



## COMPANY VEHICLE POLICY AND PROCEDURE

NWH Group Limited  
Reviewed- January 2026

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### 1. Introduction

This document provides information about the eligibility and use of vehicles for business and personal use under the Company Car Scheme.

#### I. Scope

This document applies to all employees throughout the NWH Group of companies.

#### II. Associated Policies

This policy must be adhered to whilst following all associated policies as detailed, but not limited to, those below, which are all held on the Support Services Shared Drive:

- Expenses and Mileage Claims Policy
- Recruitment and Selection Policy
- Absence Policy
- Disciplinary Policy

#### III. Associated Forms

- Mileage Claim Form
- Driver Check Form
- Fleet Insurance Declaration Form

### 2. Driving Licence and Insurance

#### Validity

- i) If a job requires the individual to drive a vehicle to undertake their duties, (a decision which will have been agreed by a director of the board), a valid full licence must be produced. This licence will be subject to regular 4 monthly checks or more regular depending on points held. You are required to sign a mandate with our licence check partner 'Driver Check' to give permission to check details with the DVLA. If you wish your spouse to drive the car provided, then they will be subject to all of the same checks and requirements as an employee to drive. Failure to get permission before driving could result in disciplinary action against the employee.

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### ii) Insurance

Those driving a Company Car will be covered under the relevant current NWH fleet policy. Those with a car allowance must provide their own personal appropriate insurance cover and ensure that business use is included. NWH must receive a copy of the yearly insurance policy as proof of cover.

### iii) Inspection

The following inspections of credentials will be carried out –

Ensure that the vehicle that they are driving has an MOT (if required), is properly maintained and serviced and is insured for "business use".

Present their licence, documentary evidence of the insurance and MOT certificate (if the vehicle is over 3 years old) for inspection by their line manager or the HR Department on request. This would normally be on appointment or transfer to a new position and is not a regular check.

Sign a mandate giving the company permission to electronically check their licence details with the DVLA. (If a claim for mileage is made and there is no record of a signed mandate, payment will be suspended until it has been received.) \*

If information obtained from the DVLA is inconsistent with that provided by the employee, or affects the employee's ability to perform their role, managers should raise the matter with the individual concerned and may result in the application of one or more of the Company's HR policies which could include, but is not restricted to, Disciplinary or Capability Procedures.

Employees failing to produce the above documents may have their car or allowance suspended until the documents are produced or may otherwise be liable to disciplinary action.

### iv) Inability to drive

If an employee is disqualified from driving by a court or becomes unable to drive because of some injury or disability, they must inform their manager immediately.

If an employee has a job where it is necessary to drive to carry out their duties and responsibilities, the possession of a valid driving licence is a condition of employment. In these circumstances, loss of a licence may result in disciplinary action.

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### v) Sick Pay Payments and claims

If following an accident in a company vehicle whilst carrying out their work duties i.e. not on personal time in a company car, if the employee is subsequently provided with 'Full Company Sick Pay' and then makes a successful claim for personal injury and/or loss of earnings, then all Sick Pay must be repaid in full to NWH.

### 3. Company Car Criteria

#### i) Type and Value of Car

As of 2020, all new cars being provided will be fully electric and the standard of these cars is at the discretion of the Board, and any changes to the specifications will be announced annually.

It will be the employee's responsibility to arrange for the install of an electric vehicle home charger and to apply for any relevant grants towards the cost of this.

The current car list and values at January 2024 are as follows:

1. Kia Sportage 1.6T GDi 248 PHEV
2. Lexus ES 300h 2.5 4dr CVT
3. Nissan Qashqai 1.5 E-Power
4. Toyota C-HR 2.0 Hybrid
5. Toyota C-HR 2.0 PHEV
6. Volvo EX30 200kW Single Motor Plus 51kWh
7. VW ID.3 150kW Pro 58kWh
8. Mercedes EQA 300

\*Subject to availability and suitability for the role\*

Special Terms – Senior Managers and Directors will be allowed to choose one of the above or, alternatively, a 'Most suitable Tesla' Model. This must be signed off by the two directors or the Managing Director.

#### ii) Eligibility

Eligibility is at the discretion of the Company taking into account the following principles; Job Need – this is awarded where an employee is required by NWH to have a car to undertake the job and where there is a normal ongoing job requirement to travel in excess of 10,000; 15,000; 20000; or 25000 business miles per annum.

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Status – this allowance or car provision is awarded to Senior Managers at Board discretion where it is considered an appropriate and necessary part of the remuneration package.

### iii) Company car ordering process

#### 1. Renewing Car Order

The Purchasing Department controls the process, with direct support from the HR Manager, Compliance Director, Finance Director, and Executive Director.

#### 2. New start Car Order

The process begins with the line manager, followed by director approval, HR Manager, and purchasing department.

#### IV. Level of Car Provision and Alternative Cash Allowance

As stated above the default position is to provide an electric company car, however if the employee wishes to use their own personal car then an alternative 'car allowance' may be negotiable at the 'offer of employment' stage. The level of Car Allowance is set to enable the employee to properly maintain and insure their car. The Allowance is not intended to cover the full cost of providing a car.

As a guide to determining the Allowance, the Company has assumed that the employee will use a Personal Contract Plan arrangement with the maintenance option, although employees may prefer to choose alternatives, such as purchasing a new or second-hand car, provided the Car Allowance terms of provision are met. In addition, the current tax treatment has been factored into the calculation of the Car Allowance which takes into consideration the employee's ability to reclaim monies from Her Majesty's Revenue & Customs (HMRC), i.e. the difference between the current Company business mileage rate and that allowable by HMRC under the Approved Mileage Allowance Payments scheme.

Note: It is the employee's responsibility to claim these from HMRC.

The current 'car allowance' rate has been set at January 2024 at a maximum of £6,000.00 per annum paid weekly. The actual 'car allowance' rate payable will be negotiated as an alternative to the current electric car default, only by prior negotiation at 'offer' stage and must be authorized by a Senior Manager.

<b>Level 1</b>	<b>BDM's, Accounts Managers</b>	<b>£500.00</b>
<b>Level 2</b>	<b>Senior Managers</b>	<b>£700.00</b>

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### V. Switching from Car Allowance to Company Car and Vice Versa

Employees are fully informed of the Benefit-In-Kind costs at the outset of any arrangement. Therefore, an employee wishing to cease or switch their Company Car for an Allowance or vice versa, must first seek approval with their Line Manager. This will only be considered if there is a fair and substantiated reason which does not incur costs to NWH, or if the car can be re-deployed to another individual.

#### 4 – Fuel allowance

All fuel will be paid for by the employee and business mileage is reclaimed using the Tracker report from the business Vehicle Tracker system. Fuel rates are based on the current relevant HMRC advisory fuel rates for all relevant fuel types including electricity.

#### 5 – Car Tracker and Front facing camera

All company vehicles will have a car tracker and front-facing camera for insurance purposes and effective mileage claims. Exempted are the main board members.

Signed:

Date: 15/01/2025

Gavin Money

Managing Director

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