**TO:** Crew

**FROM:** V.P. Human Resources

**DATE:** March 12, 2020

**RE:** GPS/Use of company vehicle policy

In an effort to keep up with current technologies, NOR-CAL has instituted a new fleet management system. GPS and dash cameras have been installed in each of our company-owned vehicles. This technology will allow us to maintain a competitive edge in today’s faster business environment, resulting in increased efficiency, arrival time, maintaining accurate timekeeping records and safety.

Vehicles are monitored for geographic location, speed, hours of operation and other relevant data relevant to the vehicle’s utilization. The company respects the individual privacy rights of its employees; however, employee privacy does not extend to the employee’s work-related conduct or to the use of company-provided equipment or vehicles.

**For the purpose of this policy, an infraction is defined as unauthorized use of company vehicle while on-duty, or timekeeping records that do not coincide with GPS data and manpower.**

First incident – written warning

Second incident – 3 days unpaid suspension

Third incident – 5 days unpaid suspension

Forth incident – further disciplinary action, up to and including termination of employment

Your signature acknowledges receipt of this policy, and agreement to abide by its terms.

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V.P. Human Resources Date Employee’s Signature Date