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## VEHICLE ASSIGNMENT REGULATIONS

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## Objective

This document ensures a common approach on vehicle policy in FCC with general definitions, roles and responsibilities and elements of a general policy applicable in FCC.

Different assumptions of vehicle assignments to FCC personnel are regulated and shall be therefore applied to all companies and to all employees of the group without exception, as well as to the UTES whose shares majority belongs to FCC Group companies or in which FCC Group companies have the responsibility for their management.

## Policy

Each country will adopt this document as the basis for their vehicle policy, unless an impediment occurs. Only the **"Dirección General de Organización" (DGO) (Organization General Direction)** can make changes to this document.

Whenever is needed, a country's specific requirements will be included in a specific appendix for that particular country (Appendix 2). Its content and any other revisions will be jointly made by the DGO and the responsible authorities for the country.

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## 1 Introduction

### 1.1 Policy

All the procedures, information and documentation related to the Business Vehicle Policy are the responsibility of the "Dirección General de Organización" (DGO) (Organization General Direction)

The FCC Group reserves the right to make any interpretation or modification to this Policy without previous notification when they see fit.

### 1.2 Definitions

**The FCC Group (or FCC):** includes FCC and all associated companies whose dominant company is FCC according to the foreseen criteria in article 42 of the Commerce Code.

**Company car as a work tool:** vehicle allocated to a person to carry out his/her duties in relation to his/her job, related jobs, mileage or frequency of commuting.

**Company car:** a vehicle made available to the employee when needed to complete a work activity.

**Employee entitled to a company car as a work tool:** an employee who has the right to a company car according to his/her job, related jobs, mileage or frequency of commuting.

**Group car:** a vehicle made available when needed for the carrying out of a task which is not assigned to one particular employee.

**Assigned driver:** a driver which has been assigned a company car.

**Level/model of the vehicle:** the category of the vehicle which an employee has the right to.

**Fleet manager:** the person responsible for the administration of the fleet of vehicles. This post is delegated to the department of general services.

**Fleet administrator** the person who is responsible for the renting company that manages FCC's accounts.

**Person responsible for the local fleet:** person responsible for the management of the vehicles in the business area where the vehicle is assigned.

### 1.3 Application

This regulation has the objective of regulating the different cases of vehicles allocation to FCC Group employees, and will therefore be applied to all the companies and to all the employees in the group in every country, without exception. This includes Joint Ventures (JV) whose shares majority belongs to companies from FCC Group or where they have the responsibility for their management.

## 2 Granting of vehicles

### 2.1 Types of assignment

#### a) Representative vehicles

These are the vehicles that are allocated to employees at the highest level in the company's organisational structure with a restrictive character, having also in mind the peculiarities and needs of their activities and businesses.

At the same time, vehicles of non-personal representation may exist, for use with or without a driver by the Senior Management staff of Group Areas. The assignment must be approved by the chief executive of the group.

The cost of the vehicles will be entirely covered by the company as long as the vehicles are not used privately or daily, and are placed in their parking spaces at the end of the work day.

#### b) Assigned vehicles to specific work posts depending on their function.

It is possible to assign a vehicle to employees that, to be able to carry out their job, have the reoccurring need to travel within their service to the company. Reoccurring Travel will be understood in one of the following ways:

- When more than 25,000 kilometres are made yearly. The calculations include only the necessary kilometres on the road. Therefore, kilometres that are made through other more economically efficient or safer means of transport (aeroplane, train...) will not be calculated.
- Although the amount of kilometres stated in the previous paragraph is not met, an employee could also be assigned a vehicle when his/her work post requires frequent short distance travel during a large part of the work day and no adequate public transport exists. The journey to and from a work centre is not included in this paragraph.

A change in work post or the lack of justification for the need of a vehicle will include the withdrawal of its use, and at no moment will the employee have any rights to compensation.

#### c) Service vehicle or vehicles for the development of an activity

These are the vehicles assigned to centres whose use could be indistinctively carried out by one or various people from a said centre, for exclusive use in the work place, factory or any other service. They correspond to the industrial or light-duty vehicles needed to perform the work, contracts, services and other activities for the Group.

These vehicles are not personally assigned, although, the company should have on record who the service has been lent to and the person responsible for it. The use of the vehicle will be limited to the activity at hand.

