




Policy - Company Vehicle (Drilling - Canada)

1. Document Control

Name:		Title:	Title: Company Vehicle Policy (Drilling - Canada)						
Dept Owner:		HR		Sensitivity:		Internal			
Apply to:		Region: 		Division: All		Function: All			
Rev No	Change Date	Change Description		Revision History		Originator	Approved By:	Approval Date	MOC No
1	29-09-16	Update Format and Information				C. Dizon	D.Pippard	29-Nov-16	DMOC-0224
2	02-11-25	Update Policy				M. Cabana	A. Mills		n/a

2. Purpose

This policy applies to all personnel of Savanna Drilling Corp. ("Savanna"). The purpose of this policy is to provide employees with guidelines and expectations regarding eligibility and use of company-provided vehicles at Savanna.

3. Scope

Savanna is committed to the safe and responsible operation of motor vehicles at all times. Driving on public roads for company business, whether in a personal, company-owned, leased or rented vehicle, is a privilege, not a right. When operating a company vehicle, employees are expected to respect all laws, comply with company policies and drive in a safe, respectful and professional manner that upholds Savanna's reputation.

Any violation of laws or a company policy may result in disciplinary action, up to and including termination of employment.

4. Definitions & References

Company vehicles are defined as any assigned or unassigned vehicle owned, leased/rented, and/or paid for by Savanna that are available to employees for business use. Company vehicles may at times be used for the purpose of picking up and/or delivering other employees, goods and equipment for business purposes.

5. Policy Statements

5.1 Eligibility

Employees who are required to travel or transport as part of their position at Savanna may be eligible for a company vehicle. Eligibility is subject to approval by the employees immediate Supervisor, Operations Manager and/or General Manager.



Policy - Company Vehicle (Drilling - Canada)

5.2 Vehicles Available for Business Use

5.2.1 Crew Trucks

Crew Trucks are available to rigs for the purpose of transporting crews to and from crew accommodations and the rig worksite. Operators of the crew truck are assigned by the Rig Manager.

5.2.2 Company Floater Vehicles

Company floater vehicles are available to employees for irregular or infrequent business use. Employees are required to return the vehicle with a full tank of gas and ensure it is cleaned inside and out (subject to weather conditions).

Company floater vehicles are NOT to be used for personal activities, such as moving or transporting goods, personal errands or any other unauthorized activities.

5.2.3 Shop Vehicles

Shop vehicles are to be used exclusively by approved personnel at their assigned location for business-related purposes. These vehicles must remain at the designated Savanna location at all times unless prior approval is obtained from the Operations Manager.

Shop vehicles are NOT to be used for personal activities, such as moving or transporting goods, personal errands or any other unauthorized activities.

5.2.4 Rental Vehicles

When travelling for business, employees may rent vehicles for business related purposes. While operating a rented vehicle, employees are required to adhere to this policy and the rental agreement.

Any charges incurred by the rental company for unauthorized use, including cleaning fees, will be charged to the employee.

5.3 Driver Responsibilities

Drivers of company vehicles must comply with all Savanna policies, the Transportation Act, and all regulations governing the safe operation of a motor vehicle. The following responsibilities apply to all employees operating a company vehicle:

- Employee must hold a current, valid driving license
- Employee will operate the vehicle in a safe and conscientious manner that meets all legal and regulatory requirements and complies with all corporate and Savanna HSE policies.
- Drivers are strictly prohibited from using mobile devices (other than when using appropriate hands-free equipment).
- Employees will immediately notify their supervisor of any changes in circumstances, including driver license statuses (e.g., suspensions, terminations, expirations, conditions).
- Employee will be responsible for all fines and parking tickets related to the vehicle
- Employee will immediately report to management any motor vehicle accident or damage to the company vehicle and will cooperate in the reporting and investigation process, as per Section 4 -



Policy - Company Vehicle (Drilling - Canada)

'Incident Management' of the Savanna Drilling Health and Safety Manual.

