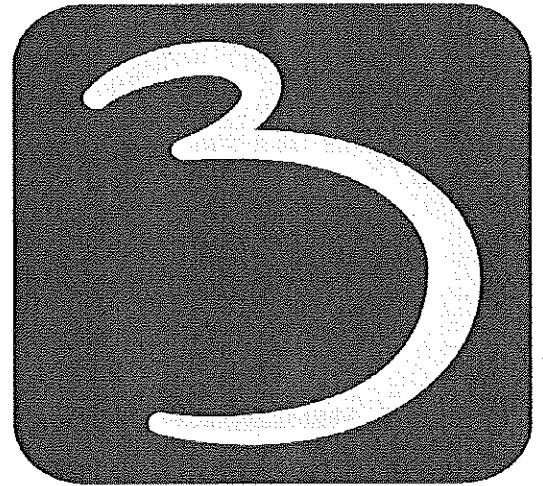


Fleet management Policy



***Boxing
South
Africa***

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1. Introduction

Boxing South Africa has obtained a fleet card for all motor vehicle expense relating to the BSA vehicle only. The card has been obtained from ABSA Bank and a policy has been created to maintain control over the utilisation of the card thereto.

2. Objective of the policy

To provide guidelines on the management of all BSA vehicles.

3. Policy

3.1 All BSA vehicles shall have the BSA logo. No vehicle shall be exempt from this requirement for identification except where prior approval is obtained from the Chief Executive Officer if anonymity is required.

3.2 BSA vehicles are authorised for use in the performance of BSA business. Use for unofficial travel or tasks is prohibited.

3.3 A valid and current South African driver's licence is a pre-requisite to driving BSA vehicles.

3.4 Drivers will abide by applicable laws which include inter-alia, observing speed limits, traffic signs and wearing of seat belts. The carrying of unauthorised passengers is prohibited because of vicarious liability.

3.5 Violation of the official policy on vehicle usage warrants disciplinary action.

4. Vehicle Control and Trip Log books

4.1 All vehicles at Head Office shall be controlled by the Finance & Administration Department.

4.2 Vehicles are required to keep a trip log book. All trips will be recorded in the appropriate daily form. The trip log book is an important source of management information and should be maintained with care. The completed trip log books are to be submitted to the Chief Financial Officer.

4.3 In order for a vehicle to be released, prior authorisation is required.

- a) the requestor must fill out a travel authorisation and sign it after attaching a copy of a valid driver's licence (if it is to be used by another staff member and not the designated driver)
- b) a signature from the CFO is required
- c) the travel authorisation must be forwarded to Administration who will assign the vehicle and arrange to release the vehicle to the intended driver

4.4 Service schedule – Generally, vehicles shall receive each 15000 kms or 6 months, whichever comes first.

4.5 Repairs – all repairs to BSA vehicles shall be in accordance with the requisition process and shall be carried out after prior authorisation has been obtained from the CEO through the CFO.

5. Use of garage cards

In all instances BSA will provide a petrol card for each vehicle. The following are the general provisions for the use of this card:

5.1 Authorised purchases:

- a. Petrol
- b. Motor oil (add only). The card will not pay for changing oil unless prior approval is given.
- c. Tyre repair (not tyre purchase) unless otherwise authorised.
- d. Washing and cleaning (not exceed R80.00 per month)
- e. Emergency repairs (not routine service) – these are those repairs that cannot be anticipated and require attention after normal working hours. The CFO must immediately be notified about the nature of emergency repairs that need to be made. The licence number, mileage, nature of repair and cost must be available when the call is made.
- f. All other repairs must be carried out after prior authorisation has been obtained through the requisition process.

5.2 Unauthorised purchases:

- a. Storage, parking or repairs other than those emergencies or exceptions listed above.
- b. Accessories (e.g. Floor mats, air fresheners, or any other items)

- c. Any repair not authorised by prior requisition.

6. Insurance and Accident Reporting

6.1 Insurance

BSA vehicles shall be insured under the fleet policy prior to being put on the road. The policy protects BSA and its employees against claims. However, employees are required to drive with caution and care as their good driving practices will help to keep costs to a minimum.

6.2 Accident Reporting

- a. All accidents should be reported to our insurance brokers
- b. Do not leave an accident scene
- c. Get the names and addresses of occupants of the vehicles and also any witnesses. Vehicle model and licence number of the other vehicle and the name and telephone number of the company that insures the other vehicle.
- d. Identify yourself and show your driver's licence. Do not discuss or agree to any settlement or make any submission of guilt on behalf of BSA. If such is made it will be made in the personal capacity of the official concerned who will take full responsibility of the cost arising from the acceptance/ admission.
- e. Generally, co-operation with the investigating officer will be necessary
- f. Report the accident within 24 hours to the CEO through the CFO
- g. Complete a written report
- h. Comply with all reporting requirements imposed by the police
- i. Obtain a copy of the police report and forward this to the CFO.
- j. If the vehicle is stolen the theft should be reported to the local police immediately. Give a detailed description of the vehicle including its registration number. Immediately report to the CEO through the CFO.

6. Approval and implementation

6.1 This policy is effective from the date of approval by the Chairperson of the Accounting authority.

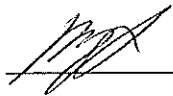
6.2 The CEO will be responsible for implementation and monitoring of the policy.

6.3 The policy will be reviewed on an annual basis and revision thereto must obtain Board approval.

7. Level of approval

Dr P Ngatane

Board Chairperson



Signature

2011-05-06

Date

ANNEXURE A

Examples of Authorised and Unauthorized use

This list is not intended to be all inclusive in respect of examples of authorised or unauthorised use of BSA vehicles. It will however indicate to the driver the intent of fleet management policy:

1. Unauthorised use of BSA vehicles:

- 7 Travel or task of a personal nature having no connection with the accomplishment of official business
- 8 Transport of friends, associates or other people who are not serving the interest of BSA
- 9 Transportation of hitchhikers
- 10 Transport of any item or equipment or cargo that is hazardous
- 11 Extending the length of time or travel beyond that required to complete official purposes of the trip without prior approval
- 12 Use of the vehicle to provide transport between home and the place of official business unless specifically approved. The fact that an employee is "on call" does not in itself mean the employee has authorisation.
- 13 Travel to and/ or from social events unless acting as an official representative of BSA
- 14 Use of the vehicle while on holiday
- 15 Travel to places of entertainment when not connected with official BSA business.

2. Authorised us of BSA vehicles:

- Travel between the office and place of performance of official business

- When on official out of town travel, travel between place of temporary lodging and place of official business
- Transport of employees when on official business
- Transport of guest to BSA.

Appendix B

Weekly Check List for preventative maintenance (keep this list in the vehicle)

Engine oil level

Radiator coolant level

Wiper fluid level

Turn signal/ hazard flasher operation

Air condition – run for 10 minutes each week to keep system and seals lubricated (even in winter)

Brake tension and condition

Power steering fluid level

Tyre pressure, to include the spare tyre

Battery connections

Tyre wear