## **2.2 Process of assignment, extended application time, renewal, change and approval**

It will be necessary for solicitation, extended application time, renewal or a change in of a non-industrial vehicle, that the user or the person responsible in the centre be liable for the said action.

No assignment process will be initiated or vehicle assigned until the user has been fully identified, and a new process of solicitation should be started when a change of the vehicle user is intended.

According to the type of vehicles defined in 2.1 of this document, the following processes are categorised:

### **a) Representative vehicles:**

The assignment of these vehicles should be made by the chief executive of the group or by the Organisation General Direction.

### **b) Assigned vehicles to specific work posts depending on their function:**

The proposals of assignment of vehicles will be made given a previous positive report from the area's human resources department or central service, by the managers of the area or other organizational post of an equivalent position. It should also be approved by the General Area Business Manager or by the Director General in the case of central services.

### **c) Service vehicle or vehicles for the development of an activity:**

The proposal of a vehicle assignment should be carried out by the Board of Directors or other equivalent position, and should be approved by the Human Resources Business Manager and Director General of the area. In the case of vehicles being assigned to General Services, the process will be carried out by the Human Resources manager from the central services and having to be approved by the "Dirección General de Organización" (DGO) (Organization General Direction)

The solicitation of an extended period, rental renewing or change of vehicle will follow the same process as the assignment of vehicles previously indicated.

Only after acquiring all the necessary approval will the Fleet Manager assign an employee a company car subject to the optimization criteria of the fleet. A new employee who has been assigned a vehicle can receive a brand new one or one that is currently not in use, from the fleet. This will be the case when a fleet car coincides with their level of assignment, the make and model being subject to availability.

An upgrade will not be authorised in the model assigned, even if the quota increase is paid by the employee.

The conditions to determine the assignment of a vehicle are established in the Appendix of the Vehicle Assignment Table. Employees should have a valid driver's licence, be over 18 years of age and meet all of the requirements established in this policy.

The inclusion in a contract of the availability of a vehicle should be explicitly authorised by the specific area's Human Resources Business Manager.

Under no circumstances can a vehicle be assigned as economical compensation or otherwise.

### **2.3 Modifications to circumstances that motivated the original approval**

If the need of a company car ceases, the employee would be bound to return the vehicle after a previous notification period set up by the company (see 5.19).

In the same way, if an employee changes work posts gaining the right to a superior or inferior vehicle, they will be assigned the corresponding vehicle, keeping the said car until its substitution is made.

The company, when it deems adequate, can request that an employee who benefits from a company car must return it.

### **DISMISSALS OR SICK LEAVE IN THE COMPANY**

In all situations, the employee should return the company car previous to or on the last day before the leave starts (see 5.18). When an employee leaves the company, the vehicle can be reassigned to another employee with the right to have one, at the discretion of the person responsible for the local fleet.

### **2.4 Incapacity to drive due to legal, medical or other restrictions**

Any employee who has an assigned company car and has been incapacitated to drive legally, medically or otherwise, should inform the person responsible for their local fleet immediately, putting the vehicle in their disposition.

### **2.5 Fuel card and reimbursement of fuel costs**

The employees who have an assigned company car can also be assigned a fuel card, except in the occasion of an assigned centre having an alternative option for paying fuel costs (internal deposit). This can only be used for the company car fuel costs which take place whilst the employee is carrying out their day's work. The rules and regulations that accompany the fuel card are the responsibility of the Department of General Services, they can be found on the intranet of the FCC Group ONE: Fccone > Áreas FCC/FCC en el mundo > Asuntos Generales > Servicios > Tarjeta de Combustible.

## **3 VEHICLE SOLICITATION**

The type of vehicle assigned to each employee is determined by following the defined criteria in the Appendix Vehicle Assignment Table.

### **3.1 Selection of manufacturer and type of vehicle**

The make, type of vehicles, equipment and contract period for vehicles 3.1 a), 3.1 b), 3.1 c) will be approved by the "Dirección General de Organización" (DGO) (Organization General Direction)

FCC reserves the right to reassign employees with currently unused vehicles from the fleet with subject to availability.

### **3.2 Supplier's selection**

The competence of determining the suppliers who will lend their services related to this Regulation and negotiation of their contracts and conditions must belong to FCC Group Central Services purchasing department.