- Employee will report any defects immediately and ensure repairs are completed before driving.
- Employee will recognize and mitigate the dangers of fatigue as outlined in fatigue management training.
- Employee is prohibited from operating a motor vehicle while under the influence of alcohol, drugs, or when impaired by illness, fatigue, injury, or prescription medication.
- Only transport authorized passengers.
- Employee will ensure the security of the company vehicle at all times.
- Employee will retain accurate reporting of mileage logbooks (see Appendix 1)
- Company vehicles shall be operated only by or under the direct supervision of an employee of Savanna.

5.4 Motor Vehicle Abstracts

Employees who are eligible for use of a company vehicle must submit the following to Savanna Drilling Human Resources:

- A valid driver's license
- A drivers abstract consent form (5-year record check)
- A signed Company Vehicle Policy Acknowledgement & Agreement

For new hires/rehires, a drivers abstract will be obtained upon hire. All Savanna employees eligible to use a company vehicle will have their drivers abstract reviewed annually.

A new drivers abstract consent form will be issued every three (3) years along with the policy for acknowledgement.

5.5 Safe Driving Compliance & Conviction Review

Employees who are eligible to operate a company vehicle for business purposes must strictly adhere to Safe Driving requirements outlined in the Savanna Health and Safety Manual and comply with all applicable laws and regulations under the Transportation Act.

Management reserves the right to evaluate employee driver performance by pulling an abstract at any time. Management reserves the right to revoke company vehicle privileges at any time.

5.5.1 Abstract and Conviction Review

Based on review of the employee driver abstract, employees with seven (7) or more demerits will be reported to their supervisor and will be offered the opportunity to attend a defensive driving course at the employees expense. To remain eligible for a company vehicle, written approval from the Operations Manager or General Manager is required.

Additionally, the following convictions will be reviewed by management to determine eligibility to operate a company vehicle (refer to Appendix 2):

- Criminal Conviction(s) - One or more within a 60-month period
- Major Conviction(s) - One or more in a 36-month period
- Serious Convictions - two or more in a 36-month period
- Minor Convictions - Three or more in a 24-month period
- Combination of Convictions - One Serious Conviction and two Minor Convictions within a 36-month period



Policy - Company Vehicle (Drilling - Canada)

Savanna has a zero-tolerance policy for employees convicted of a criminal offence while operating a company vehicle. If the employee is found to be criminally responsible, the employee will be subject to disciplinary action up to and including termination of employment.

5.5.2 Company Vehicle Monitoring Device

To enhance safety, all company vehicles will be equipped with driving monitoring devices. Data collected from monitoring devices may be used for safety assessments, policy enforcement, and performance evaluations. These devices are used to:

- Track speed, braking, acceleration, seat belt use and other driving behaviors.
- Monitor compliance with company driving policies and regulations.
- Identify unsafe driving habits for coaching and corrective action.

The installation and activation of these monitoring devices are at the sole discretion of Savanna Drilling and may occur at any time based on individual or company-wide driving behavior trends. Any tampering, disabling, or interference with the monitoring devices is strictly prohibited and may result in disciplinary action, up to and including termination.

5.6 Vehicle Maintenance

Employees or rig assigned company vehicles are responsible for the regular maintenance of the vehicle. Whenever possible, the fuel and maintenance card should be used for routine services which as oil changes and maintenance check-ups.

For any major maintenance required on a company vehicle, please contact the Savanna Supply Chain team or Operations Manager for assistance.

If a personal credit card is used for vehicle maintenance, please include the following in your expense report:

- a copy of receipt(s)
- An invoice from the service provider
- A description of the expense
- The vehicle reference number

The company vehicles should be well-maintained in accordance with manufacturer recommendations and kept clean (inside and out). The responsibility for the maintenance and inspection of the vehicle rests with the assigned driver or rig manager.

5.7 Use of Fuel Cards and Maintenance Cards

Each company vehicle is assigned a company fuel and maintenance card. These cards are to be exclusively used for business purposes and to maintain the company vehicle. This includes refueling the assigned vehicle and performing regular maintenance check-ups and oil changes.

