

Company Vehicle Policy



Purpose

It is the Intention of C&C Wind Energy Services to provide adequate business transportation, to specified employees, who in the normal course of their assigned duties routinely require the use of a company vehicle for the furtherance of the business interests of C&C Wind Energy Services.

Scope

Use of the company vehicle is a privilege, not a right.

Company vehicle driving privileges will be granted to employees with a valid driver's license and a clean driving record. Validations of driving records will be obtained through an official 3rd party drivers abstract. C&C Wind Energy Services reserves the right to withdraw driving privileges based on findings contained within the drivers abstract. Additionally, management reserves the right to revoke driving privileges at any time based on current driving habits, misconduct, or other business-related reasons.

C&C Wind Energy Services will be acquiring driver's abstracts for each employee on an annual basis as a minimum. C&C reserves the right to acquire additional MVR's as necessary depending on business needs or concerns of driving behavior.

Policy

Use of Company Vehicles

- C&C Wind Energy Services permits authorized employees to utilize a company vehicle for C&C **Business Purposes only**, unless otherwise approved in writing by C&C Management.
- All Company vehicles must be operated in accordance with applicable laws including; all applicable traffic laws and operating laws including laws concerning **driving while impaired**.
- C&C has a strict zero-tolerance policy for these types of behavior and these situations will be subject to immediate disciplinary, actions up to and including termination and / or criminal charges
- (1) Non-C&C Employees are not authorized to operate company vehicles. (2) Friends or family members of C&C employees and/or (3) employees of other organizations are strictly prohibited from operating company vehicles.
- The only exception to the above 3 principles will be in a genuine emergency. In this case, any licensed driver may operate a company vehicle. C&C Management must be notified as soon as practical in this case.
- All Employees are to notify C&C Wind Energy Services, in writing, of any traffic violations within 24 hours of receiving the violation.

Company Vehicle Policy



- Traffic and toll violation penalties are the responsibility of the employee to pay and clear.
- No alcohol or drugs are allowed in the company vehicle, on any job site.

When assigned to a Domestic Assignment

The use of a company vehicle may be authorized outside of working hours, while an employee is assigned to a domestic assignment, for the following reasons:

- The employee is authorized to drive the vehicle for the purposes of maintaining a minimum standard of living. This driving should be limited to grocery / personal shopping and other entertainment activities within the generally local area of the work location.
- An employee may be authorized to drive the company vehicle to / from home for the purposes of scheduled resting / leave time. This will typically happen when it is in the best interest to allow an employee to drive in lieu of purchasing a plane ticket or other travel arrangements due to distance, time, or other travel constraints.
 - For an employee to drive a company vehicle home, the agreement must be made in advance between management and the employee, and documented in writing.
 - The employee will be authorized to drive between the work location and their home location only. Driving the company vehicle after arriving at home is not authorized unless prior arrangements have been made with management, and documented in writing.
- If an employee intends to drive outside the local area of the work location for any reason, excluding scheduled resting / leave time, prior written permission must be granted by management allowing such activities. The employee is responsible for all fuel and other expenses for these activities.

Other uses of Company Vehicles

Company vehicles may not, under any circumstance, be used for any of the following purposes:

- Racing or rally driving
- Off-roading outside working hours (or) for recreational purposes
 - Note: Operating a vehicle off of paved, or otherwise prepared surfaces, may be necessary while within the confines of an assignment during working hours. This is authorized provided the vehicle is purposed for such activities and is operated in a conservative and professional manner.
- Driving for hire or other forms of payment
- Driving training of any kind

Company Vehicle Policy



- Towing of any trailer, camper, boat, or other equipment that is not specifically owned, rented, or leased by C&C Wind Energy Services for the purposes of conducting business.
- Pets or other animals are strictly prohibited from riding inside the cab or in the bed of any company vehicle.
- All Passengers must ride in the cab positioned according to vehicle design. IE: One person to each seatbelt.
- Unauthorized personal use may result in a taxable benefit calculation

Business Mileage and GPS Tracking

Authorized staff that are provided with a company vehicle are required to maintain and utilize the company issued GPS for mileage and fleet tracking. (Reference "*Global Positioning System (GPS) Tracking Policy*")

Procedures

Vehicle Arrival

- Company vehicles are arranged by the C&C Wind Energy Services management team
- Upon Delivery of the vehicles, employees are required to:
 - Sign off and obtain a copy of the rental agreement if applicable
 - Inspect the vehicle for any damages and complete the vehicle inspection report provided by management. Provide photos of any damages if applicable
 - Forward this documentation to the appropriate management team member for submission and record keeping
- Install the company-issued GPS unit into the vehicles OBD connector and ensure that it is powered on. This GPS is to remain in the vehicle at all times, and is not to be purposely unplugged at any time for any reason.