### **3.3 Rental period**

The specific rental period is defined in the Local Appendix but it could be altered at the company's discretion. During this period, employees will not be able to change their vehicle without previous authorisation from the Fleet Manager.

## **4 TAXES**

The existing tax regulations will apply in each country and in particular to the ones in reference to salary in kind, when the vehicle is being used privately outside of working hours, charging the income that results according to the criteria of applicable values.

## **5 GENERAL RESPONSIBILITIES**

The employee should make sure that the vehicle is being driven in accordance with the law and its maintained in good working order, always complying with the obligations set in the contract for its use.

Any damage, that for whatever reason is caused putting at risk the safety of the driver or going against road safety regulations, must be repaired immediately.

It is expressly prohibited to use the vehicle for private purposes, for the transport of people or merchandise, for driving school activities or for any unauthorised persons to use, and/ or do not have a valid drivers licence. It is equally prohibited to use the vehicle in sports competitions or tests of any kind. It is also prohibited to attach trailers or make modifications to any of the pieces or accessories, without previous permission from the company's vehicle owner and FCC.

### **5.1 Driver manual**

Employees should read and comply with the information and the guidelines provided by the vehicle's manufactures or the property owner.

### **5.2 Routine services and periodic revisions**

The employee will need to conduct routine check ups (e.g. maintenance, correct refuelling, oil and water levels, tires, licence plates, seat belts, lights etc.) following the manufacturer's manual, the instructions of the company who own the vehicle and the relevant legal standards, making sure that it has a check up according to the frequency recommended by the manufacturer.

The administration of mechanical repairs and periodic check ups will be carried out through the company the car is rented from, and therefore, be in compliance with the procedure and

norms. When possible, this will be done on the days when a vehicle is not needed for work related activities or another vehicle is available for substitution. When this is not possible, and the use of a vehicle is unavoidable, solicitation to the rental company for a courtesy car can be made, or temporarily contract one from a rent-a-car. To avoid wasting time and money, this will be used when offered by the renting company to give a pick-up service or given a prior appointment for the administration of repairs and check ups.

No payments should be made directly to the garage except in cases of a burst tire or any other incident which is not covered by the renting contract. For any doubts about the contractual coverage, the employee must contact by telephone the rental company's information service, the person responsible for the fleet or the fleet manager.

### **5.3 Certificate certifying the vehicle is apt (MOT)**

It is the employee's responsibility to meet with the dates established by the legislation for the Ministry of Transport (MOT), the procedure will be carried out through the renting company, using when possible the pick up service or prior appointment of the said company. Neither FCC nor the fleet manager holds any responsibility of informing the employee of these dates. Any fine that is given will be paid for, by the employee.

### **5.4 Payment of road tax**

The road tax costs are included in the cost of the vehicle. The assigned driver, in all cases, should make sure that the correct documentation is available for the inspection. Any fines received for lack of compliance will be paid for by the employee.

### **5.5 Cleaning**

The vehicle should be clean, and follow traffic regulations reflecting the image of the company in a positive way. Any fines received will be paid for by the employee.

### **5.6 Negligence and abuse of company car**

Any employee that adopts inappropriate use of a vehicle or is negligent of a company car will be subject to disciplinary action and could be required to pay for any damage done or fine received. These costs will be taken out of the employees pay check or from which ever amount of money the company owes the employee including in a moment of leave. If such behaviour is detected, the vehicle could be taken away. Negligent situations will be considered such as lost keys, lose of documentation, incorrect refilling of the petrol tank, lack of fixing or substituting deteriorated parts of the vehicle which are stipulated by road traffic regulations (lights, bumpers, licence plates, mudguards, seat belts) etc.

### **5.7 Vehicle inspections**

All vehicles will be inspected by the renting company upon return. If any damage is found (for more than ordinary use) it can be requested that the employee pay total or partial payment of the repair costs.

### **5.8 Notification of change**

The employee should provide their Local Fleet Manager or the Fleet Manager of FCC with the details of any changed information such as the capability of the driver, address change, and lose of drivers licence, as well as the licence plate number of the assigned vehicle in a maximum of seven days after the change. The non-compliance of this without justification can lead to disciplinary action or paying the costs of a sanction.

### **5.9 Safety**

The driver will be responsible for ensuring that the vehicle is safe at all times, which includes: locking, activating the alarm and not leaving any valuable belongings in sight.

FCC insurance does not cover any belongings which may be inside the vehicle.

