



1. **Company Vehicle** includes any vehicle which is owned, leased, hired, or rented by Workforce International Group Pty Ltd (**WIG**), including any subsidiary, related or affiliated company or any entity nominated by WIG from time to time (**Company**).
2. A Company Vehicle, including any attached equipment and any equipment supplied for use with the vehicle, at all times remains the sole property of the Company.
3. The use of Company Vehicles for personal purposes is banned unless authorised by Company management and approved in writing by the National Fleet Manager prior to such use.
4. Company Vehicle drivers **MUST** be in possession of a current driver's licence valid for the type of Company Vehicle being used and must drive in a safe and responsible manner, complying with all road rules and regulations in the State or Territory in which they operate the Company Vehicle. Failure to immediately report any loss or suspension of a current driver's licence will result in disciplinary action which may include termination and a ban from further use of Company Vehicles.
5. Periodical checks of Company employee driver's licenses for currency will be carried out by Company management. Company employee's driver's licenses must always be kept on the Company employee's person when working for the Company or driving a Company Vehicle.
6. Fuel cards provided by the Company remain Company property and are issued solely for authorised Company Vehicle use. Fuel cards must only be used for the Company Vehicle to which they are assigned and must not be used for personal fuel purchases or non-fuel items.
7. Misuse, or unauthorised use of the Company Vehicle fuel card may result in disciplinary action including termination.
8. The loss or theft of a Company Vehicle fuel card must be reported to Company depot manager immediately and failure to do so may result in disciplinary action including termination.
9. Company Vehicles must be refuelled using the lowest-cost suitable fuel available. Premium fuel must not be used unless in a Company Vehicle the vehicle manufacturer specifies that premium fuel is required. The fuel level of a Company Vehicle must not be allowed to fall below 25% capacity before refuelling.
10. When purchasing fuel, the driver of a Company Vehicle is responsible for ensuring the correct odometer reading is entered or provided to the cashier at the point of purchase.
11. Company Vehicles **CANNOT** be driven while under the influence of alcohol, drugs (prescribed or otherwise) or any substance which may impair the ability of the Company employee to operate a Company Vehicle as prescribed by any law.
12. When driving a Company Vehicle, the use of Mobile Phones, with or without the speaker function, is **NOT PERMITTED**. However, essential work-related calls via an in-vehicle Bluetooth or hands-free system are permitted.
13. Smoking or vaping is **NOT PERMITTED** in Company Vehicles.
14. Company vehicles may be equipped with interior-facing cameras that record visual footage only (no audio), and In-Vehicle Monitoring Systems (IVMS), including GPS tracking and telematics. These systems are installed to support safety, monitor compliance with Company policies and procedures, and protect Company assets.
  - a. Cameras will be clearly visible. Employees are notified of visual monitoring and vehicle tracking under this policy. Surveillance and tracking are always in operation.

