



## **Fuel Usage Policy**

### **1. Purpose**

The purpose of this policy is to outline guidelines and procedures for the usage of company-provided fuel and mileage claims for business-related travel. It is essential to ensure efficient and responsible use of fuel resources, minimise costs, and maintain compliance with regulatory requirements.

### **2. Scope**

This policy applies to all employees, contractors, and individuals authorised to use company vehicles or equipment that require fuel and who are eligible to claim mileage for business-related travel.

### **3. Private Use Prohibition**

Under no circumstances are individuals allowed to use company-provided fuel for private purposes. Private use includes but is not limited to personal trips, commuting, or any non-business-related activities.

### **4. Authorisation for Business Use and Mileage Claims**

All business-related fuel usage and mileage claims must be authorised by a Line Manager or HOB. Employees must use the mileage claim form and have it signed by their Line Manager for reimbursement. All electric vehicle (EV) claims will be handled according to the EV charging policy.

### **5. Responsibilities**

#### **a. Employees/Authorised Users:**

- Ensure compliance with this policy and use company-provided fuel solely for authorised business purposes.
- Use the mileage claim form for business-related travel and obtain the Line Manager's signature for reimbursement.
- Report any misuse or suspected misuse of fuel to appropriate management or the designated compliance officer.

#### **b. Line Managers/Authorised Representatives:**

- Verify the legitimacy of mileage claims and ensure they are for authorised business purposes.
- Sign off on mileage claim forms in accordance with this policy.
- Monitor fuel usage and mileage claims within their departments to detect any irregularities or misuse.

### **6. Disciplinary Action**

Violation of this policy, including unauthorised private use of company fuel or improper mileage claims, may result in disciplinary action, up to and including termination of employment or contract.



## **7. Compliance and Review**

This policy is subject to periodic review and may be updated as needed to reflect changes in business practices, regulations, or technology. All employees and authorised users are responsible for familiarising themselves with the latest version of this policy and complying with its provisions.

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