



Internal Policy: Personal Use of Company Vehicles

Purpose:

This policy outlines the conditions and responsibilities for employees authorized to use company vehicles for personal purposes, ensuring compliance with company standards and legal requirements.

Authorized Personal Use:

Employees may use company vehicles for personal purposes only if authorized by their manager. Unauthorized personal use is strictly prohibited.

Employee Responsibilities:

Employees must adhere to the following conditions when using company vehicles for personal use:

1. Compliance with laws:

- a. Operate the vehicle safely, and within the federal, provincial and municipal laws and regulations.
- b. Maintain a valid and current driver's license at all times.

2. Notifications and Citations:

- a. Report any traffic or parking citations incurred while using the company vehicle.
- b. The employee is responsible for paying all fines or penalties, associated with citations, in full.

3. Vehicle Care:

- a. Park the company vehicle using safe and legal methods as well as in safe and legal areas.
- b. Prohibit non-company employees from using/operating the vehicle at all times.
- c. The employee agrees to not make any modifications or additions to the company vehicle.

4. Safety:

- a. In compliance with Insight's drug and alcohol policy, the employee will not operate the company vehicle under the influence of any intoxicants/substances.
- b. The employee agrees to assume full responsibility of any passengers in the company vehicle while operating.

5. Cost and usage tracking:

- a. Log all personal-use kilometers.
- b. Replace all gas used for personal use.
- c. Pay for any tolls or additional costs incurred during personal use.



Taxable Benefit Declaration:

Employees acknowledge that personal use of a company vehicle is considered a taxable benefit under Canadian tax laws. Any additional tax liabilities arising from personal use of the company vehicle are solely the employee's responsibility. Insight Pest Solutions is not liable for covering or reimbursing these costs. Specifically, but not limited to:

- **Income reporting:** Employees are required to declare the value of the personal-use benefit on their annual income tax submission.
- **Tax Compliance:** Employees are responsible for calculating, managing, and paying any taxes owed on this benefit.
- **Documentation:** Employees must maintain accurate personal-use records and provide them to the company when requested.

Compliance:

The company reserves the right to review vehicle usage logs and related documentation to ensure adherence to this policy. Non-compliance may result in the revocation of personal use privileges and disciplinary actions. Insight Pest Solutions reserves the right to review, amend, or revoke this policy at any time.

Non-compliance:




Failure to adhere to this policy may result in:

- Revocation of personal-use privileges
- Disciplinary action, such as verbal/written warnings, as well as up to and including termination.

Employee Acknowledgment:

I acknowledge that I have read, understand and agree to comply with the above terms and conditions of this agreement.

Employee Name, Date and Signature:

		
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Approved by:

		
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