



Employee Contract

Services: Wireless Internet Connectivity

Annexure D: Field Services and Support

Company Vehicle Policy

1. ELIGIBILITY

Eligibility for any company tool of trade, motor vehicle or travel allowance will be determined by the operational requirements as well as the employee's position within the company.

2. USE OF COMPANY VEHICLES

The following conditions are applicable to the use of a company vehicle:

- a) An employee, to whom a motor vehicle is to be allocated must be in possession of a valid driver's license.
- b) Employees without a valid driver's license may under no circumstances drive a company vehicle.
- c) If at any time the driver's license is lost or stolen, it is the employee's responsibility to report it to the operational manager immediately and obtain a valid temporary driver's license and produce it to the operational manager.
- d) Renewals remain the employee's responsibility and must be done prior to the expiry date.
- e) Company vehicles are always to be parked in a safe and secure place. Tool bags and laptops must be removed from the vehicle if/when the vehicle is not within the driver's sight.
- f) Employees are responsible for informing the company of any medical reasons which may hinder the employee from safely driving a motor vehicle and provide proof of such medical condition.
- g) Employees in possession of company vehicles are responsible for the up-keeping of the vehicles as well as ensuring that the vehicles are always kept clean. Vehicles must be washed and cleaned inside at least once a week.
- h) No smoking in the company vehicles is permitted. Any damage caused because of smoking in the vehicle will be the responsibility of the driver and will as such be charged against the driver.
- i) Vehicles will be inspected regularly and as such the drivers must ensure that any damage is reported promptly to allow for repair arrangements where/when possible.
- j) All company vehicles are equipped with the following equipment: Jack, Wheel Spanner, Spare Tyre, and Triangle Chevron. The driver should ensure that these tools are kept clean and in working order and must report any damaged or missing tools within 24 hours of the occurrence. Punctures must be repaired within 48 hours an order from should be obtained from the office and be taken to the employers selected service provider, more than one punctures in one month will be charged to the employee, as this is seen as negligence.

- k) Maintenance services must be done by an authorized service center within the specified intervals and the service book must be stamped at each service. The service book must under no circumstances be removed from the vehicle.
- l) If the employee's service is terminated for any reason whatsoever, the vehicle must be thoroughly inspected before the employee leaves the company. If there are any damaged to the vehicle or tools missing from the vehicle or the vehicle is not clean a quote for the repairs or replacement and/or cleaning will be obtained and the employee will be held liable. Should the employee be unable to pay the amount will be deducted from the last salary.
- m) The drivers must under no circumstances give lifts to pedestrians or hitch hikers. Only company employees are allowed in vehicles.
- n) Company vehicles may not be used for any personal purposes this includes towing and/or transporting goods or persons.
- o) The company vehicle may not be used to go on leave or while the employee is not on duty, normal office hours are between 07:00 and 17:00 overtime and emergencies will be considered. No private mileage may be accumulated.
- p) The vehicle must be parked at night in a secure environment at the address which the driver has indicated with the company to be his/her domicile.

3. ACCIDENT/ COLLISION PROCEDURE

- a) An employee who is involved in an accident should report the incident to the operational manager and/or direct line manager as soon as possible after the occurrence.
- b) Ensure that the vehicle has come to a complete stop. Only move the vehicle once the road has been marked or if a traffic officer instructs you to do so. If any serious injuries/ fatalities have occurred the vehicle should not be moved until instructed by SAPS.
- c) The driver should under no circumstances make any admissions/ make any arrangements or enter in an argument with any party.
- d) Any claim logged after 7 days of the incident/accident having taken place, will not be considered and as such the driver will be liable for the damages and other costs.
- e) The company vehicles may only be towed by the company's authorized service provider. Drivers must contact Santam assistance on 0860 505 911/ 011 853 6681 or alternatively contact the employer.
- f) The driver must under no circumstances make their own arrangements regarding towing, storage and/or repairs of the vehicle. Should this happen the driver will be liable for all costs involved.
- g) A police case number as well as an accident report number should be provided to the employer within 24 hours of the incident/ accident. The driver will be required to submit an accident report as well as photos of the scene as well as the vehicle(s).
- h) All accidents/ incidents must be reported regardless of how small it may appear to be even if there are no visible damages.
- i) All vehicle break-ins/ theft and/or attempted theft must be reported to SAPS immediately and the case number must be provided to the employer.

4. INJURY

- a) In an event of a person being injured in an accident, the vehicle is not to be moved until the police or local traffic officials have arrived at the scene of the accident.
- b) In an incident where an employee falls through the roof/ the top of a building/tower/ a ladder or is injured in any other fashion while on duty, emergency medical services should be contacted, and the employer should be notified immediately.

- c) It is the employee's responsibility to ensure that all medical records are kept for purposes of submitting a claim with the Department of Labour in terms of the Compensation for Occupational Injuries and Diseases Act 130 of 1993.
- d) The employee should also provide the employer where possible with a list of witnesses.
- e) The employer/company's HR Department will submit the claim as prescribed by the COIDA Act, it is however the employee's responsibility to ensure that he/she provides the employer with all relevant information that is necessary for the claim. If the claim is not submitted within the guidelines of the COIDA Act the claim may prescribe or it may be rejected. It is therefore important for the employee to be proactive and cooperative.
- f) Once the claim has been submitted it is also the employee's responsibility to keep updated and follow up on the claim.

5. ACCIDENT ENQUIRY

- a) The manager is to hold an investigation into the circumstances resulting in the accident/incident and submit a written report all with a copy of the accident and/or medical report to the HR manager or the director(s) and a copy must be kept on the employees file for record keeping purposes.
- b) If the accident/incident happened due to gross negligence by the employee, then the appropriate disciplinary procedure should be implemented.
- c) All accidents must be reported to the HR manager and the prescribed forms must be completed along with all necessary documentation and kept on the employee's file for record keeping.

Company Equipment Policy

6. TOOLS

- a) The company will provide each technician with the necessary tools to effectively perform their duties.
- b) The tools include but are not limited to the following:
 - i. Complete Tool Bag
 - ii. Tool Kits
 - iii. Drill
 - iv. Grinder
- c) These tools must always be serviced and a regular inspected at the tool inspection as per the employment contract.
- d) If any tools has deteriorated to a point where it cannot be serviced it should be reported to the Operational Manager who will request a replacement, should it be found after an investigation that the deterioration of the tool was as a result of negligence the technician will be liable for the costs.
- e) If any tools are damaged or lost and after an investigation it is found that it is due to negligence by the technician, the technician will be held liable for the replacement of such tools.
- f) In addition to the abovementioned tools any other equipment which is necessary for performing the technician's daily duties will also fall within the abovementioned terms where applicable.
- g) Should any of the tools or equipment be lost or stolen it should be reported to the Operational Manager and an enquiry will be held and if the loss was as a result of negligence by the employee, the employee will be liable for the costs.

7. LAPTOP AND CELLPHONE AGREEMENT

- a) Laptops will not be provided. A staff member can sign up for a laptop contract with a reputable provider, 50% of the monthly fee (Excluding insurance) will be paid towards the contract to the maximum value of R 350.00. If employment terminated the full contract will remain the employee's responsibility.
- b) The laptop remains the property of the employee but needs to be used by the employee to do his work to the best of his capacity. The laptop is one of the most important items required for the position, no excuses will be accepted if work cannot be complete.
- c) Should your service with the company be terminated the Laptop must be returned to the office or the employer to remove all company related data and/or information before termination/ resignation.
- d) If the laptop is stolen/ damaged as a result of negligence, it remains the employee's responsibility to replace the laptop.

DATE

Employee