

First Security Vehicle Policy

Policy

The First Security Guard Services Limited (FSGS) Vehicle Policy (the Policy).

Purpose

The purpose of the Policy is to provide guidance and direction for direct employees or contractors (employees) when driving a FSGS company vehicle.

Scope

The Policy covers employees who:

1. Use a FSGS vehicle to complete their employment obligations as directed for business purposes. These are recognised as, but not limited to:
 - i. Being 'On-Call' for emergencies.
 - ii. Being 'On Call-out' for large operations.
 - iii. Field Officers (e.g. Patrols, EMS, FLM, Noise, other functions depending on region) who are performing a rostered set of shifts to perform their duties.
 - iv. Security Officers working at selected dedicated client locations.
 - v. Any other employee who receives a specific instruction from FSGS management that they may use a vehicle to conduct their work function.
2. Any employee who is allocated a vehicle as part of their individual contract of employment for work and private use as approved by FSGS. Note: there is a separate FSGS Job Group vehicle guidance document (JGVG) which informs the vehicle type allocated by role. The JGVG is restricted to employees who are authorised to use the vehicle for private use.
3. The Policy does not cover use of a client vehicle, other non FSGS vehicle or a personal vehicle being used for work use.
 - Note: FSGS staff access to Client vehicles will be in line with specific contractual requirements. While this is the case, selected areas under the General Conditions section of this Policy will apply (i.e. Employee Responsibilities, TORO, Accident reporting, Compliance, Liability and other FSGS referenced Policies).

General Conditions

All employees are required to follow the requirements outlined in the Policy while driving a FSGS vehicle. Any questions, personal changes in circumstance, or clarification should be directed to their immediate manager or other appropriate senior company representative (for example, a Regional General Manager, or COO).

It is the employees responsibility to:

1. Maintain a current full driver's license at all times.
 - i. If for any reason an employee's driver's license is cancelled, suspended or lapses, the employee must advise their immediate manager or senior company representative immediately.
 - ii. If an employee has been charged with an offence that may lead to their driver license being affected, the employee must advise their immediate manager or senior company representative immediately.
 - iii. Refrain from driving a FSGS Company Vehicle if their license is not valid.
2. Comply with the New Zealand Road Code and all traffic laws, rules and regulations.
3. Complete the FSGS driver safety modules and refreshers as directed.
4. Comply with the use of the FSGS IVCS requirements (Vehicle CCTV).

5. Ensure that no one smokes or vapes in the vehicle at any time.
6. Ensure any occupant of the vehicle must wear their seatbelt at all times as per NZ road rules.
 - i. Note: only FSGS employees are allowed in company vehicles when used for business purposes. This does not apply when using the vehicle for personal use if authorised to do so.
7. Not permit any other person to drive the vehicle, except with the express written permission of the National Operations and Compliance Manager, or other appropriate senior company representative.
8. Drive to the conditions of the road and environment at all times.
9. Ensure the vehicle is kept in a clean and tidy manner at all times, with regular cleaning and vacuuming.
10. Conduct any FSGS precheck requirements of the vehicle.
11. Ensure any damage is reported to your immediate manager or other appropriate senior company representative as soon as practicable.
12. Ensure the vehicle has a current WOF, registration, RUC are up to date (if applicable) and is not overdue for a service.
13. Be aware that they will be personally liable for any driving, speeding, parking or other infringements incurred while the vehicle is in their custody, and should advise their immediate manager immediately of any fines or infringements incurred relating to the vehicle.
14. FSGS will not deduct fines or infringements from an employees pay and instead will direct issuers to collect these directly from the employee.

TORO (Transport Operator Registration Online)

All employees are required to complete a TORO form, authorising FSGS to complete an online driver's license check. This information will may be disclosed to issuing agencies for the purpose of redirecting fines/infringements to employees.

Auxiliary Conditions

'After factory' accessories must not be fitted to the vehicle, whether they are permanent or temporary, without authorisation from the employee's immediate manager or other senior company representative. This includes, but is not limited to, handheld spotlights, towbars, roof racks, communications equipment, handsfree mobile phone kits, mobile charger (via the vehicle USB), or torch recharger.

