



Fleet Policy Manual, North America

Revised September 1, 2019

Fleet Policy Manual, North America, Table of Contents

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Purpose, Scope, and Responsibility

Purpose

The purpose of this document is to provide consistent North American policies governing the assignment and use of light sales and service fleet vehicles for Ecolab Inc., its subsidiaries and affiliated companies (“Ecolab” or the “Company”). This policy has been established to ensure safe, cost effective usage of Ecolab fleet, while minimizing risks to both employees and the company.

Scope

This policy applies to all light sales and service fleet vehicles and drivers of fleet vehicles in all Ecolab companies, divisions and departments in North America

This policy is effective September 1, 2019 and supersedes all previous fleet policies. Policies presented in this manual are subject to change, replacement, addition, or modification at the discretion of Ecolab. Changes to the policy will be communicated, in writing, by Ecolab’s Global Supply Chain Fleet Management Department.

Any policies presented in this manual are not intended to be and should not be construed to be contractual terms or offers.

Non-adherence to this policy will result in disciplinary action up to and including termination of employment.

The Fleet policy applies to any eligible driver, as defined in Driver Eligibility section, operating a company provided vehicle. This includes the following situations:

1. Driver using a Company owned or leased light fleet vehicle
2. Driver using a personal vehicle on Company business
3. Driver renting a vehicle for Company business purposes

Responsibility

Ecolab’s Fleet Department (the “Fleet Department”), within Global Supply Chain is responsible for the content and enforcement of this policy.

Questions concerning this manual may be directed to the Ecolab Fleet Department contacts listed on: <https://inside.ecolab.com/fleet> .

Driver Eligibility

Ecolab may provide a full-time employee with a Company Vehicle if employee is in an eligible job profile. Job profile eligibility decisions are the responsibility of Human Resources Vice Presidents for the business groups and the HR Vice President Canada to maintain vehicle eligibility harmonization for North America. Position eligibility criteria includes whether the role is a customer-facing sales, service or field support position and whether a vehicle is needed for transport use in order to conduct face-to-face customer interaction. Exceptions to job profile eligibility will be reviewed on a case-by-case basis and criteria may include, as a threshold, the number of business miles/kms driven in a year, and the level of interaction in the field with internal/external customers.

Employees that are deemed as requiring a vehicle for business are eligible for a Company provided vehicle. An employee will be considered a qualified driver after successfully completing the following:

- Signing the “Acknowledgement of Ecolab Fleet and Driver Safety Policies” Form
- Passing vehicle record (MVR) background checks as defined in the North American Driver Safety Handbook
- U.S. Employees - Completing on-line Driver Training via www.DriverCare.com within 6 months of vehicle assignment date

The following individuals may obtain conditional approval to use a Company provided vehicle:

- Non-residents of the United States and Canada must have an approved International Driver’s license.
- Contractors – in industry specific situations, contractors are permitted to drive Company provided vehicles for business use only
- Spouse/Domestic Partners, as defined by HR, will be permitted to drive a Company provided vehicle if they meet all requirements set forth in the Spousal/Domestic Partner Eligibility Policy. At no point should the Company vehicle become the primary vehicle for the Spouse/Domestic Partner.

The following individuals are not eligible to use a Company assigned vehicle:

- Children
- Interns Non-Qualified – Any Ecolab employee that has not met the criteria above

Qualifying each eligible driver will fall under Safety, Health & Environment’s (SH&E) responsibility.

Vehicle Removal and Buyout

If Driver moves from a vehicle-eligible role into one that is non-eligible, Ecolab will remove the Company vehicle within 60 calendar days. This applies when Driver’s move is part of a rotational program. Driver will receive a buyout consistent with Ecolab practice to assist them in buying or leasing their own vehicle.

Driver Responsibilities

A qualified driver is expected to follow all of the responsibilities, processes, procedures, and policies as outlined within the following. These documents can be found on *Inside Ecolab*.

- [Fleet Policy Manual, North America](#) (this document)
- [North American Driver Safety Handbook](#)
- [North American Driver Safety Policy](#)
- [Driver Kit](#) (provided by the Fleet Management Company)
- [Global Policy on Safe Driving & Mobile Communication Devices](#)

Vehicle Class Assignments

The HR Business Team and the Fleet Department work in conjunction to classify drivers according to job titles/positions within the defined vehicle classes. Vehicle classes are reviewed as needed.

The rules governing vehicle assignments include:

1. Vehicle class will be assigned based on job title/position requirements.
2. Drivers are not allowed to be assigned a higher class vehicle.
3. An employee may not have more than one Company vehicle directly assigned at one time.

Vehicle Accommodations

Employees who require special equipment accommodations, due to a disability or other extenuating circumstances, must inform their Human Resources representative. Human Resources will engage SH&E and the Fleet Department in making final approval or rejection of accommodation requests.

