

Company Vehicles Policy

Purpose:

The purpose of this policy is to ensure the safe and responsible use of company-owned vehicles by employees. It defines eligibility criteria and outlines the responsibilities to protect the safety of our people, the integrity of our assets, and to maintain a culture of care and accountability.

Policy Statement:

Employees are expected to use company vehicles with a sense of responsibility, prioritizing safety, and adhering to the company's usage guidelines. The company provides these resources to support business operations while ensuring the well-being of employees and others on the road.

Definitions:

Company Vehicles refers to all company-owned or company-leased modes of transportation used for business operations. This includes, but is not limited to: Passenger cars, Golf carts, Scooters, Utility buggies, Electric bikes, buses, trucks or any other motorized or electric-powered vehicles assigned for operational use in which the daily operations cost is borne through the company.

1. Eligibility:

- **Chief Officers:** Entitled to a dedicated company car provided for both business and personal use.
- **Directors:**
 - **Somabay based:** Entitled to a dedicated company car for business & personal use within Somabay destination & the Red Sea area.
 - **Cairo based:** Entitled to a dedicated company car for business & personal use during their business trip in Somabay to be used within Somabay destination & the Red Sea area.
- **Staff:**
 - All Somabay employees will utilize the carpool service as the standard transportation arrangement. However, certain roles may be assigned dedicated vehicles based on operational needs on-site to be used within Somabay destination only.
 - Such allocations must be justified by the line manager, validated by HR, and approved by the respective Head of Department (HOD).
 - In cases where business needs require an employee to go outside Somabay, the employee should first obtain approval from their line manager and HR. After approval, HR will coordinate with the Fleet Department to provide the car license, ensuring the employee can complete the trip smoothly and in compliance with company procedures.
- **General Note:** This eligibility framework shall not override or conflict with any other approved company car programs or benefit schemes. In case of overlap, the applicable program terms and NRC guidelines will take precedence.

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2. Accidents:

- **Reporting:** In the event of a car accident, employees are required to promptly report to the Security Department as their direct responsibility. Immediate reporting ensures that safety measures are taken, and proper documentation is completed.
- **Assessment:** The company's insurance coverage will be applied as the primary option. However, if the insurance does not cover the damage, the employee will be required to contribute to the repair costs. This will be based on official findings from police or security reports.
- **Payment:** The company will officially notify the employee of any findings and/or required contributions to the repair cost. In such cases, the company reserves the right to deduct the amount from the employee's salary.
- **Disciplinary Action:** The company emphasizes safe driving practices. Repeated incidents or failure to adhere to reporting procedures may lead to further disciplinary action(s).
- **Special Considerations:** In certain cases, and upon management review, the company may exercise discretion regarding the application of financial responsibility or deductions referenced in this policy. Such decisions will be evaluated individually to ensure fairness, reasonability, and alignment with the company's values and operational judgment.

3. Traffic Violations:

- **Responsibility:** Employees are expected to follow all traffic regulations while operating company vehicles, any fines or violations incurred are considered the driver's responsibility.
- **Assessment:** Accountability will be determined based on official records, including traffic authority tickets and automated violation reports.
- **Payment:** The company will notify the employees in writing of any fines linked to their use of a company vehicle. In such cases, the company reserves the right to deduct the amount from the employee's salary.

4. Misuse:

- **Responsibility:** To preserve the safety of company vehicles, employees are expected to operate them with care. If damage is suspected to result from misuse, the Technical Team will conduct a professional assessment.
- **Assessment:** If the assessment confirms that damage was caused by negligence or misuse, the employee may be responsible for contributing to the repair costs, with full transparency and documentation provided.
- Examples of misuse include, but are not limited to:
 - Damaging wheels, tires, or vehicle body through careless handling
 - Overloading the vehicle beyond its designed capacity.
 - Continuing to drive the vehicle despite dashboard warning signs or safety alerts