



TEAM MEMBER GUIDE

804 USE OF COMPANY EQUIPMENT AND VEHICLES

Equipment and vehicles essential to the completion of job duties are expensive and may be difficult to replace. When using Company property, Team Members are expected to exercise care, and follow all operating instructions, safety standards, and guidelines.

Team Members are required to notify Management when any equipment, machine, tool, or vehicle appears to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles is unacceptable and will lead to disciplinary action, up to and including dismissal.

Repair to damaged Company property (such as, but not limited to, vehicles, equipment, and/or building structures) due to a Team Member's irresponsible, careless, and/or negligent use or behavior may be considered payable by the Team Member. In these instances, the costs of repair will be added to the Team Member's staff account. *(for further details please see section "302: Staff Account (Line Of Credit / Cash Only)" of the Team Member Guide).*

In order to adhere to provincial laws, when using any communication device, Team Members must use a "hands-free" feature while operating a Company vehicle. Team Members are responsible for any and all fines levied by the municipality and/or province and will be subject to the following disciplinary actions:

- 1st occurrence: suspension (unpaid)
- 2nd occurrence: termination of employment for cause

Drivers are required to respect and adhere to all speed limits. Doing so not only ensures the safety of all drivers and pedestrians.

All Team Members must use seat belts whenever they operate a Company vehicle. The driver is responsible for ensuring that all passengers are buckled up.

Team Members are prohibited from smoking, vaping, or using electronic cigarette's inside a Company vehicle *(for further details please see section "803: Smoking, Vaping and Electronic Cigarettes" of the Team Member Guide).*

Individuals entrusted with Company vehicles, during or after work hours, are responsible for all traffic violations resulting in monetary fines. Examples of such



TEAM MEMBER GUIDE

include but are not limited to speeding tickets, parking tickets, towing charges, etc. The Company shall not accept any responsibility for fines and penalties levied against drivers who break the law.

Should a fine be charged to the Company's vehicle and the Team Member neglects to pay for the ticket, then it will be deducted from their next pay.

Team Members who are on call and required to take service vehicles to their residence are not permitted to use these vehicles for personal use, and are not permitted to transport family members, pets and/or friends in these vehicles. This also applies to all 5 Ton Trucks.

The purpose of giving some Team Members the privilege to use a Company vehicle is to facilitate travel from home directly to a customer's location when they need to be there at a moment's notice. Team Members understand and agree to not use the Company vehicle for personal use outside of Company working hours. Our insurance policy covers only the Company car driver. The Company vehicle is not transferable to other Team Members or family members. The Company vehicle is registered with our insurance carrier in the Team Member's name only. Specifically to this effect, our insurance coverage explicitly forbids personal usage outside of working hours.

The Company reserves the right to install GPS vehicle tracking systems in any and all of its vehicles or other property. These devices allow the Company to monitor the location, speed, direction, ignition status, and other information of its vehicles. It is also possible for the Company to be alerted to the fact that the vehicle has entered or exited certain areas and when a vehicle has exceeded the speed limit. Team Members should understand that GPS data from these systems is deemed by the Company to be reliable and that the Company may use this data to make employment and management decisions regarding Team Members based solely, or in part, on GPS data.