Vehicle Ordering & Delivery Policies

The Fleet Department, in co-operation with Ecolab's senior management, is responsible for determining vehicle and equipment specifications.

Vehicle Requests - All requests for a new or replacement vehicles (outside of automated driver replacement ordering) require the completion of the "*Fleet Vehicle Requisition and Transfer*" form, manager approval, Fleet Department, and a current MVR of the qualified driver prior to order placement. Approval is dependent on vehicle availability, capital approval, and ordering period.

Driver paid options (DPOs) are the full financial responsibility and commitment of the driver at time of vehicle order. Driver paid options are not eligible for reimbursement by the Company. Payment of driver paid options must be submitted with the vehicle order from the driver's personal funds via a valid personal credit card.

Four-wheel drive vehicle is only available to drivers in specific geographic regions for business purposes. Exceptions for such vehicles include crossing mountain passes, extreme snow areas, muddy terrain etc. The driver is not required to pay the upgraded vehicle cost. The vehicle remains with the approved territory regardless of driver activity. A request for a new 4x4 spec/territory must come from an authority level that is at least 2 levels higher than that of the driver, and requires approval from the Fleet Manager, and Senior Management approval. Four-wheel drive vehicles will not be provided for an associate's personal living conditions.

New Vehicle Delivery Acceptance - Drivers are expected to visually inspect the new vehicle and, under no circumstances, accept delivery if the vehicle does not meet the specifications as ordered or is in unsatisfactory condition. Contact the Fleet Management Company @ 1 (800) 554-1290 (US Only) and @ 1- 866-290-2196 (Canada Only) immediately to report an unacceptable vehicle.

Out-of-stock/out of specification purchases are performed on an exception basis only when there is a significant business need. The vehicle selected will be based on availability and may not exactly match Ecolab's standard vehicle specification. All these purchases must be approved by the Field Operations Manager in conjunction with the Ecolab Fleet Department.

Vehicle Replacement Parameters

The Fleet Department will regularly review the replacement vehicle types and mileage parameters to provide sales and service personnel with safe and reliable fleet vehicles that satisfy the functional needs for work performed at customer locations.

Length of service for any vehicle will be variable and take safety, maintenance, and total cost of ownership into account.

Vehicle parameters are subject to change and the Company retains the right to update vehicle replacement parameters as appropriate to respond to dynamic market conditions.

Managers and drivers will be appropriately informed as vehicles are up for replacement to minimize any field disruption.

Titles, Licenses, Registration, and Insurance

Initial Titling and Licensing - Ecolab's Fleet Management Company is responsible for the initial titling and licensing of the leased vehicle. All titles for vehicles must be in the possession of Ecolab's Fleet Management Company.

State/Province Relocations

If the driver relocates and their vehicle is relocating with them to another state/province, the driver is responsible for contacting the country specific Fleet Management Company to ensure the title and registration is transferred appropriately. It is the driver's responsibility to ensure license plates/tabs are current.

- In the U.S., Ecolab's Fleet Management Company manages all vehicle renewals and employees are to contact the Fleet Management Company directly for all license and registration correspondence.
- In Canada, Ecolab's Fleet Management Company manages all vehicle renewals for all Provinces except Ontario as this is managed by the Canada Fleet Department. Drivers should receive their renewal in advance of expiry. Should the renewal not be received prior to expiry the driver should contact the Ecolab Fleet Department at 1.866.290.2196 or ecolabfleet@leaseplan.ca

Insurance Cards & Coverage - All Ecolab vehicles are covered under the Ecolab automobile insurance policies. All Ecolab vehicles must have proof of current insurance card or certificate in the vehicle at all times. The Fleet Department or Ecolab's insurance carrier will send the driver a new insurance card at the time of new vehicle delivery or renewal.

Ecolab insures all vehicles owned, leased, and assigned to employees of Ecolab, with the following parameters:

- a) Insurance coverage extends to the qualified driver of a Company owned vehicle.
- b) Ecolab insures temporary rental vehicles for business use and are to be driven only by the employee.
- c) Insurance coverage continues as long as the Company vehicle remains the property of Ecolab.
- d) When a vehicle is sold, the buyer becomes responsible for vehicle as of the date of sale, and Ecolab's coverage expires that same day.

Drivers on the Personal Car Program need to refer to the **Personal Car Program** regarding insurance requirements on their personal vehicle.

Insurance Claims (Theft of company owned items) - Theft of Company owned items must be reported within 24 hours to the employee's supervisor and Fleet Management Company, and if required to the insurance carrier for Canadian employees if the loss exceeds \$1,000.

Insurance Claims (Theft of personal property) - Ecolab's insurance does not cover any personal items in or on a Company vehicle. Personal property losses not covered include theft, fire, accidents, vandalism, etc. To minimize your exposure to loss, ensure all personal items are removed from the vehicle at all times.

