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# Company Property Policy

As an employee of Capital Express Lines Inc. you are obliged to adhere to the following conditions regarding your use of company property:

- To take good care when using company property and to ensure that it is properly and responsibly maintained and serviced as directed.
- Not to allow the property/equipment to be used by anyone not accredited by the Company's training standards.
- Not to fit any accessories to the property/equipment without prior written approval from the company.
- To go about doing your work in a competent manner when using the property/equipment of the company.
- If involved in the production of the company's goods and services, to apply yourself with due diligence in relation to the property or output produced.
- To obtain permission for use of company property/equipment for non-work purposes.
- Not to use the company's property/equipment if intoxicated through alcohol consumption or drug taking.

## Theft of Company Property

Any employee of Capital Express Lines Inc. who is found guilty of the theft of company property or equipment will be subjected to summary dismissal and prosecution.

## Damage of Company Property

Any employee involved in an accident as a result of alcohol consumption or unlawful drug taking, negligence, or recklessness will be required to pay for all associated costs.

Acknowledgment by the employee:

I have received a copy of the above policy which I have read and understood. I, \_\_\_\_\_, hereby agree to the above and understand that any infraction against the above may result in termination of my employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date