### **5.10 Safe driving**

The driver and all passengers which travel in a FCC company car should be wearing a seatbelt, drive within the speed limit and have regard for parking zones. Any fines made in this respect will be paid for by the offender.

It is the responsibility of the employee to make sure they are fit for driving, including tiredness.

The safety of employees and other persons is a target of the highest importance in FCC's road policy.

### **5.11 Mobile phone and car phone**

Mobile telephones and car phones without hands-free should not be used when the vehicle is in motion, neither should they be left inside the vehicle. Local laws regarding the use of phones inside a vehicle will be respected at all times. Any fines received will be paid for, by the employee.

### **5.12 Guarantee that the vehicle will be driven according to the law at all times**

The user of the vehicle, or the person responsible for maintenance/ the centres garage, will be responsible to place the means necessary to meet Road Traffic Regulations and check over the parts of the vehicle which are considered vital for its use. This will include that any driver who is to use the vehicle meets the requirements established by these regulations or by traffic regulations. In cases where there are multiple drivers assigned a vehicle, there should be a control system that ensures a good working condition of the vehicle (for example, control forms to be filled out by each driver before use).

Any damage that, for whatever reason, affects the safety of the vehicle or its occupants should be communicated to the renting company so that its repair can take place immediately. All accidents and incidents should be communicated through the service allocated by the renting company, for this reason the company's telephone number will be put in a visible place.

### **5.13 Parking costs**

Parking costs and toll charges which are necessarily encountered for work can be reimbursed according to the local policy for costs.

#### **5.14 Payment of fines and penalties**

Each employee that has been assigned a company car is entirely responsible for its use at all times. Therefore, all of the fines which are enforced on vehicles of the FCC fleet for breaches of Traffic Regulations will be paid for by highlighted employees.

Employees could be asked to present their drivers licence for periodic inspection by request of the company. It is compulsory to carry a driver's licence or any other compulsory documentation when driving; any infringement will be the responsibility of the driver.

#### **5.15 Private use of the company car**

The company's vehicles should be used to carry out any necessary journey connected with the employee's job.

FCC will not pay for any private journeys which may be made with the vehicle.

Any kilometres made for personal affairs will be paid for by the employee, not being subject to the FCC norms of fee settlement.

#### **5.16 Use of the company car by other employees**

Employees who have been assigned a company car should make it possible for other employees to use it if it is requested for the needs of the company.

#### **5.17 Use of the company car by other drivers**

A company car can only be used by the following people as long as they have a valid drivers licence in the present country and be without restrictions (e.g. legal, medical etc.):

- The employee and their spouse, as long as the employee is present.
- Employees of FCC; the Fleet Administrator and Security personnel authorised by the Fleet Manager for their job requirements.
- People in the company who have authorisation for occasional substitution.

#### **5.18 Return of the vehicle**

Any return of a vehicle which is due to the changes stipulated in these Regulations, should be handled through the corresponding person responsible for the local fleet.

#### **5.19 Personal data**

An employee, once he/she has been assigned a vehicle, acknowledges and agrees:

- (i) FCC will share their personal data with the Fleet Managers and renting company, with the purpose of making the use of the company car easier for the employee. This will include the following data: name, address, telephone number, birth date, job post and information about his/her drivers licence.
- (ii) FCC will collect relevant information of offences committed by an employee to administrate the driver's information, meet legal obligations and for the completion of reports and internal evaluation.

The employee will be responsible for withdrawing all personal data from the vehicle when it is returned. Personal data refers to, for example: names, addresses, telephone numbers, bank card numbers or any other personal information about the driver or others which could be left in the GPS satellite system or other systems of communication, or written in the vehicle's check up records or any other records left in the vehicle. If any personal information is left in the vehicle or in any other tools mentioned, FCC will not be made responsible if lost or used by another person.

## **6 ACCIDENTS AND EMERGENCIES**

An accident is defined as any incident in which the company car is involved in (whether in movement, temporarily stationed, stationed or being loaded or unloaded) and that as a consequence, personal injuries and/or damage to the property are caused, independent of who was injured, of the damaged property or of who was responsible.