Insurance Claims (Accidents) - Refer to the Accidents/Accident Management section of this policy.

Aftermarket Vehicle Modifications & Accessories

The following vehicle modifications require conditional approval:

1. **Winter tires, studded tires, or chains** –Pre-approved for all of Canada. In the United States refer to the NOAA NCDC climate map, on the Fleet Management website, to determine whether you are pre-approved for winter/studded tires or chains. Exceptions for each request will be considered individually based upon the driver's work geography and vehicle type. No formal approval is required in areas where winter tires are mandatory per state/provincial legislation. It is the responsibility of the driver to have the winter tires changed from the vehicle at the end of the winter/snow season and replaced with the regular tires. The driver is also required to store the regular tires and the winter tires when they are not being used on the vehicle. Replacement of winter tires will be based upon the same criteria as the replacement of regular tires. The expectation is that the winter tires will last for at least two (2) seasons
2. **Window tinting** not already pre-approved for geographic area or for security reasons is not allowed. This includes the use of tin foil in the place of window tinting. Allowed in FL, AZ, and Las Vegas metro area.
3. **Alarms systems** - are allowed on Company vehicles when approved by the Fleet Department. Each request is reviewed individually and discussed with the appropriate field and corporate personnel

Any costs incurred for approved modifications will be billed directly to the vehicle's cost center. Contact the Fleet Management Company @ 1 (800) 554-1290 to obtain approval.

Aftermarket vehicle up-fitting and compromising the integrity or safety features of a vehicle are not permitted in or on company provided vehicles. Vehicle modifications or equipment/accessories not allowed include, but are not limited to:

1. Disconnection of an odometer
2. Disconnection of air bags or supplemental restraint systems
3. Changing tire sizes from the manufacturer's recommendations
4. Installation of add-on aftermarket equipment.
5. Radar detectors, police scanners, and similar devices
6. Vanity license plates that state anything other than what the licensing state/province would normally issue are not allowed

Radio Subscription Services

Newly delivered vehicles may come with a trial period of a radio subscription service, at the manufacture's discretion. Ecolab Fleet has no control over the length or scope of this service. Following the completion of the trial period, drivers may elect to continue a radio subscription service. This subscription is the full financial responsibility and commitment of the driver. Payment for these services are not eligible for reimbursement by the Company. Payment must be submitted to the radio subscription service provider directly from the driver's personal funds via a personal form of payment.

Personal Usage & Personal Mileage Reporting

Employee use of a Company vehicle for any business venture other than that pertaining to employee's job duties is not permitted. Acceptance of any form of compensation for carrying passengers or materials is not permitted.

The Internal Revenue Service (IRS) views the use of a Company Vehicle for personal use as a taxable fringe benefit, such that Driver must be charged for such use and must have the cost included as income, which is subject to applicable tax withholding. Likewise, Drivers receiving a fuel benefit are required to track personal mileage and are taxed for the fuel benefit applicable to such personal mileage. To comply with these guidelines, Drivers who are provided a Company Vehicle, fuel card, and drive non-decaled non-pooled vehicles are required to report their personal mileage through the Fleet Management Company's authorized method. Canadian drivers are charged a personal use fee.

Any Driver who fails to report personal mileage on a monthly basis will be taxed the full rate for 100% personal use. Payroll adjustments will only be made at the end of the reporting year.

See the North American Driver Personal Use Policy for full policy details and requirements:

<https://inside.ecolab.com/policy-center/resources/north-america/north-america-all/na---fleet>

Pool Vehicles

Ecolab may maintain a pool of vehicles for business use as required. A pool vehicle is typically used for transporting equipment, personnel and some (non-hazardous/non-volatile) chemicals.

Ecolab's pool vehicles are not to be utilized for personal use and should remain at an Ecolab facility or customer site as required. Pool vehicles should not be driven to or parked at Driver's residence.

Pool vehicle requests are approved by head of site (i.e. Plant Manager). In cases where there are multiple businesses/functions at a location, the head of business and/or function or their designee should approve.

If Driver does not occupy a position referenced above and needs a Company Vehicle to accomplish certain business matters. Driver may be allowed temporary use of a pool vehicle. If one is not available, Driver may use their personal vehicle and seek reimbursement for business purposes.

Pool vehicle eligibility is limited to Ecolab employees only. Secondary drivers are not allowed to operate the pool vehicle at any time. Pool vehicle use is subject to a valid driver's license and successful MVR check. Drivers are expected to follow all driver safety policies and procedures as outlined in the **North American Driver Safety Handbook**, **North American Driver Safety Policy**, and the **Global Policy on Safe Driving & Mobile Communication Devices**. All can be found here:

<http://inside.ecolab.com/departments/safety-health-and-environment/policies>

The pool vehicle must always be operated in a lawful and safe manner. Traffic violations and chargeable accidents will affect pool privileges. All parking tickets and traffic violations are the responsibility of the employee. If the driver chooses to contest a violation, it is their responsibility to handle the matter expeditiously to avoid the risk of having the vehicle impounded, registration delays, or license suspension of the vehicle.

