
GLOBAL COMPANY VEHICLE POLICY

Filtrona Company Vehicle Policy**Purpose:**

The purpose of this Policy is to promote the safe and environmentally responsible use of company vehicles by “employees” for business purposes. This policy outlines the guidelines and procedures that “employees” (this refer to permanent employees, contracted employees / contracted drivers) must follow when using company vehicles (owned or leased) to ensure safety and reduce environmental impact.

Scope:

This policy applies to all employees/contracted employees who are authorized to drive company vehicles as part of their job responsibilities. (employees’ own vehicles are not within the scope of this policy) This also apply to all company’s rental vehicles used for business purposes.

Policy:**1. Vehicle Selection:**

The company will prioritize the use of fuel-efficient and environmentally friendly vehicles for its fleet whenever possible. Electric vehicles (EVs) and hybrid vehicles will be preferred choices for new vehicle purchases or rentals due to less carbon emission generated compared to conventional fuel combustion vehicles. (Or “ICE-Internal combustion engine”) – see selection guideline on the appendix.

2. Vehicle Maintenance:

Employees are responsible for ensuring that company vehicles are properly maintained to maximize fuel efficiency and reduce emissions. Regular maintenance schedules must be followed, and any issues with the vehicle must be reported promptly.

3. Fuel Efficiency

Employees are encouraged to drive in a fuel-efficient manner by avoiding rapid acceleration, excessive idling, and aggressive driving behaviors. Conserving fuel not only reduces costs but also minimizes the environmental impact of vehicle operations.

4. Route Planning:

Employees should plan their routes efficiently to minimize mileage and reduce fuel consumption.

5. Emissions Control:

Employees must comply with all emissions control regulations and guidelines. Vehicles should be properly tuned, and emissions testing must be conducted as required by law.

6. Safety Equipment:

All company vehicles must be equipped with safety features such as seatbelts, airbags, antilock brakes, and electronic stability control. Employees are required to always wear seat belts.

7. Driver Training:

Employees must undergo driver safety training to promote safe driving practices and reduce the risk of accidents. Training may include defensive driving courses, eco-driving techniques, and awareness of sustainable transportation practices.

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8. Reporting Procedures:

Any accidents, incidents, or issues related to company vehicles must be reported immediately to the appropriate department. Employees must cooperate with investigations and follow reporting procedures as outlined by the company.

9. Compliance:

Employees are expected to always comply with this Filtrona Vehicle Policy. Violation of this policy may result in disciplinary action.

10. Responsibilities:

This policy is overseen by the Filtrona's Procurement, HSE, and Human Resources Departments

11. Review and Amendments

This policy will be reviewed annually and updated as necessary to reflect advancements in climate science, technology, and regulatory requirements.

12. Other relevant supporting policies

- Filtrona Global Environment Sustainability policy.

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Appendix

Hybrid vehicles are a cross between conventional gas-powered cars (ICE) and pure electric vehicles. Each one features a standard, full-sized combustion engine (running off gasoline or diesel fuel), supplemented by one or more small electric motors powered by a battery.

There are two main subcategories of hybrid:

- **Plug-in hybrid electric vehicles (PHEVs):** Plug-in hybrids charge their batteries by connecting to an electric charging station or wall socket. These can typically operate short distances (20 to 50 miles or 48-80 km) on electric power before switching to a gas-dominant hybrid mode.
- **Regular hybrids, or HEVs:** These cars replenish their battery packs using the gas engine and regenerative braking. The smaller electric motors are designed to assist the gas engine, either by extending its driving range or by adding a little mile per hours to performance.

Electric cars run exclusively on powerful electric motors attached to large rechargeable battery packs. They're also known as battery electric vehicles (BEVs), or, more simply, electric vehicles (EVs).

Fuel cost - Electric cars are up to **70% cheaper** than conventional combustion cars, while hybrids are at best 60% cheaper.

Maintenance cost - Electric cars are much cheaper to maintain than hybrids as they have significantly fewer moving parts.

Carbon footprint of a gasoline car and hybrid car & EV

(Data from US MIT study 2019 – for passenger cars)

Fuel Gas (ICE) cars emit more than 350 grams of CO₂ per mile driven over their lifetimes.

A hybrid generates 260 grams of carbon dioxide per mile. A plug-in hybrid generates 230 grams of carbon dioxide per mile. An EV generates 200 grams of carbon dioxide per mile over their lifetime with zero tailpipe emissions.

Version Control:

No./ Version	Revisions	Effective Date	Owner	Approver	Status
00	New issue	11 July 2024	Sombat J.	Lay Moi Kow	approved