



CJA Telecommunications Company Vehicle Policy

Scope and Intention of Policy

The purpose of this policy is to ensure the safety of those individuals who drive company vehicles and to provide guidance on the proper use of company vehicles. Vehicle accidents are costly to our company, but more importantly, they may result in injury to you or others. It is the driver’s responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, employer endorses all applicable motor vehicle regulations / laws relating to driver responsibility. The attitude you take when behind the wheel is the single most important factor in driving safely.

Any and all employee’s that make use of any and all vehicles owned / rented / leased or supplied by CJA Telecommunication Ltd. (all deemed as Company Vehicles) or use their own private vehicles for/on behalf of the Company, need to read this policy document and adhere to its expectations, statues and codes of conduct. Whether the employee was specifically employed as a Driver or is expected to drive a Company/Private vehicle in the course of fulfilling any task, commercial service or active on any project related to the employees employment at CJA Telecommunication Ltd.

In the case where an incident / event or occurrence has taken place where an employee of this company was the driver or present at the time of the incident, which is covered by this policy but the employee has not read this document, for whatever reason whatsoever, then it will in such a case be deemed and accepted binding as if it was in fact read and accepted by the employee. This document constitutes Company Policy at CJA Telecommunications Ltd and adherence to this policy by any and all employees is a specific Company expectation and a prescribed condition of employment as referenced in employment contracts for all.

As this policy is thus an addendum to the employment contract of all employees and it forms an integral part of the conditions and precepts of employment with and on behalf of CJA Telecommunications Ltd (within this document also referred to as ‘ Employer’ or ‘Company’) and if any action or lack thereof on the part of the employee in any way transgresses or disregards this policy then the full disciplinary code and recourse process as per the Company policies and contracts can and will be brought to bear upon the Employee. Within this document the terms ‘Driver’ or ‘Employee’ are used interchangeable and the one term refers to the other as it is accepted that any qualifying Employee can also be, due to the nature and requirements of their work, seen as a Driver.

1. Policy with regards to Authorised Usage of Company Fleet Vehicles

1.1 Driver Requirements:

Any employee who does not comply with all of the following requirements may not take control of or be tasked by anyone to do any form of Driving in any form of Company vehicle (whether this be Plant Vehicles, Goods transport vehicles or Passenger vehicles – of any class or description) at or on behalf of the Company at any time or any premises, site or workplace at which that person carries out any work on behalf of the Company or makes use of such vehicles for any other reason whether private or commercial.

1.1.1 The Driver must have a valid South African driver’s licence for the specific vehicle class and description. The Driver must at all times ensure that his Valid South African driver’s licence is in his possession (on his person) when driving a Company vehicle.

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

- 1.1.2 The Driver must be granted permission by the Employer prior to the use of a company vehicle.
- 1.1.3 On being allocated any vehicle for the first time, the Driver must sign a PDI (pre-delivery checklist) indicating the condition of the vehicle at the time of receiving it.

- 2 The **Employer** will not be responsible for any fines relating to traffic violations such as **speeding, parking, non - use of a seat belt, talking on a cell phone etc.** The Employer will pay the fine and it is herein accepted by the Driver that the fine may be **deducted from the Driver's salary**. If similar offences are repeated and a trend is identified, it can and will lead to disciplinary process being instituted against the employee.
- 3.1 A Driver is not permitted to transport unauthorised passengers. This specifically means any person that is not an employee of the Company and/or no express permission or instruction has been given to the driver to transport such person
- 3.2 A Driver may transport fellow employees but, only if/when this is required and necessary in the fulfilment of the employee's general duties or specific work instructions
- 3.3 Any and all other occurrences / incidents of Drivers transporting unauthorised passengers will be met with disciplinary actions as deemed necessary by the Company and in line with disciplinary code of conduct.
- 3.4 A Driver whom has been entrusted with or is the designated driver of a specific Company vehicle is not to allow any other driver or person to drive the particular vehicle unless by specific and prior arrangement or consent by the Fleet Manager/Department.

4 Policy with regards to Company Vehicle Inspections
(Specific Responsibilities and Tasks of the Fleet Manager's Office)

It is the specific expectation of CJA Telecommunications Ltd. that all the Company vehicles should be maintained in good order, clean and in a roadworthy condition.