FSGS accessories that have been fitted to the vehicle (including IVCS camera systems, GPS, roof lights, etc) must not be interfered with under any circumstances.

No changes are to be made to fitted internal cages or shelving, unless authorised by the COO.

Vehicle Logbook

The employee may be required to maintain a vehicle logbook or running sheets, indicating usage, distances, and locations travelled.

Fringe Benefits Tax (FBT)

Company vehicles are provided strictly for business use and:

- Private use of FSGS vehicles is not permitted.
- Vehicles must not be taken home overnight, unless specifically authorised for work purposes, for example being "on call".
- Vehicles must remain at FSGS premises when not required for work purposes.
- Logbooks and vehicle use records must be accurately maintained at all times.

If you are ever uncertain about whether a trip qualifies as business use, please check with your manager before using the vehicle.

Vehicle Compliance Checks

FSGS may carry out checks or an investigation to determine whether any non-authorized private usage of the vehicle has occurred. The employee is required to participate in any such investigation, in good faith.

Vehicle Fuel cards

Fuel must be purchased via the FSGS supplied fuel charge card. Employees must ensure that they understand what fuel should be used for the vehicle they are driving.

Fuel & oil are the only items that are authorized to be charged against the card.

In every instance of fuel purchase the odometer reading is to be recorded.

Accidents

In the event of an accident, no admission is to be made as to fault or liability.

In the event of any accident your immediate manager and the FSGS National Operations Centre must be informed as soon as practicable, ideally prior the vehicle being moved. Any accident must be reported into InSight as an event and Accident Forms completed as soon as practicable.

The employee may be required to undergo an alcohol and/or drug test if involved in any accident.

Employee Personal Liability

FSGS vehicles are fully insured, however the company may, at its discretion, hold an employee responsible for the total cost of repairs to the vehicle and for any claims by a third party when an FSGS vehicle is involved in an accident if the employee has:

- i. Consumed any illegal drugs or alcohol.
- ii. Taken prescription drugs which have been identified as having a possible adverse effect on driving ability, and not disclosed such drugs to their immediate manager or senior company representative.
- iii. Driven the vehicle for private purposes and was not authorized to do so.
- iv. Driven without a valid driver's license.
- v. Permitted an unauthorized person to drive the vehicle.
- vi. Driven the vehicle while it was in an unroadworthy condition; for example, without a current Warrant of Fitness, bald tyres, inadequate brakes, or when it was overloaded and had an unsecured load.
- vii. Driven the vehicle in an unsafe, reckless or careless manner.

Accident Penalties

If the employee is at fault and causes damage to the vehicle, they may be required to contribute to the insurance excess up to the following amount:

- i. 1st incident: \$500.00
- ii. 2nd incident: \$500.00 and in addition to this, FSGS may take disciplinary action up to and including termination of employment.

Vehicles Allocated for Work and Private Use

Employees may have a vehicle assigned to them for work and private use and this will be deemed a benefit of employment. The vehicle may be reassigned by mutual agreement.

Employee's allocated a vehicle for work and personal use are responsible for ensuring that routine service maintenance is carried out in accordance with the car manufacturer's / owner's manual and that it has a current Warrant of Fitness.

On termination of employment, the vehicle should be returned to FSGS in a satisfactory manner. If the vehicle is not returned in a satisfactory manner, any cost of cleaning, maintaining or servicing the vehicle will be deducted from the employee's final pay.

Withdrawal of use of FSGS Vehicle

Failure to comply with the Policy may result in an employee not being able to use a FSGS vehicle, and may result in disciplinary action up to and including termination of employment.

Other Policies

This Policy should be read in conjunction with the:

- FSGS Health and Safety Policy
- Wilson Group Code of Conduct
- FSGS Drug and Alcohol Policy
- FSGS Fatigue Policy
- FSGS Job Group Vehicle Guidance (Restricted) if applicable.

Policy Application and Review

This Policy is maintained by the FSGS Chief Operating Officer and may be revised from time to time based on legislative requirements, or to meet FSGS business needs

Policy Questions

If there are any questions regarding the Policy, please reach out to your manager or People, Operations and Strategy representative to discuss.



Signed

Name Sara Norrie
Title Chief Executive Officer – FIRST Security
Date 17 March 2026