



Nunavut Tunngavik Inc.

VEHICLE USE POLICY

*Approved by the Board of Directors in February 2002
Last Amended in September 2009*

I. PURPOSE

The purpose of this policy is to set forth the permitted uses of vehicles owned or leased by NTI.

II. APPLICATION

This policy applies to every executive member and employee of NTI.

III. AUTHORIZED EMPLOYEES

During office hours, an NTI vehicle may be used only by the following employees:

1. An Executive member of NTI;
2. An employee in a departmental director or more senior position; or
3. An employee with the permission of a director or more senior employee.

After office hours, an NTI vehicle may be used only by the following employees:

1. An Executive member of NTI;
2. A director or more senior employee; or
3. With the permission of a director or more senior employee, an assistant director, controller, legal counsel, manager or senior advisor.

IV. PERMITTED USES DURING BUSINESS HOURS

During business hours, an authorized employee shall use an NTI vehicle only for the following purposes:

1. To transport NTI employees, and other persons authorized by a director or above to be in the vehicle, to business meetings or to the community airport;
2. To pick up supplies or make deliveries required in the course of NTI business; and

3. To deliver a vehicle for regular maintenance or to obtain fuel for the vehicle.

V. PERMITTED USES AFTER BUSINESS HOURS

After business hours, an authorized employee may use an NTI vehicle only for the following purposes:

1. To travel between NTI office and the employee's place of residence;
2. To transport groceries or other minor personal goods of the employee;
3. To transport an employee's spouse or children; and
4. To deliver the vehicle for regular maintenance or to obtain fuel for the vehicle.

VI. PROHIBITED USES

Any use not permitted by law or by this policy is prohibited. For greater certainty, prohibited uses include, but are not limited to, the following activities:

1. Using a vehicle without a valid driver's license, containing full driving privileges, issued by a province or territory of Canada;
2. Using a vehicle if the employee has previously been convicted of impaired driving;
3. Transporting any person who is not an employee of NTI unless in accordance with this policy;
4. Permitting any unauthorized person to use a vehicle;
5. Using a vehicle to haul large or heavy objects;
6. Smoking in a vehicle;
7. Drinking alcoholic or non-alcoholic beverages in a vehicle;
8. Eating in a vehicle;
9. Permitting any live animal in a vehicle, other than a family pet while transporting family members;
10. Placing the carcass of any animal in a vehicle;
11. Using a vehicle on any surface that is not a road;
12. Using a vehicle on the ice;
13. Failing to leave the interior of a vehicle in a clean condition after use;
14. Failing to report that a vehicle requires maintenance; or
15. Failing to report an accident involving the vehicle.

VII. PENALTY FOR VIOLATION

Any employee who violates the provisions of this policy is subject to disciplinary action in accordance with NTI's Personnel Policy Manual, as amended from time to time.

(Last Amended in September 2009)