

## ON-SITE VEHICLE USE AND CONTRABAND

Dear Team Member,

In order to provide a healthy and safe work environment for employees and our clients, the ON-SITE VEHICLE USE AND CONTRABAND policy is effective immediately. Additionally, a new vehicle registration process will be implemented and will be required for all vehicles that will be used on any work site that requires a vehicle.

Please review this policy document confirming your acknowledgement and agreement to this new policy below:

### **ON-SITE VEHICLE USE AND CONTRABAND**

#### ***Vehicles to be used on-site***

***Employees and/or Contractors of CORE may only use vehicles that have been registered and approved by the On-site Division Manager. The employee is required to complete the POV process and submit any and all required documentation to have their vehicle registered and approved for on-site work. Employees are not allowed to present a vehicle for inspection for any on-site work unless the vehicle has been inspected and approved.***

#### ***Vehicle contraband***

***At the time the employee is presenting any approved vehicle at any on-site location, regardless of whether the vehicle is to be inspected by a contractor or not, the vehicle is to be free of any contraband or passengers that are not required or approved for the work to be performed at the on-site location. Contraband is defined as any objects and/or materials that are prohibited by CORE or the client at the on-site location. Examples of contraband are firearms, weapons, illegal and/or illicit drugs, alcohol, and any other materials that are banned and/or present a risk to the employee, client, and/or any personnel or equipment. This is not an exhaustive list and the employee should always contact their supervisor to determine the status of any items to be brought to any on-site location.***

#### ***Corrective Action***

***Failure to follow and/or enforce the above stated policy and their designated guidelines will be considered gross misconduct and is eligible for corrective action up to immediate termination.***

Contact your manager or Human Resources 225.456.2243 if you have any questions.

I \_\_\_\_\_ (print employee name), acknowledge and agree to the above stated policy and understand the duties, responsibilities, and consequences of any policy violation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date