Any employee who is involved in an accident should:

- Acquire the names, addresses, drivers licence number, licence plate number, technical licence registration number, insurance company name and the number of the insurance policy of any other drivers involved.
- Acquire the names, addresses and telephone number of any witnesses.
- Immediately contact the traffic police if there are any personal injuries or if the police need to determine the cause and also immediately inform the Fleet Manager. In addition, the insurance company should also be informed of the accident, following the correct process.

If these criteria are not met, it could mean that the driver has to personally pay for any costs.

It is essential that any accidents, involving company cars, in which drugs and alcohol, abandonment of the accident scene, hit and run or speeding are an issue, be reported to the Human Resources Business Manager immediately.

All matters specified in the above paragraphs must be applied unless the contrary has been stipulated in the local Appendix.

## **7 INSURANCE. CONDITIONS, APPLICATION AND RESTRICTIONS**

### **7.1 Insurance certificate**

Every driver will receive a copy of the FCC insurance certificate when they are handed over the vehicle. Copies can be acquired from Fleet Manager or the person responsible for the local fleet.

### **7.2 Restrictions of the use of company cars**

Company vehicles should not be used for:

- Any business negotiation which is not for FCC.
- Races, competitions or tests.

- Transport of other passengers.

### **7.3 Personal belongings**

Personal belongings that are found in a company car are not covered by FCC's insurance (unless the contrary is specified).

### **7.4 Driver's responsibility in cases of negligence**

If a car is stolen or damaged due to blatant negligence of the employee (e.g. drink driving or under the influence of drugs) the employee must pay the costs which arise. Disciplinary action may be taken or the vehicle may be retrieved by the company.

### **7.5 Driver's responsibilities**

In the case of a claim where the employee is completely or partially at fault, FCC may ask the employee to pay the whole or part of the costs.

### **7.6 Insurance claims process**

Any incident in which a company car is involved and has injuries produced, personal or to the vehicle, should have the insurance company informed immediately according to the current norms in each moment.

The lack of informing about the accident/ incident within the established time period in the policy, could lead to disciplinary sanctions with the possibility of losing the right to an assigned vehicle.

## **8 JOURNEYS MADE OUTSIDE THE COUNTRY OF ORIGIN AND FOREIGN DRIVERS**

### **8.1 Journeys made outside the country of origin**

Before driving a vehicle in a country different to that of the origin, the driver should:

- Acquire approval from the person responsible if needed.
- Acquire a copy of all the necessary insurance documentation.
- Obtain necessary international coverage for break downs (e.g. Mutua Automobiles).
- Ensure that the vehicle and all of its contents meet the laws of all the countries which will be visited.
- Meet all the regulations and restrictions that the Fleet Manager, FCC or other organisations could request.

In the case of a vehicle break down in another country, the costs will be paid for by FCC and/or the Fleet Administrator, if the accident took place during the work journey. If it is a private journey, the employee will cover the costs associated with the repair.

### **8.2 Foreign drivers**

Drivers should have the appropriate qualifications to drive in the local country.

## **9 COURTESY VEHICLES AND GROUP VEHICLES**

### **9.1 Courtesy vehicles**

In the case of there being no disposable company car (e.g. due to repair) the employee can apply for a courtesy vehicle through the person who is responsible for the local fleet or the Fleet Manager. Normally, the courtesy vehicle will be a small rented car but when it is appropriate, an existing company car may be reassigned at the discretion of the company.

### **9.2 Group vehicles**

In the cases of group vehicles, the responsibility resides in the employee to whom the vehicle has been assigned or the person responsible for maintenance/ the centre's garage to which it is assigned. The person responsible should maintain a detailed record of all the drivers who use the vehicle, the date and time of pick up and return of the vehicle and all of the revisions and maintenance of the group vehicle. The person responsible should make sure that any drivers are properly qualified to drive by checking their drivers licence. Group vehicles should only be used for the company's business or as a temporary substitution when a company car is being repaired.

Fuel costs for group company cars will be assigned to the centre where the vehicle is being used.

### **9.3 Business trips on occasional basis**

The employees who do not have a vehicle assigned and need to make the occasional trip for work related reasons, should apply for a company car or group car when possible, or hire one during the required time from a rent-a-car company predetermined by FCC.

### **9.4 Spare fleet vehicles**

The vehicles which are returned before the rented period is finished (e.g. due to an employee on leave) will be handled by the person responsible for the local fleet or by the Fleet Manager, and will be handed back to the renting company or reallocated as group vehicles, or reassigned to eligible employees.