All pool vehicle drivers must ensure a valid and up-to-date Motor Vehicle Record Check (MVR) is on file at all times.

Demonstrator Vehicles

Driver's use and possession of a demonstrator vehicle is at the sole discretion of Ecolab Procurement and Fleet.

The demonstrator ("DEMO") will be selected by the Fleet Department as-needed and will be available for business use only on a first come first served basis. For avoidance of doubt, personal use of a demonstrator vehicle is strictly prohibited and may be subject to disciplinary action, up to and including termination of employment.

Demonstrator eligibility is limited to Ecolab employees only. Secondary drivers are not allowed to operate the demonstrator vehicle at any time. Demonstrator use is subject to a valid driver's license and successful MVR check. Drivers are expected to follow all driver safety policies and procedures as outlined in the **North American Driver Safety Handbook**, **North American Driver Safety Policy**, and the **Global Policy on Safe Driving & Mobile Communication Devices**. All can be found here:

<http://inside.ecolab.com/departments/safety-health-and-environment/policies>

The demo must be operated in a lawful and safe manner at all times. Traffic violations and chargeable accidents will affect demo privileges. All parking tickets and traffic violations are the responsibility of the employee. Follow the process mapped out in the **Ecolab North America Driver Safety Handbook**. If the driver chooses to contest a violation, it is their responsibility to handle the matter expeditiously to avoid the risk of having the vehicle impounded, registration delays, or license suspension of the vehicle.

All accidents must be reported immediately to the Fleet Department.

The employee will be responsible for returning the demonstrator with a full tank of gas, and in a clean, demonstrative condition. Failure to return the vehicle in a clean condition and fully gassed could result in the loss of demonstrator privileges.

The employee will be responsible for repairs and adjustments beyond normal wear and tear.

The employee is responsible for adhering to all other policies outline in the **North American Fleet Policy** while operating the demonstrator vehicle.

This agreement shall apply to any vehicle which happens to be assigned for demonstration purposes.

Vehicle Decals

Decals are required on all service vehicles. If decals are missing they must be replaced immediately. Vehicle identification numbers cannot be altered or removed at any time. Contact the Fleet Management Company at 1 (800) 554-1290 for replacement decals.

Only approved decals, that are required for Company business, are allowed on Company vehicles. Decals, bumper stickers, team flags that express a personal belief, support of an organization, etc., and are not related to the operation of a Company vehicle are not allowed.

Fuel Purchases, Fuel Card Management

Ecolab may issue a fleet fuel card for driver convenience. If issued, the fleet fuel card, is to be used to purchase fuel for only the Company vehicle. Canadian employees may use the fuel card for fuel and related vehicle maintenance expenses.

Institutional Fixed Travel Employees Only – For drivers without a fuel card, reimbursements are made through a fixed travel or expense account. Receipts are required for all purchases reimbursed through expense accounts.

All Fleet Management Company issued fuel cards will require a unique Personal Identification Number (PIN) or Driver ID for security purposes. In Canada, a driver ID or PIN is required to fuel at the following companies: Esso, Shell, Canadian Tire, Husky, or Petro Canada. All drivers are responsible to maintain the fuel card in a safe and secure location.

United States (US)

1. The fuel card is for fuel only – no exceptions
2. The fuel card is assigned to a specific vehicle and should not be used with any other vehicle
3. The driver's specific PIN is assigned for use with any fuel card
4. Do not write the PIN on the fuel card or share PIN with anyone
5. Do not have anything in the vehicle that references the PIN
6. Enter accurate odometer readings – never guess/estimate
7. While on vacation or non-Company business, fuel should be paid for by personal funds.
8. Report lost or stolen fuel cards ASAP. In the interim, use the corporate card or personal funds and submit a corporate card or out of pocket expense with a receipt
9. When using a rental vehicle, use the corporate card or personal funds and submit a corporate card or out of pocket expense with a receipt

Canada

The Fleet Management Company is responsible for issuing new or replacement fuel/maintenance cards.

1. The fuel/maintenance card is for fuel and maintenance only in Canada
2. The fuel/maintenance cards do not have a PIN assigned except when fueling at Esso, Shell Canadian Tire, Husky or Petro Canada.
3. Report lost or stolen fuel/maintenance card immediately to the Fleet Management Company and the Canada Fleet Department. The Fleet Management Company will send a replacement the next business day. In the interim, use your personal credit card and submit expense report with your manager's approval for reimbursement.
4. When using a rental vehicle, use your personal credit card or arrangements need to be made with your Manager and notify Fleet Manager how this has been addressed prior to renting the vehicle.