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- b. All footage and IVMS data will be securely stored, accessed only by authorised Company personnel, and used solely for purposes permitted under applicable privacy and workplace surveillance laws. This may include investigating safety incidents, monitoring driving behaviour (such as speed, location, and vehicle usage), reviewing compliance with Company policies and procedures, and meeting legal or regulatory obligations.
  - c. Cameras and IVMS equipment must not be obstructed, covered, tampered with, disabled, or interfered with in any way. Any interference with these systems including covering or blocking the camera lens or disabling tracking functions is strictly prohibited and may result in disciplinary action.
15. Company Vehicles must be returned immediately upon request by Company management. Company employees must notify the Company as soon as practicable if they are unable to work for any reason, including (but not limited to) illness, approved leave, emergencies, or other absences. The Company must also be notified immediately of any extension, cancellation, or postponement of an assignment. Company Vehicles are required to be returned to the Company for the duration of any absence, including holidays or extended periods of illness. Failure to return a Company Vehicle as requested will result in disciplinary action being taken including termination.
16. The Company's Vehicles Daily Vehicle Pre-Start **MUST** be completed prior to departure of the Company Vehicle for any work-related purpose. Any problems with the Company Vehicle must be recorded. Any damage sustained to a Company Vehicle must be reported to your Company Depot Manager/Supervisor, and an Incident Report form must be submitted before the end of the Company employee driving the Company Vehicle.
17. A member of the WIG Fleet Team must be notified by the Depot Manager of any Damage to any Company Vehicle within 12 hours or any damage to any Company Vehicle being reported and the failure to do so may result in disciplinary action taken including termination.
18. The Company Vehicle is a visible representation of the Company, and the Company employee completing this form is responsible for ensuring the Company Vehicle issued to is cleaned regularly and always kept in a tidy, presentable condition, as close as possible to the state of the Company Vehicle when originally issued.
19. Responsibility for private property left in a Company Vehicle rests solely with the driver of the Company Vehicle and is not covered by the Company's insurance policy.
20. Two weeks prior to the Company Vehicle being due for service the relevant Company Manager must be notified. At the request of the Company Operations Manager / Coordinator or their delegate, the Company Vehicle must be taken to a nominated place such as the depot, without incurring unauthorised expense to the Company to undertake the service. Driving the Company Vehicle to the nominated place to undertake the service is NOT claimable.
21. Any damage to a Company Vehicle is to be reported immediately to the relevant Company Manager. Damage to a Company Vehicle incurred due to negligence may result in disciplinary action including termination, as well as the recovery of any cost of repairs to the Company Vehicle, any third-party vehicle or property, or any excess on any Company Vehicle insurance policy.
22. Drivers of Company Vehicles **MUST NOT** do their own repairs or maintenance to any Company Vehicle such as jump starting the Company Vehicle, changing the oil or oil filter, changing punctured tyres, or any other mechanical service. In an emergency requiring minor repairs, Company Vehicle drivers must first seek and obtain explicit approval from their Company manager before proceeding. Examples of permissible emergency repairs include jump-starting the vehicle or replacing a punctured tyre. All repairs conducted by a Company Vehicle driver must be inspected and verified by a qualified mechanic at the earliest practical opportunity to ensure compliance with safety and operational standards.

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23. Drivers of Company Vehicles must always assess their travel conditions and drive appropriately to suit these conditions. Reducing speed will minimise the likelihood of incidents such as striking wildlife (kangaroos, cows, sheep, birds etc) or losing control on unsealed and wet roads. Where the risk of wildlife vehicle incidents is high, the speed of a Company Vehicle should be adjusted to suit the prevailing conditions.
24. Extreme workload may result in the Company Vehicle being required for operations other than your own and you will be required to facilitate such use.
25. Unsafe or inappropriate operation of the Company Vehicle may be considered serious misconduct and may result in termination.
26. The Company Vehicle driver responsible for the Company Vehicle at the time of a Traffic Infringement will be responsible for meeting all costs and expenses of the infringement including all costs and interest levied on such infringements and demerit points. Breaches of Traffic Regulations may also result in disciplinary action including termination.
27. The Company Vehicle must be presented to your Company Depot regularly for inspection and to ensure adequate stocks of reports, JSA's etc. The Company Vehicle may also need to be presented to your Company Depot at the start of a project to enable you to load the required signs and remove signs that are not required for that project, or in some cases for the Company Vehicle to be inducted on a project site. The Company's Storeperson / Operations Assistant is to supervise this.
28. Any signs carried on a Company Vehicle must be carried appropriately to avoid damage i.e. all flat signs must be in a Swing Frame and not carried or stored back-to-back. Signs and devices should be stowed utilising appropriately designed racking and storage facilities on the vehicle (this is both for ergonomic reasons as well as complying with transport regulations regarding securing loads).
29. Signs displayed or stored on Company Vehicles are not to be removed without the permission of the Company Storeperson, Operations Assistant / Manager / Coordinator, or a supervisor.
30. Drivers of Company Vehicles or Traffic Controllers are not to hoard signs, cones, bollards, or any other Company equipment at their homes. Any signs not required by the driver of a Company Vehicle or Traffic Controller for the assignment they are on must be returned to their Company Depot.
31. It is the responsibility of the Company Vehicle driver and the Company Storeperson / Operations Assistant to ensure the Company Vehicle is loaded with sufficient signs to cover the work and/or TGS/TCP. In the case of a Callout where more signs are required, the driver of a Company Vehicle will travel to their Company depot to have signs allocated by the Company Storeperson / Operations Assistant / Manager / Coordinator or must contact their supervisor who will arrange to have more signs delivered to site to cover the works and/or TGS/TCP.

Signed and dated on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Recipient Name

\_\_\_\_\_  
Signature

|                    |                                      |                           |                                  |              |                   |
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