- 4.1 All Company Vehicles are required to be routinely inspected by the Fleet Management office at least four times within a calendar year / once every 3 months
- 4.2 If a Specific Vehicle is in use on projects where the Fleet Manager does not have access to the vehicle for inspection then an electronic inspection (using the checklist and verifying photos sent by the driver) must be done along the same timeline.
- 4.3 All such electronically inspected vehicles should receive a verification inspection whenever the vehicle is available to the Fleet Manager to do so.
- 4.4 When however a Pool vehicle is allocated to a specific driver for a pre-defined task / project and for a set period or until the project is completed, and if this period is less than 2 weeks then the vehicle needs to be inspected before first use and on date of return to the Fleet Pool.
- 4.5 Documentation (in the form of an authorised Checklist sheet) of all routine inspections to the vehicle needs to be kept on file and available on demand by management.
 - 4.5.1 All such Documentation must be signed by both the Fleet Department and the designated Driver.
 - 4.5.2 If any damage/loss or abuse is recorded during any such routine vehicle inspection then apart from it being recorded on the Checklist, the Project Manager/Line manager of the specific driver, the HR Manager and the Financial Control Manager needs to be informed of this in writing within no more than 72 hours from the time of the occurrence being recorded by the Fleet Management Office.
 - 4.5.3 The Fleet Management Office will compile weekly reports on all the Company Fleet Vehicles related to the use, allocation, availability and general status of the Company Fleet.

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5 Policy with regards to Road Accidents involving a Company Fleet Vehicle

- 5.1 Any and all accidents/incidents that take place while the vehicle is allocated to a driver which has the effect of causing any level of survey able/noticeable damage to the Company vehicle, must be reported by the Driver to the Employer (Direct Line Manager and Fleet Manager) within 24 hours of the accident/incident occurring.
- 5.2 Should the accident/incident involve another motor vehicle or a pedestrian, it must be reported by the Driver to the South African Police Services **on the same day or at the very least within 12 hours**. An accident report number must be obtained and forwarded to the Company within the same time guideline. The Company would also expect a detailed reconstructive report of the incident from the employee at this time

6. An enquiry will be conducted after any accident/incident to establish if there was





- 6.1 Intentional or negligent damage of Company property; and/or
- 6.2 Intentional or negligent abuse of Company property.
- 6.3 The Company's Insurer incident report, related police reports or any first hand witness reports available at the time could also be entered as evidence during this enquiry.
- 6.4 Based on the outcome and findings of this enquiry suitable disciplinary actions can and will be instituted against the employee which may include one, some or even all of the below:
 - 6.4.1 Written warnings,
 - 6.4.2 Financial claims including (but not limited to) Insurance Excess
 - 6.4.3 Additional monetary claims for items or damage not covered by the Insurer
 - 6.4.4 Dismissal due to the seriousness of the offence making any future employment relationship between the two parties intolerable.

7. General Safety Code and Rules for Company Fleet Vehicle Usage

- 7.1 No driver shall operate a company fleet vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
- 7.2 All drivers and passengers operating or riding in a company vehicle must wear seat belts, even if air bags are available.
- 7.3 Drivers are responsible for the security of company vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
- 7.4 Head lights shall be used 2 hours before sunset and until 2 hours after sunrise, or at any time when driver visibility is impaired by road or inclement weather conditions.
- 7.5 Any designated driver shall be held responsible for the general cleanliness of the vehicle allocated to him / his team. This by implication means that the vehicle must be kept clean and tidy at all times inside and regularly washed outside. Any driver whose vehicle is found to be below this expectation will be fined R150.00 per incident.
- 7.6 Smoking Tabaco products (including Electronic Cigarettes) is strictly prohibited in any company vehicle and a fine of R150.00 will be levied against any person found to deviate from this instruction
- 7.7 The use of a company vehicle while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden and is sufficient cause for discipline, up to and including termination of employment.

8. Private and Company Kilometres Claim Process

- 8.1 First and Foremost it is the express expectation and charge by the Employer that any and all Kilometres Travelled in a Company Vehicle be recorded by the relevant driver in the vehicle's Log Book. It is also expected by the Employer that employees that use their own private vehicles for

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Business Travel should also keep a Log Book to record such travel.