Drivers are held responsible for use of fuel card under the same policy as corporate cards issued to employees.

Unless specifically required in the vehicle owner's manual by the manufacturer, all gas-powered vehicles are to use 87-octane fuel.

No upgrading fuel to premium when the vehicle does not specifically require that grade. Vehicles identified with Flex Fuel engine may fuel E85 where stations are available. Vehicles with diesel fuel requirement are to fuel diesel or B20 diesel fuel only.

To maintain and minimize cost, self-service fuel stations must be used where available. Drivers are reminded to purchase the lowest cost fuel available.

Additives to engine oil, fuel, injector cleaners, etc., are not allowed to be used in Ecolab vehicles.

Drivers are fully responsible for damage to a Company provided vehicle where he/she fails to use the proper fuel in the vehicle. For example, fueling unleaded gasoline in a vehicle that requires diesel fuel will cause engine failure. Such engine failure cost will be charged back to the driver and the driver may be subject to the disciplinary process as with failure to maintain a Company vehicle.

Vehicle Preventative Maintenance, Repairs & Recalls

Ecolab has established vehicle maintenance parameters to ensure safe and professional vehicle appearance and operation, increase vehicle efficiency, and increase vehicle resale. If a driver does not follow the established parameters, and vehicle damage or reduced resale occurs, the driver may be subject to the disciplinary process, including reimbursement of the costs involved.

Refer to your **Driver Kit** for the most current recommended Vehicle Maintenance Schedule, vendors, and Maintenance and Repair Process. The Driver's Maintenance Guide should always remain in the vehicle. If a Driver's Maintenance Guide is not in the vehicle contact your Fleet Management Company.

Ecolab's Fleet Management Company is the primary facilitator of the decision-making process for all aspects of vehicle preventative maintenance and repair operations. This includes when or when not to repair, and when to move a vehicle to a different repair vendor.

All maintenance and repairs must be routed through Ecolab's Fleet Management Company. No fleet maintenance or repairs are allowed on the company provided credit card.

Drivers of company vehicles are expected to follow the recommended vehicle maintenance schedules and utilize the approved vendors at all times. Drivers are not allowed to perform any mechanical or body repairs to their vehicles. Contact the Fleet Management Company for advisement on which minor repairs can be done in the field and how to expense.

Vehicle components such as wheel covers, moldings, ornaments, etc. are occasionally "lost" or fall off a vehicle during normal operation. If the component lost does not affect the integrity of the vehicle, and the vehicle is scheduled to be replaced within the next 30 days, no repairs will be performed.

Car washes should be performed on an as needed basis, or per the divisional guidance, to maintain a professional appearance. Professional interior cleaning or detailing are not reimbursable.

- **US Drivers** - Drivers should not use the fuel card to pay for car washes. Car washes must be expensed in MyExpense.
- **Canadian Drivers** - all car washes are charged to the fuel card

Recalls will be processed according to Federal Regulations. Drivers will be made aware through appropriate channels. Recall repairs will be handled by the OEM dealership network.

Vehicle Assignment Changes

Associates are expected to remain in their current assigned vehicle unless one of the following scenarios occurs:

| Scenario | Policy |
|--|--|
| Employee promotion (Sales) | All sales/management employees that are promoted to a higher driver class level remain in their current vehicle until it is scheduled to be replaced according to Ecolab's replacement parameters. |
| Employee promotion (Service → Sales) | All service employees that are promoted to a sales/management position; The Ecolab HR contact must confirm the promotion and a <i>"Fleet Vehicle Requisition and Transfer"</i> form must be completed by the employee's supervisor and returned to the Fleet Department. The Fleet Management department will try to locate an available vehicle through existing stock or available pool. |
| Employee Transfers | Transferred employees will retain their current vehicle unless a vehicle is awaiting them in the new position or the new positions job requirements deem a different type of vehicle necessary. |
| Employee Job Changes (No Longer Eligible) | An employee losing the use of a Company vehicle due to a job change will have the opportunity to purchase the vehicle as outlined in Ecolab's normal vehicle disposal procedures unless the fleet vehicle is required to remain in the fleet due to business needs. HR is responsible for any compensation-related issues. |
| Employee Demotions | Demoted employees will be able to keep their current vehicle until it is scheduled for replacement. |
| Employee Terminations | A driver who is terminating must make arrangements with their supervisor to turn in the vehicle before leaving the Company. Drivers are expected to have the vehicle returned in clean, operating condition. Computer equipment, program materials and samples are to be removed from the vehicle. Drivers who have already terminated and have possession of a company owned, leased, or rented vehicle, are not allowed to drive the vehicle. The vehicle must be immediately turned in to Ecolab. Refusal to surrender the company vehicle upon request will be construed as a violation of policy, the vehicle will be reported as stolen, and all necessary legal steps will be pursued in order to retrieve Ecolab's property. |

Vehicle Relocation/Transportation

Transportation of company vehicles from one destination to another is only allowed through Ecolab's approved transportation vendors. The transportation cost of moving the company vehicle to a new cost center is borne by the cost center receiving the vehicle.

