should be undertaken. If you are in any doubt, you should contact the HR Manager and a suitable alternative mode of travel will be arranged.

Employees who drive their own car for work must ensure:

- The vehicle meets our minimum safety specifications;
- they have a valid driving licence;
- they have business use motor insurance for the amount of business mileage they undertake;
- their car is taxed and MOT'd;
- they co-operate with our procedures for driving licence and vehicle checks;
- their vehicle is used safely (e.g., seat belt use, secured loads)

## 6 Mobile Phones

It is unlawful to use a hand-held mobile telephone when driving. Therefore, the use of hand-held mobile phones whilst driving is strictly prohibited by all drivers. All employees who drive vehicles whilst

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		Last Reviewed: 08/2023
		Page 3 of 3
		Owner: David Hopley

carrying out their work will be required to comply with this law. If you do not comply, you will be subjected to disciplinary proceedings. Repeated breach of this policy will result in dismissal.

Furthermore, as part of our overall health and safety handbook, Millbank is committed to reducing the risks which its employees face and create when driving or riding for work so we ask our entire workforce to play their part, whether they use a company vehicle, their own or a hire vehicle.

You must not use your Company mobile phone whilst driving even with a hands-free kit. If you receive or make a mobile telephone call whilst driving you should stop the car in a safe place, turn off the engine and then make or receive the call once satisfied that it is safe to do so.

Employees should ask their colleagues to not attempt to ring them when it is known they are driving on Company business.

## 7 Breach of this Policy

Failure to comply with the content of this document may lead to the withdrawal of your car allowance and result in disciplinary action up to and including dismissal.

## 8 Related Documents

- MF010 - Drivers Information Form

## 9 Policy Review

This policy will be reviewed annually, when circumstances indicate a change is needed or when legislation is introduced that necessitates change.

Signed by:

*David Hopley*

Title: Managing Director

Date: August 2023

**Any personal data collected in line with this policy will be stored and used in line with our Data Protection Policy, Retention Policy and Privacy Notice.**