

JTH Asset Management Pty Ltd is committed to ensuring the health, safety, and wellbeing of all our employees while driving on Site and public roads. The purpose of this policy is to ensure the safety of all drivers, protect JTH assets, maintain company standards and outline expectations with regard to the proper use and maintenance of company vehicles. This policy applies to all JTH employees and drivers of vehicles owned or leased by the Company.

Employees granted vehicle allocation (authorised drivers) in any instance, are purely in the interest of business purposes. A Company owned or leased vehicle can only be driven by a JTH Asset Management employee. Under no circumstances, at any time, are learner drivers, family members or personal friends permitted to be in operation/control of any JTH Asset Management Company or leased vehicle.

In order to meet these policy objectives, authorised drivers must:

- Hold a current driver's licence of class.
- Drive in accordance with QLD road and site traffic rules.
- Notify management in advance of when vehicle services are due.
- Notify management immediately if their licence is cancelled or suspended.
- Ensure the vehicle is kept in good repair and well maintained at all times.
- Ensure vehicles are properly secured at night and kept under cover where possible.
- Ensure pre-start checks are completed daily and recorded in the vehicle logbook.
- Ensure company or leased vehicles are used for work related purposes only.
- Always remain alert to avoid collision with fauna on high wildlife traffic areas.
- Always wear seatbelts when driving a Company or leased vehicle.
- Always drive to the prevailing road and/or weather conditions.
- Never smoke in the cab of any Company or leased vehicle.
- Never drive dangerously and/or in excess of the speed limit.
- Never drive under the influence of alcohol or drugs.
- Never drive an un-roadworthy vehicle.

This policy statement shall be displayed at our JTH office in Mackay and is communicated to employees during our Safety Induction, and accessible via our Company website. We will review this policy periodically to ensure it remains relevant to the needs of the Company and our clients.

The directors of JTH endorse this policy to confirm their personal commitment to maintaining a high standard of road safety for all employees, including other road users.

JTH IS COMMITTED TO PROMOTING DRIVER SAFETY THOROUGH RESPONSIBLE MANAGEMENT

**Jason Trannore** | Director

**Dan Hollis** | Director