Occasionally, an employee is transferred a vehicle that may have an overall condition that may not meet Ecolab's standards. Upon notification the Fleet Department will make a determination as to whether or not to repair the vehicle or transfer the employee another vehicle. All repair costs are billed directly to the prior cost center or active employee the vehicle was assigned, per divisional guidance.

Employees are encouraged to take their company vehicles with them should they relocate due to business or territory changes as long as the distance is reasonable. In these instances a transportation vendor will not be engaged for move or transport.

Vehicle Returns, Disposal, & Purchasing Eligibility

Refer to your new vehicle order [Driver Kit](#) for the vehicle turn-in process. Vehicle replacement parameters are addressed in the Vehicle Replacement section of this policy.

A vehicle being disposed should be in a clean, safe and drivable condition with all company and personal belongings removed. The vehicle must be turned in with the same factory ordered equipment that was received with the vehicle, including floor mats, up-fitting, all keys, driver and warranty manuals.

If a vehicle is determined by the Fleet Department as not being reassigned or needed, any active or retiring employee is eligible to purchase it. Purchase can be completed at the same time the new vehicle delivers.

Terminated/Terminating employees are not eligible to purchase a company vehicle.

The purchase price of a vehicle will be based on Fleet Management Company's market price (very good condition) or book value owed to the Fleet Management Company, whichever is higher. All vehicles are sold on an "As Is, Where Is" basis, and the price is non-negotiable

To purchase a vehicle, contact Ecolab's Fleet Management Company.

The transaction, including payment, will be the sole responsibility of the buyer and the Fleet Management Company.

All vehicles being sold will have the title made out to the purchaser of the vehicle. "Open" titles are not permitted.

Vehicles not sold to employees will be sold through an auto auction, wholesaler, or broker.

Emergency Roadside Assistance

Drivers must contact the Fleet Management Company for all emergency roadside assistance needs.

Services provided by Roadside Assistance are:

- Towing
- Battery Boost
- Flat Tire Change
- Fuel Delivery
- Lockout Service
- Accident Towing
- Extrication Winch Services

Accidents/Accident Management

All accidents must be reported to the Fleet Management Company within 24 hours of the incident. Follow the reporting procedure and process identified in the [Ecolab North American Driver Safety Handbook](#). For additional information and a copy of the *Vehicle Accident Information* form, see your [Driver Kit](#).

Ecolab's Fleet Management Company facilitates the approval all accident repairs. Refer to the Accidents/Accidents Management section of this Policy for further questions surrounding Accident Repairs.

For Canada, the insurance supplier facilitates the approval of all accident repairs combined with Ecolab's Fleet Management Company.

Damages of a minor nature (small body dents and door dings, interior components, etc.) that have a value of less than \$300 will be considered normal wear and tear. Damage that exceeds \$300 may be charged to the driver unless the accident has been reported, an estimate completed, and a decision to repair the vehicle has been made by the Fleet Department prior to the vehicle being turned in.

Driver Safety

Drivers are expected to follow all driver safety policies and procedures as outlined in the [North American Driver Safety Handbook](#), [North American Driver Safety Policy](#), and the [Global Policy on Safe Driving & Mobile Communication Devices](#). All can be found here:

<https://inside.ecolab.com/policy-center/resources/global/global-safety-health-and-environment-policies>

Traffic and Parking Violations

A driver must report within 24 hours of citation; all moving violations and/or changes in the status of their driver's licenses.

All parking tickets and traffic violations are the responsibility of the employee. Follow the process mapped out in the [Ecolab North America Driver Safety Handbook](#).

If the driver chooses to contest a violation, it is the driver's responsibility to handle the matter expeditiously to avoid the risk of having the vehicle impounded, registration delays, or license suspension of the vehicle.

If Ecolab is required to pay the parking or traffic ticket to ensure regulatory compliance, Ecolab reserves the right to charge the expenses plus the Fleet Management Company fees, penalties and late charges back to the employee via payroll deduction or via personal check.

Loss of Company Vehicle/Driving Privileges

Ecolab reserves the right to administer the Ecolab Fleet Policy and/or terminate employment based on an employee's driving record or any relevant information including the underlying basis for a citation regardless of conviction. Disciplinary actions are the sole discretionary judgment of Ecolab. Failure by the employee to notify Ecolab of any offenses and information pursuant to the employee's responsibilities as described within the Fleet Policy may result in disciplinary action up to and including termination.

A driver may be placed in the disciplinary process, or lose the privilege of a Company vehicle, when a driver's motor vehicle record and violation events are at risk level 3 as outlined in the [Ecolab North American Driver Safety Handbook](#).

