



# Fuel Card Policy

This policy applies to all companies within the Relyon Group.

Eligible employees will be provided with a fuel card that the Relyon has in place with Fast Fuel or Shell.

The fuel card allows eligible employees to refill their authorised private and/or company vehicle(s) without having to seek reimbursement of the fuel cost through the expenses system.

## Eligibility

Employees will be notified by their manager if they are entitled to participate in the fuel card scheme.

For employees who are provided with a Company vehicle, the fuel card linked to their vehicle must be used when refilling the vehicle. The Company will not reimburse the employee for any fuel bought elsewhere for a Company vehicle.

## Fuel card types

Two types of fuel cards are offered by the Company:

**Individual employee cards** – these cards are issued specifically for an individual employee to use, with the employee name and the Company name. The employee can fill their own vehicle or a hire vehicle for business purposes only. Employees will need to carry identification when using the fuel card.

**Vehicle cards** – these cards are issued for use on a vehicle, with the vehicle registration number and the Company name. Only the vehicle specified on the fuel card can be filled with fuel, when used for business purposes. The fuel card should be kept with the keys to the vehicle and it is the employee's responsibility to ensure these are kept together at all times.

Fuel cards can only be used to purchase fuel unless in an emergency, then, oil, screen wash etc can be purchased however you must inform your line manager at the earliest possible opportunity of the need to purchase these items.

The fuel card can only be used at filling stations where either of the cards are accepted.

Each card has an expiry date. Expired cards will need to be destroyed or returned to your Line Manager. Cards will be replaced with new cards prior to their expiry date.

## Fuel card decline

Very occasionally, fuels cards declined through no error on the part of the employee. Where this happens, the employee should purchase the fuel themselves, obtaining a VAT receipt and present to their line manager at the end of shift for reimbursement.

## **Quarterly logs and reviews of usage**

A monthly log of mileage must be kept by all employees recording all business miles incurred while travelling on Company business.

The log should be submitted to your Line Manager each month and should be maintained by employees who have individual or vehicle specific cards.

To ensure there is no misuse of the fuel card scheme, the Company will review the logs against tracking information periodically.

## **Fuel card misuse**

If there is any suspected misuse of the fuel card, identified either from the monthly logs or otherwise, the Company may need to refer the matter to the police for a possible prosecution and/or recovery of any debt due to the Company.

There may also be an internal investigation which could result in disciplinary action which may result in the termination of employment.

The purchase of premium fuel is strictly prohibited unless in the care of dire emergency when no other fuels are available and there is not sufficient fuel in the tank to find an alternative. Under these circumstances the employee should only purchase enough fuel to find an alternative filling station with regular fuel available and advise their Line Manager at the earliest opportunity.

Where an employee has used the fuel card for personal use, the company reserves the right to deduct the cost of such fuel from the employees salary.

## **Lost/stolen fuel cards**

If your individual-issued or vehicle-specific fuel card is lost or has been stolen, you must inform your Line Manager as soon as possible. Please give details of the type of card you have lost/had stolen, as well as your name and vehicle registration number. The provider of the fuel card scheme will be notified so that the card can be cancelled.

The lost/stolen card will be cancelled, and a replacement fuel card will be issued.

## **Termination of employment**

For employees who are leaving the Company, you must inform your manager. The fuel card will be cancelled, so that it can no longer be used.

If your fuel card is no longer required, you must inform your manager so that the card can be cancelled. If you still possess the card, the card should be destroyed.