When a vehicle has not been reassigned, the area/delegate where the vehicle resided will pay for the costs.

## APPENDIX 1- VEHICLE ASSIGNMENT TABLE

### Vehicle as a work tool

FCC will only provide company vehicles to those employees who meet the demanded requirements in this policy. These will be determined according to the role which the employee has.

Apart from the criteria previously mentioned, vehicles will be assigned according to what has been described in section 3 of this document.

The Company reserves the right to set, additionally to the criteria indicated before, a minimum number of kilometres per year in order to maintain the assigned Company Vehicle. This amount of kilometres will be defined by FCC and could be modified without previous notification.

In general, no employee assigned to an international role will have a company car available in Spain.

The table related to the work families within the different areas which will be able to have a company vehicle as a working tool assigned, is the following:

### COMPANY VEHICLE ASSIGNMENT CENTRAL SERVICES

STRUCTURE	ALL ORGANIZATIONAL STRUCTURE	THE COMPANY WILL NOT ASSIGN A VEHICLE UNLESS THERE IS A CASE WHICH REQUIRES IT DUE TO REPRESENTATIVE ISSUES (*)
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(\*) The DG Organization will determine which employees are eligible or not for said vehicles.

### COMPANY VEHICLE ASSIGNMENT IN THE WATER AREA

STRUCTURE	LAS TABLAS WORKING SITE	THE COMPANY WILL NOT ASSIGN VEHICLES
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ZONE	MANAGEMENT	THE COMPANY WILL ASSIGN VEHICLES (EXCEPT THE INTERNATIONAL ZONE AND THE INFRASTRUCTURE ZONE)
	ADMINISTRATION	THE COMPANY WILL NOT ASSIGN VEHICLES
	HUMAN RESOURCES	THE COMPANY WILL ASSIGN VEHICLES (ONLY THE PERSON RESPONSIBLE FOR THE DEPARTMENT WILL HAVE A VEHICLE)
	LEGAL AFFAIRS	THE COMPANY WILL NOT ASSGN VEHICLES
	CUSTOMER MANAGEMENT	A VEHICLE AT THE DISPOSAL OF THE DEPARTMENT
	TECHNICAL DEPARTMENT	THE COMPANY WILL ASSIGN VEHICLES (ONLY THE PERSON RESPONSIBLE FOR THE DEPARTMENT WILL HAVE A VEHICLE)
	RESEARCH	A VEHICLE AT THE DISPOSAL OF THE DEPARTMENT
	WORKS AND PROJECTS DEPARTMENT	THE COMPANY WILL ASIGN A VEHICLE
	SERVICES MANAGEMENT DEPARTMENT	TECHNICAL SUPPORT WHICH HAVE CONTRTACTS IN AREAS SUCH AS WATER QUALITY, PURIFICATION, ETC..., VEHICLE AT DESPOSAL

PRODUCTION	DELEGATES	THE COMPANY WILL ASIGN A VEHICLE
	HEAD OF PRODUCTION	THE COMPANY WILL ASIGN A VEHICLE
	HEAD OF SERVICES	THE COMPANY WILL ASIGN A VEHICLE
	SITE MANAGER	THE COMPANY WILL ASIGN A VEHICLE
	PREVENTION TECHNICIAN	THE COMPANY WILL ASIGN A VEHICLE

**COMPANY VEHICLE ASSIGNMENT BUILDING AREA**

STRUCTURE	PRESIDENCY, DIRECTOR GENERAL AND SUBDIRECTOR GENERALS	THE COMPANY WILL ASSIGN A VEHICLE
	FINANCIAL MANAGER	THE COMPANY WILL NOT ASSIGN ANY VEHICLES
	HUMAN RESOURCES MANAGER	THE COMPANY WILL NOT ASSIGN ANY VEHICLES
	LEGAL AFFAIRS MANAGER	THE COMPANY WILL NOT ASSIGN ANY VEHICLES
	RECRUITING MANAGEMENT	THE COMPANY WILL NOT ASSIGN ANY VEHICLES
	TECHNICAL SERVICES MANAGER	IN THE MACHINERY AREA, ALL OF THOSE EMPLOYEES, WHOSE POST IS NOT LOCATED WITHIN THE MACHINERY DEPOT, OR WHO WORK GIVING ASSISTANCE TO OTHER CENTRES, WILL HAVE A VEHICLE.
	RESEARCH AND PROJECT MANAGEMENT	THE COMPANY WILL NOT ASSIGN ANY VEHICLES