8.2 Every Company Vehicle has a GPS tracking device installed that is monitored on an on-going basis. Misuse or abuse captured from the tracking reports will not be tolerated and disciplinary action can and will be taken.

8.3 A Company fuel card is dedicated to a specific vehicle and may ONLY be used to cover, fuel, Toll, tyres and repairs for the vehicle that is indicated on the fleet card,

8.4 The Driver of the vehicle will ensure that:

8.4.1 the pump reading meter on the forecourt is zeroed when refuelling,

8.4.2 the oil and water is checked on a regular basis,

8.4.3 you know when the next service interval is,

8.4.4 If you suspect something is wrong with the vehicle mechanically, report it to the fleet manager or your line manager immediately.

8.4.5 whenever the Vehicle is refuelled it must at all times be refuelled to full capacity of the fuel tank

8.5 Employees who use their private vehicles for Business travel and to whom a Fleet Card has also been issued will also have a GPS Tracking device fitted to their vehicles by the Employer. Any misuse/abuse/fraudulent claim with regards to Kilometres travelled and/or Fleet Card spends can and will lead to disciplinary action being instituted against the employee.

8.6 It is also important to note that the Company reserves the right to claim directly from the employee (through direct salary deductions) any financial loss that the Company may suffer due to an employees' misconduct.

9. Business Travel Kilometres:

9.1.1 Any road travel done in a Company or private vehicle with the specific permission or authorisation from the Company and which the specific purpose of providing a service to or on behalf of the Company will be deemed as Business Travel.





9.1.2 This definition specifically excludes any travel to and from the employees' usual private residence or any other private address that is not seen as a Company address; this travel is deemed as private travel.

9.1.3 In the case where an employee who based on his position, function and scope and by virtue of operational requirements and service availability has been allocated a company vehicle and is not required to report to a fixed company address on a daily basis but rather, works in a defined environment where he/she is required to attend Tickets/Work orders on multiple allocated Telecoms Sites and locations and who by virtue of his designated geographic location is actioned to attend such work from his residential address – such travel to and from an instructed site of work would not be deemed as private.

9.1.4 However, any travel that is deemed as a clear deviation or noted as excessive distance or frequency of occurrence that is not based on clear work instructions or prior approval can and will be seen as private travel.

9.1.5 It remains a clear instruction to such employees that the Company vehicle allocated is for business use and may not be utilized for any other purpose without clear and prior consent or approval from management. If consent and approval is granted then such travel done must be noted by the employee as private on his monthly submissions and will be deducted as per private travel policy.

9.1.6 If and when the employee however stays at a hotel/guest house or any other establishment for which the company pays the rent or lease thereof, which is outside of the employees' usual area/town/province/country and does so whilst on official Company business and on the express instruction of the Employer this temporary address will be deemed as a company address and any travel from or to this address, from or to his allocated work sites, during the employees stay there

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will be deemed as business travel. This would specifically be true in cases where the employee is expected by the Company to travel for a period of time (short or long) to an area/town/province/country that is outside of the employees' usual residential area/town/province/country and commuting is deemed by the Employer to be too expensive, time consuming or impractical.

However any travel in a company vehicle in such a scenario which is not specifically between the place of accommodation and the work sites allocated to the employee/team will still be deemed as private travel and processed accordingly. Employees are therefore encouraged to do daily shopping for food and personal items on-route between sites and accommodation as travel outside of these points of reference will be for the employee's / teams own account

9.1.7 However in cases where the employee is transferred or willingly relocates to another area/town/province/country for the purpose of delivering a service too or on behalf of the Company and the employee pays for his own accommodations then that address will be deemed the employees' primary residential address and any travel between this address and place of work will be deemed private.

9.1.8 When any Business Travel as defined above is done in an employee's private vehicle the kilometres travelled can be claimed back from the Company at the predefined rate as is updated/revise and communicated by the employer from time to time (at present R3.20 on 11 July 2018)

10. Private Travel Kilometres:

10.1.1 Private Travel is here defined as any road travel in either a Company or private vehicle that falls outside of the definition of Business Travel as per this document.