Vehicle Return

- Company Vehicle return is arranged by the C&C Wind Energy Services Management team.
- Upon Return of company vehicles, Employees are required to:
 - Appropriately clean the vehicle and remove all personal belongings and trash
 - Complete a final vehicle inspection report, including photos, and forward to management for submission and record keeping
- Remove the company-issued GPS and follow direction from management

Company Vehicle Policy



- Sign any copy of rental return paperwork and submit to management for record keeping

Note: ALL fees incurred with regards to vehicle cleanliness and smoking will be the responsibility of the employee. C&C Wind Energy Services will not pay these penalties.

Vehicle Inspections

- Initial Inspections must be completed immediately by the employee when receiving a company vehicle. These inspections must be completed in Site Docs and conducted as **thorough** as possible to document any pre-existing flaws. The inspection report and photos must be submitted through Site Docs **prior to operating the vehicle.**
- Weekly Vehicle inspections are MANDATORY. These are to be completed on the Monday of each week and submitted through Site Docs.
- All Inspections submitted must include the applicable inspection form as well as clear photos of the vehicle (Front, Back, Left, Right, VIN, Mileage, any damage).

Vehicle Damages

Pre-existing damages that are not documented on the initial inspection may become the financial responsibility of the employee.

All other damages to company vehicles must be reported to management immediately.

- Failure to do so may result in the cost or repairs being the direct responsibility of the employee.
 - This includes the cost of parts & labor as well as;
 - Rental car and other miscellaneous expenses associated with the repair [if applicable].

Lack of reporting may result in immediate withdrawal of vehicle driving privileges and/or disciplinary action up to termination.

Vehicle Maintenance

Employees must ensure that company vehicles are maintained in a clean, safe, and roadworthy condition at all times, while complying with all legal requirements.

Employees will be responsible for:

- Checking all lubricants and fluids on a regular basis
- Monitoring tire pressures and tread wear
- Ensuring operation of all lights
- Submitting the vehicle for services as recommended by the manufacturer or leasing company.

Company Vehicle Policy



- Prior management approval is required
- Notifying management of any repairs (urgent or routine) that may be required.
- Informing management of any accident immediately so proper procedures can be followed

Vehicle Expenses

Although every effort is made to cover the cost of repairs and maintenance directly by C&C

Wind Energy Services, this may vary by location and circumstance. As such, it is normal practice for the Company Vehicle user to initially pay for repairs and maintenance and be

reimbursed via Expense Reporting practices and policies.

The employee is responsible to submit appropriate vehicle repair and maintenance receipts as required, attached to a completed weekly expense report, to their supervisor or manager for approval and submission. Expenses will be reimbursed according to the applicable expense reimbursement policy.

Illegible or incomplete receipts will not be accepted for reimbursement.

Company vehicle expenses shall be approved by management prior to being incurred by the employee when possible to allow management to make payment arrangements. Company vehicle expenses incurred by employees without prior management approval (when possible) may not be eligible for reimbursement.

Accident Reporting

- Call for medical assistance if required.
- Regardless of the severity of the accident, it **must be** reported to the police.

Failure to file a police report at the time of the accident **may result in immediate withdrawal of vehicle driving privileges and/or disciplinary action up to termination.**

- Accurately record the names and addresses of the driver and occupants of the other vehicle, and any witnesses.
- Provide the other party with your name, address, driver's license number and insurance information.
- Complete the vehicle accident report packet with the name and driver's license number of the other driver, their insurance carrier and policy number, make, model and year of the vehicle, date, location and time of accident, and any pertinent weather and road conditions.
- **Do not discuss the accident with anyone at the scene of the accident other than the police. Do not accept any responsibility for the accident. Do not argue with anyone.**

Company Vehicle Policy



- As soon as is humanly possible, inform immediate C&C Supervisor of the accident, and file a written report of your account of the accident, with a copy of the accident report.
- In the event of any accident involving a C&C Wind Energy vehicle, a formal review shall be conducted to assess employee involvement, and any preventive measures that may have been taken to avoid it.

Definitions

Company Vehicle – Any vehicle, car or truck, that is owned, leased, or rented, by C&C Wind Energy Services, with the intent to be used by employees to conduct company business

Domestic Assignment – Any temporary work location that a worker is assigned to within Canada, the United States, or Puerto Rico

Responsibilities

All Employees and managers who are responsible for operating company vehicles in any capacity, are responsible for adherence to this policy and its contents. Any violation of this policy, in whole or in part, will result in disciplinary actions up to and including termination of employment.

Management will be responsible for accident and other damage investigations in order to determine responsibility, insurance reporting requirements, and repair procedures.