Loss of Company Vehicle - Ecolab may remove a vehicle from the employee, or discipline the employee accordingly, if at any time the employee's actions warrant such. The Ecolab SH&E, Fleet, HR, and Law Departments will review such situations as appropriate to determine resulting action. Such actions include, but are not limited to:

- a) Illegal operation of the vehicle
- b) Use of the vehicle for an unauthorized purpose
- c) Use of alcohol, marijuana or a controlled substance while operating a Company or personal vehicle
- d) Vehicle abuse or negligence, etc.

An employee may lose the privilege of driving a Company vehicle. The following list is provided by way of example, and is not intended to be all inclusive or exhaustive:

- a) An employee, who has an unacceptable MVR and risk level as defined by the Ecolab North American Driver Safety Handbook within a 24-month period. (36-month period for Nalco Champion drivers)
- b) An employee does not accurately report mileage readings for PMR, fuel reporting, etc.
- c) A Company vehicle is driven by a non-qualified driver
- d) A qualified driver operates a Company vehicle while intoxicated or under the influence of drugs.
- e) A qualified driver operates a Company vehicle during any period in which their driver's license has been suspended or revoked
- f) Gross negligence on the part of the qualified driver results in an accident.
- g) Repeated failure to pay traffic and parking tickets immediately upon receipt.
- h) Drag racing in a Company vehicle
- i) Hit and run or leaving scene of accident
- j) Attempting to elude police
- k) Failure to remove the keys from the Company Vehicle and, as a result, the Company Vehicle is subsequently stolen and/or damaged

The Ecolab Vehicle Incident Review Committee will recommend disciplinary actions on violations not covered in the [Ecolab North American Driver Safety Handbook](#).

Negligence & Abuse - A driver who has been found to have negligently operated, maintained or abused a Company vehicle or fleet related equipment, will be subject to the disciplinary process, which may include the obligation to reimburse the Company for damages caused by the actions of the driver to the Company vehicle or equipment. In addition, the driver's privilege to drive a Company vehicle may be restricted.

Personal Car Program - On an exception basis, drivers not eligible for a Company vehicle may be reimbursed through the personal car program. The HR department of each division administers the program. An employee on a personal car program is required to maintain liability insurance coverage for bodily injury and property damage with per occurrence limits of at least \$1,000,000 combined single limit.

Miscellaneous

Traveling out of the US or Canada – Travel between the United States and Canada is approved for business and personal use. United States/Canadian licensed vehicles are not to travel to Mexico without approval of the driver's supervisor, Risk Management Department and the filing of proper documents/insurance. Approval will only be granted for business purposes, no personal travel. For Mexico, temporary automobile insurance must be purchased to ensure adequate coverage.

Rental vehicles – Vehicles for new hires and additional vehicle needs should follow Ecolab's T&E policy. Rentals are only permitted through Ecolab's authorized vendor. Costs are charged back directly to the driver's cost center. Rentals in the event of a fleet vehicle being repaired or is unavailable must be coordinated through Ecolab's Fleet Management Company. Canada all rentals require direct manager approval prior and booked in accordance with Ecolab's T&E policy.

Totaled Vehicles - A vehicle that is totaled in an accident will be replaced with an available comparable vehicle, or a vehicle ordered from the approved selector list. If a replacement vehicle cannot be immediately provided, a vehicle may be rented, or mileage reimbursement of a personal vehicle may be used until a new vehicle can be ordered and delivered.

Towing - towing of personal goods (boats, campers, etc.) is only allowed with Company provided SUV's, pickup trucks or minivans that can be used for personal use and which are equipped with a properly-installed towing package. Company provided sedans and service vehicles are not allowed to tow personal goods. Towing can only be done by the employee or the qualified spouse or domestic partner of the employee. The employee is responsible for any cost incurred in outfitting the vehicle to tow. Towing components must be made or approved by the vehicle manufacturer and be installed on the vehicle at the factory when the vehicle is manufactured or by an authorized dealer for the vehicle manufacturer so as not to void any vehicle warranties. The total weight of the personal goods being towed must not exceed the tow limits specified by the vehicle manufacturer. The employee is responsible for maintaining adequate insurance on the personal items being towed. Minimum insurance limits are the replacement cost of the personal goods being towed and liability insurance coverage for bodily and property damage with a per occurrence limits of at least \$1,000,000 combined single limit. Ecolab's insurance only covers the Company provided vehicle and it does not include coverage for any damage to the personal goods being towed or for accidents caused by the personal goods being towed. Employees are responsible for all damages to the Company provided vehicle or to third party vehicles or property attributable to the personal items being towed. Fifth wheel hitches and towing are not allowed under any circumstance.