10.1.2 This specifically refers to an employees' commute to and from his usual place of residence or home and normally outside of the employees' usual working hours. However any unauthorised or unsanctioned travel during working hours for the express purpose of attending to the employees' private concerns can and will also deemed as Private Travel.





10.1.3 Any Employee working in any Branch or within any Project who by the nature and schedule of his daily tasks must report to any of the Branch offices on a daily basis are specifically prohibited from using a company vehicle to use as a means of daily transport either as a driver or a passenger, unless by express consent from the Senior Project / Branch Manager and knowledge of the Fleet Department.

10.1.4 It is stated with reservation or exclusion that it is Company Policy at CJA Telecommunications that any unauthorised use/misuse of a company vehicle is deemed as a form of gross misconduct and if discovered the party found to have transgressed this clear expectation will be dealt with in line with the disciplinary code of the Company.

10.1.5 Over and above any disciplinary actions instituted it remains true that any Private Travel done in a Company vehicle will be charged to the employee (driver) and will be deducted from the employees' monthly salary at the predefined rate as is updated/revise and communicated by the employer from time to time (at present R3.20 on 11 July 2018) on the actual private kilometres travelled as documented by the employee in the vehicle's Log Book (and verified by the vehicle's GPS tracking device)

10.1.6 If any employee cannot prove or show true Private Travel Kilometres travelled in any defined Kilometre Billing Period through logbook submission, then an amount or part thereof, of R1, 500.00 can be deducted from the employees' salary in the next payroll run thereafter as a financial penalty for failure to follow the required process and procedures.

10.1.7 If however it is discovered by investigation that the true cost of Private Travel in a company vehicle is more than the set amount then the additional cost can and will also be charged to the employee and deducted from the employees' monthly salary whether once off or over a predefined period

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but not exceeding 6 months (this stuttering of debt would be based on a mutual agreed upon Loan Agreement as defined by the Company’s Loan/Advance Policy and additional fees and cost will be payable by the employee.

10.1.8 Disciplinary action can and will also be instituted should the Company have reason to ascribe the excess travel to an employees’ apparent misconduct.

11. Processing Business and Private Travel Claims:

11.1 The prescribed Kilometre Billing Period at the Company has been established as running from the 16th of any calendar month up and including the 15th of the immediately following calendar month.

11.2 All designated drivers making use of a company vehicle must submit logbook reports for travel done on a weekly basis (every Monday for the week preceding) to the Fleet Department. Drivers must also submit photo of their odometer reading via the prescribed WhatsApp group at the same time.

11.3 All final Log Book entries for any billing month and kilometre claims needs to be forwarded to the Fleet Managers Office no later than 1 day after the Period Closure date (the 16th of each month) to be verified and captured.

11.4 Late submissions will incur penalties charged against the employee (this to be worked out as a 10% per day of the set amount of R1, 500.00 to be deducted as private travel in a company vehicle from the employees’ first following salary payment.

11.5 The Fleet Managers Office has until latest the 22nd of each month to forward the captured claims to the Finance Office and senior Management for final vetting and Payroll capture.

11.6 All claims/deductions within the given period are to be processed through the Company’s payroll for payment/refund by latest the 27th of that month.


11.7 Any claims or amendments presented after the 22nd of each month will only be processed in the following billing period.

12. Health and Safety Compliance – Absolute Rules

With regards to any Driver making use of a Company vehicle working within any project environment across all branches or areas must submit and adhere to the Absolute Rules governing vehicle use in any commercial environment. Failure to do so will result in Disciplinary/Corrective measures being instituted against a non-compliant driver by the Health and Safety Department.

Absolute Rules in reference to vehicle usage are:

- Always wear seat belts when travelling in, or operating vehicles.
- Never work or drive under the influence of substances (alcohol or drugs) which are illegal or in excess of legal levels or where this impairs your ability to perform tasks.
- Never exceed speed limits or travel at speeds which are dangerous for the type of road, vehicle, or conditions.
- Never use a hand held phone whilst driving and only make calls or text by pulling over or using hands free devices, when it is safe to do so.
- Never carry passengers in the back of/or load area of a pick-up vehicles / ‘bakkie’ & trucks.

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