



# COMPANY CAR POLICY

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Haines Business Systems Ltd  
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# **COMPANY CAR POLICY**

## **Introduction**

This policy applies to all employees who can elect a company car under this company's company car scheme. Company cars are allocated only at the discretion of management and apply only to those staff whose job warrants the use of such a vehicle, or where a company car is included as a perk of employment.

This policy explains the choices available to you, including the process to be used for ordering the vehicle and the terms and conditions associated with driving a company car.

A list of cars available to you can be obtained from the human resources department of this company. The company reserves the right to exercise their discretion to make changes to this policy in the light of changing business requirements. In this event we will consult with employee representatives.

## **Company Car Eligibility**

The company car scheme provides employees with a convenient and potentially cost-effective way of obtaining a car. If you are eligible to receive a company car, this will be detailed in your employment agreement or letter of promotion or transfer. You can elect any car from the range available and choose a length of leased to suit you of 12, 24, 36 or 48 months.

In addition, employees who joined the company...