Smoking/Tobacco Usage - Smoking and tobacco use is prohibited in all Company provided vehicles. This includes the use of e-cigarettes, smokeless tobacco, marijuana or illegal drugs. Possession of illegal drugs in a Company vehicle is also prohibited.

Firearms – Ecolab prohibits weapons, including firearms, at all times on Company property and while doing Company business, consistent with applicable law.

Weapons, including firearms, are prohibited in Ecolab decaded vehicles whether leased or owned.

If allowed under applicable law, this policy does not prohibit an employee, in a private vehicle or Company vehicle that, per policy, is allowed for personal use, who is legally entitled to possess a firearm, from transporting non-restricted hunting firearms and ammunition for hunting trips, provided the employee complies with all aspects of applicable law and Company policy.

Reference the **HR Workplace Violence Prevention** policy in the **US HR Policy Index** for full details regarding Ecolab's expectations for a weapons and violence-free workplace.

Seat Belts – All occupants of Ecolab owned, lease, reimbursed and rented vehicles must wear seat belts at all times during vehicle operation.

Air Bags – Air bags (supplemental restraint systems) are to be activated and usable at all times. Deactivation is not allowed under any circumstance, except in the situation where a small child is occupying the space. Small children are never to be in a position where an air bag can deploy immediately in front of them.

Transporting Animals – Animals are not permitted in the Company vehicle unless said animal(s) are contained in a lock-able travel container.

Transportation of Household Goods - The transportation of large household goods in Company vehicles is not allowed. Ecolab's insurance does not cover the damage or loss of any household goods.

Off Road Usage - "Off-road" use of a Company vehicle for non-business purposes is not allowed. Damages that are a direct result from non-business off-road use will be charged back to the driver.

Fixed Travel (FT) Program - is a program utilized by the Institutional Division in the US for some territory manager level employees to assist with business expenses by providing these employees an advance. Contact the Area FSC Supervisor for program specifics.

Driver Eligibility – Special Circumstances

- **Surviving Spouses/Domestic Partners** are allowed to have personal use of passenger sales vehicles, but not driver assigned service vehicles, for up to 45 days or longer if approved by divisional senior management and HR prior to the end of the 45-day period. Personal usage and reporting rules apply. The use includes preventive maintenance and insurance coverage, but does not include fuel. Surviving Spouses/Domestic Partners may purchase the Company vehicle through the Fleet Management Company.
- **Employees on Disability Leave** - In the event of disability leave, the driver will generally be allowed to continue to drive a Company passenger sales vehicle subject to review of the driver's medical condition and/or the Company's need for the vehicle. The Company may require the production of reasonable medical documentation evidencing the driver's current and continuing ability to safely operate a motor vehicle. The employee's personal use of a passenger vehicle will depend on the estimated length of the disability. Personal usage and reporting rules apply. The use includes preventive maintenance and insurance coverage, but does not include fuel.
- **Employees on Leave of Absence** - The Company will review the use of vehicles while on leave of absence other than for disability (e.g. special leave, FMLA leave related to a family member, etc.) on the same basis as for disability

Responsibilities

Employee

The employee is responsible for following all policies herein pertaining to the operation of the vehicle.

Ecolab Fleet Department

The Fleet Department is responsible for the day-to-day administration of the fleet policies, including, but not limited to:

- Assignment of Company vehicles
- Compliance of the Fleet Policy
- Determination of vehicle class
- Establishing the vehicle replacement parameters

Risk Management

The Risk Management Department maintains the Company's insurance, issues auto insurance ID cards, and manages liability claim process.

Human Resources

The divisional Human Resource contact makes recommendations to the appropriate management personnel on employment related disciplinary actions, provides policy oversight and enforcement, and coordinates pre-hire MVR process.

Global Safety Health and Environment (SH&E)

The SH&E group leads the Driver Safety Management Program, provides safe driver training and keeps safety statistics and records of loss events.

Vehicle Incident Review Committee

The Vehicle Incident Review Committee is composed of representatives from divisional Human Resources, divisional SH&E, Corporate Risk Management and Law. This committee investigates and determines actions to be taken for drivers who are involved in a critical event, who have an additional event after entering the high risk category (Risk Level 3) or who have entered Risk Level 3 on more than one occasion.

| Policy Change Summary | Page/Section | Summary | Date |
|--------------------------------|--------------|--|------------------|
| Driver Eligibility | Page 4 | Updated and clarified driver eligibility criteria to align with job profiles | 1 September 2019 |
| Vehicle Replacement Parameters | Page 6 | Replaced prior mileage and time in service-based parameters | 1 September 2019 |
| Radio Subscription Services | Page 7 | Added new section on radio subscription services and policy | 1 September 2019 |
| Pool Vehicles | Page 8 | Added new section on Pool Vehicle Usage | 1 September 2019 |
| Demonstrator Vehicles | Page 8 | Added new section on Demonstrator Vehicle Usage | 1 September 2019 |