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## Policy for Company Cars at Partega AB

### 1. Purpose

This policy establishes guidelines and responsibilities for the use of company cars within Partega AB. The aim is to provide clear instructions for the economic, environmental, and legal management of the company's vehicle fleet.

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### 2. Responsibilities

- Employees provided with a company car must familiarize themselves with this policy and adhere to its content.
  - Each user is responsible for operating the vehicle in compliance with laws and regulations and for maintaining the vehicle to minimize costs for the employer.
  - Company cars are the property of the leasing company, and users must ensure their proper care and use in line with this policy.
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### 3. Approvals

- All company car offers must be approved by the CEO before agreements are finalized.
  - The car agreement must also receive written approval from the CEO prior to ordering a vehicle.
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### 4. Eligibility for a Company Car

- Company cars may be offered to members of the management team or, in exceptional cases, to other senior employees.
  - Eligibility for a company car is linked to the position and requires the employee to hold a valid driver's license.
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## 5. Vehicle Selection

- The maximum allowable monthly cost for a company car is SEK 10,000. This amount includes leasing costs, service agreements (administration, tires, and maintenance), vehicle tax, and fuel consumption for business miles as per company car benefit calculations.
- If a company car is already available within Partega AB, employees must use the available vehicle upon request before procuring a new one.

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## 6. Fuel and Business Mileage Compensation

- Fuel costs are deducted from the employee's salary.
- Costs for business travel are reimbursed through travel expense reports in accordance with current company procedures.

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## 7. Benefit Value

- The taxable benefit value of company cars is calculated according to applicable Swedish Tax Agency regulations and is deducted from the employee's salary.

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## 8. Other Costs, Negligence, and Legal Compliance

- Partega AB expects employees to park vehicles in accordance with traffic regulations and adhere to speed limits.
- Parking fines and/or speeding tickets are the responsibility of the employee.
- Any costs arising from breaches of laws, regulations, or negligence will also be borne by the employee.

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## 9. Driver's License

- A valid driver's license is a prerequisite for receiving a company car.

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- If an employee's driver's license is revoked, they must immediately inform the employer.

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## 10. Other Drivers

- Company cars are intended for use by the employee and their family members registered at the same address.
- If anyone outside the family uses the car, the authorized employee is responsible for any applicable insurance deductibles.

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## 11. Environment

Partega AB is committed to reducing the environmental impact of its operations, with a strong focus on the emissions generated by company cars, which represent one of our largest contributions to greenhouse gases.

To address this, we:

- Conduct weekly resource planning meetings to optimize vehicle usage and minimize unnecessary travel, thereby reducing carbon emissions.
- Encourage the use of environmentally friendly driving practices and fuel-efficient driving techniques among all employees.
- Aim to ensure that 50% of our vehicle fleet consists of electric vehicles (EVs) by the end of 2027.

These measures are part of Partega AB's broader efforts to transition to a more sustainable vehicle fleet and align with our company's environmental objectives.

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## 12. Illness, Parental Leave, or Leave of Absence

- In cases of extended illness, parental leave, or leave of absence (exceeding 90 consecutive calendar days), the employer reserves the right to revoke access to the company car.

### 13. Revisions and Updates

Revision Nr	Date	Description of changes	Approved by
1.0	2024-12-10	Initial document was created	C. Blomquist

### 14. Current status of the fleet Partega Kommersiella

Type of cars	Date	Plug in or full EV	Total	
Vans	2024-12-10	0	11	
Regular	2024-12-10	12	13	
<b>Total</b>		<b>12</b>	<b>24</b>	<b>50%</b>