Use of fuel cards for personal vehicles or for purchasing personal items is a violation of this policy and corporate Code of Business Conduct. Such violations may result in disciplinary action, up to and including termination or employment.



Policy - Company Vehicle (Drilling - Canada)

5.8 Personal Driving of a Company Provided Vehicle

Employees may use company assigned vehicles for limited personal driving. The following outlines personal driving that is permitted:

- Travel between home and work.
- Limited personal driving, not exceeding 10% of total vehicle use, unless written permission is obtained from the employee's immediate Supervisor.
- Towing personal trailers is prohibited unless prior written approval is obtained from the Operations Manager or General Manager.
- Long-distance holiday trips (500 km or more) are not permitted without prior written approval from the Operations Manager or General Manager.
- Passengers are allowed in company vehicles only if they comply with all applicable rules governing the safe operation of company vehicles.

5.9 Taxable Benefit

In compliance with the Canadian Income Tax Act employees assigned a company vehicle are subject to a taxable benefit for personal use. To ensure compliance, employee must maintain a log of both business and personal kilometers driven.

Failure to accurately report or disclose usage to tax authorities may result in tax penalties or fines to the employee. Employees are solely responsible for reporting and paying any taxes related to personal use of a company vehicle. Savanna is not responsible for filing taxes on behalf of employees or covering any associated costs, fines or fees.

For assistance to set up withholdings for tax liabilities, please contact Payroll.

5.10 Consequences for Non-Compliance

Failure to comply with the responsibilities and conditions of this policy, transportation laws and regulations and/or corporate and Savanna HSE policies, may result in disciplinary action, up to and including termination of employment.



Policy - Company Vehicle (Drilling - Canada)

6. Acknowledgement and Agreement:

I, _____, understand that it is my responsibility to (1) read the above policy; (2) seek answers to any part of the policy I do not understand and (3) comply with this policy. I understand that a failure to comply with this policy could result in disciplinary action up to and including termination of employment. By signing this acknowledgment, I confirm that I have read and understand the contents, requirements, and expectations of the policy and agree to comply with same as a condition of my continuing employment.

Name: _____

Signature: _____

Date: _____



Policy - Company Vehicle (Drilling - Canada)

APPENDIX 1

Sample Log Book

Vehicle Reference Number: _____

DATE	KILOMETERS			LOCATION	
	Start (km)	Finish (km)	Subtotal (km)	From	To

Total Kilometers Driven	
-------------------------------	--

Employee's Name _____

Employee's Signature _____

Date _____



APPENDIX 2

Examples of Convictions

Criminal Convictions include, but are not limited to, the following:

- Driving While Intoxicated (DWI), Driving Under the Influence (DUI), OUI (Operating Under the Influence)
- Refusing a substance test
- Criminal negligence
- Reckless Driving
- Manslaughter
- Hit and Run
- Dangerous operation of a vehicle
- Flight from a Peace Officer
- Driving with a suspended license

Major Convictions include, but are not limited to, the following:

- Careless driving
- Failing to remain at the scene of an accident
- Failing to stop for a school bus
- Racing
- Speed exceeding the limit by more than 50km/h (30 mph)
- Failing to stop at a railway crossing for a school bus or vehicle carrying explosives, gas or flammable liquids
- Failing to stop for a Peace Officer

Serious Convictions include, but are not limited to, the following:

- Failing to yield to a pedestrian in a crosswalk
- Following too close
- Speed exceeding the limit by more than 15 km/h (10 mph) but less than 50 km/h (30 mph)
- Speeding at an unreasonable rate
- Driving left of center
- Driving the wrong way on a one way
- Failing to report an accident
- Failing to stop at a stop sign
- Failing to stop at a red light
- Impeding a passing vehicle
- Improper passing
- Stunting

Minor Convictions include, but are not limited to, the following:

- Failing to obey instruction of traffic control device
- Improper backing
- Improper turns
- Improper u-turns
- Traffic lane violation
- Speed exceeding the limit up to 15 km/h (10 mph)