REGION OR DELEGATION	REGION MANAGER OR EQUIVALENT	THE COMPANY WILL ASSIGN A VEHICLE
	DELEGATION MANAGER OR EQUIVALENT	THE COMPANY WILL ASSIGN A VEHICLE
	ADMINISTRATION	THE COMPANY WILL NOT ASSIGN ANY VEHICLES
	RESEARCH	THE COMPANY WILL NOT ASSIGN ANY VEHICLES
	QUALITY AND PREVENTION	THE COMPANY WILL ASSIGN A VEHICLE
	PURCHASES	THE COMPANY WILL NOT ASSIGN ANY VEHICLES
	PLANNING	THE COMPANY WILL NOT ASSIGN ANY VEHICLES

PRODUCTION/ WORK	HEAD OF BUILDING DEPARTMENT	THE COMPANY WILL ASSIGN A VEHICLE(*)
	HEAD OF BUILDING SITE	THE COMPANY WILL ASSIGN A VEHICLE(*)
	ADMINISTRATION	THE COMPANY WILL ASSIGN A VEHICLE(*)
	PREVENTION TECHNICIANS	THE COMPANY WILL ASSIGN A VEHICLE

(\*) As long as they are participating in several different tasks whilst performing their job.

COMPANY VEHICLE ASSIGNATION ENVIRONMENTAL AREA

STRUCTURE	PRESIDENCY AND DIRECTOR GENERAL	NO
	FINANCIAL MANAGER	NO
	HUMAN RESOURCES MANAGER	NO
	MARKETING MANAGER	NO
	DEVELOPMENT MANAGER	NO
	LEGAL AFFAIRS MANAGER	NO
	WASTE TREATMENT MANAGER	NO
	TECHNICAL SERVICES MANAGER	NO
	RESEARCH MANAGER	NO

DELEGATION / PRODUCTION	DELEGACY MANAGER/PARTICIPATIVE MANAGER	YES, WHEN THEIR POST REQUIERES IT DUE TO GEOGRAPHIC DISPERSAL
	HEAD OF ADMINISTRATION	YES, WHEN THEIR POST REQUIERES IT DUE TO GEOGRAPHIC DISPERSAL
	HEAD OF PRODUCTION	YES, WHEN THEIR POST REQUIERES IT DUE TO GEOGRAPHIC DISPERSAL
	HEAD OF SERVICES	YES, WHEN THEIR POST REQUIERES IT DUE TO GEOGRAPHIC DISPERSAL
	PLANT MANAGER	YES, WHEN THEIR POST REQUIERES IT DUE TO GEOGRAPHIC DISPERSAL
	TECHNICAL TECHNICIAN	YES, WHEN THEIR POST REQUIERES IT DUE TO GEOGRAPHIC DISPERSAL

For those employees with a company vehicle assigned, it is indicated bellow the different vehicle categories which can be assigned according to the labour-organizational level. These models serve as an example, and FCC reserves the right to modify them at any moment:

- **Model 1 (M1)**- Reference vehicle: Small car
- **Model 2 (M2)**- Reference vehicle: Medium car
- **Model 3 (M3)**- Reference vehicle: Large car
- **Model 4 (M4)**- Reference vehicle: High class car
- **Model 5 (M5)**- Reference vehicle: 4W car
- **Model 6 (M6)**- Industrial cars

In the following page table is specified, within the FCC organizational structure, the level of vehicle which corresponds to the employees with an assigned vehicle. The Fleet Manager will assign the Company Vehicle subject to the optimization criteria of the fleet.

PROFESSIONAL GROUPS FCC	VEHICLE MODELS
DIRECTOR 1	M4
DIRECTOR 2	M3
DIRECTOR 3	M2 / M3
MANAGER / EXPERT	M2 / M1
INTERMEDIATE MANAGER / EXPERT	M1 / M5 / M6
CHIEF-RESPONSIBLE / HIGH QUALIFICATION TECHNICIAN	M1 / M5 / M6
TECHNICIANS	M1 / M5 / M6
ADMINISTRATIVE / TECHNICAL ASSISTANT	M1 / M5 / M6
ASSISTANT / SUBORDINATE	M1 / M5 / M6