MACINNES BROS LTD

BUILDING, CIVIL ENGINEERING & BUILDERS MERCHANT

VEHICLE TRACKING POLICY

January 2026

VEHICLE TRACKING POLICY

MacInnes Bros Limited (MIB) have implemented GPS tracking for company-owned vehicles to comply with our commercial insurance providers expectation of MIB retaining oversight of high value assets at all times. This policy will also provide improvements to MIB workforce management, MIB fleet management, MIB job costing efforts and to protect the safety of MIB employees.

What is it and how does it work?

Radius Velocity devices have been fitted into each vehicle and will monitor all journeys the vehicle makes. The information is sent directly to an app which can be accessed by Ewen MacInnes (MIB Managing Director), David MacInnes (MIB Project Manager), Iain MacInnes (MIB Project Manager) and Kevin Holmes (MIB Transport Manager). Through tracking, MIB can monitor location data, fuel consumption and employee behaviour such as driving habits and adherence to company policies.

Vehicles are only to be driven by:

- Drivers who hold an appropriate and current driver license. A copy of the driver's license must be provided prior to driving, and MIB should be notified immediately if their license is cancelled or suspended.

- MIB Employees who have permission to use company vehicles. If an MIB employee requires use of a vehicle outside working hours, they must seek permission from either Ewen MacInnes or David MacInnes. MIB Commercial Vehicle Insurance would be non-valid if permission has not been sought beforehand.

MIB will ensure that all tracking is done in a fair, legal manner. MIB will only collect data for business purposes. We will not collect any data that is not related to your work activities.

Signed: Managing Director Date: 09.01.2026