



---

## ESSENS UK & IE Car Policy

---

This policy has been drafted to enable distributors to have a clear understanding of the ESSENS Fleet application process.

For either the standard or premium fleet the first requirement is to obtain the specified minimum position for a minimum of two consecutive months, it is important to understand that this is the first step of the process and does not guarantee acceptance to the car programme. If you participate in more than one MLM you will automatically be excluded from this incentive.

Once this has been successfully achieved you are able to apply to ESSENS UK or Ireland and register your interest to participate within the fleet incentive.

Following your application there are a number of steps and reviews that take place to ensure the viability of progressing your application, it is important at this stage to have a clear understanding of the contributions that you will have to make, there is a flat rate of £100 per month insurance and the fluctuating monthly contribution to the car dependant on which position within the marketing plan that you qualify for.

To participate in the car incentive programme, your business must be a registered limited company, registered with either company's house UK or CRO Ireland. When making your application please ensure that you include your company number so that we verify this.

Once all validation checks have been completed on behalf of ESSENS UK, the application will then be transferred to ESSENS HQ for approval.

To protect your and our own interests in this process we have very strict criteria to ensure that your business is sustainable. Due to our legal obligation to ensure that we do not cause individuals financial hardship, only those who apply and have the following within their business structure will be granted access to the ESSENS Fleet, it may be that having reviewed your business structure we offer you a different scale of car or it may be that your application is rejected completely on these grounds until such time that the criteria is met.

There are no committed qualification months, these are continual on a month by month basis giving us the opportunity to evaluate your entire business and structure throughout the year, this enables you the opportunity to demonstrate the full strength of your business all year round.

Applications are not necessarily reviewed once you send it to ESSENS UK, they are reviewed intermittently and depending on stock availability there may be a lead time on vehicle delivery.

Acceptance and participation in the ESSENS Fleet programme is based on individual behaviours and standards as expected by ESSENS in the undertaking of representing trademark ESSENS, we withhold the right to remove participants and refuse participants should their behaviour, standards, etiquette or business model fall below our minimum expectations.

### **Minimum Driving Requirements**

Only named drivers are permitted to use the vehicle, should the vehicle be used by any other party not named we will bring criminal prosecution charges on behalf of ESSENS UK and any fees that may be incurred eg police storage fees.

To participate in the EESSENS fleet you must be over the age of 25 with a minimum driving experience of 2 years with a maximum of 6 penalty points. You will be required to send a photocopy of your driving license along with your DVLA code so that we can validate your driving license and penalty points.

Should we receive Notice of intended prosecution correspondence in relation to a motoring conviction or endorsement we will contact you directly to discuss further.

## **Road Traffic Collision or damage**

If you are unfortunate to be involved in an RTC please follow the below initial steps.

- Take photographs of all vehicles involved and all damage
- Do not make any comment that may inadvertently admit liability
- You must contact us immediately to enable us to inform our insurers - Out of hours contact ....
- Our insurers will then take all necessary steps on our behalf

## **The entire ESSENS Fleet is NO SMOKING**

### **DRIVER RESPONSIBILITIES**

- Comply with all road traffic laws, speed limits and regulations at all times
- Safe and considerate driving
- Undertake regular checks of tyre pressure, fluid levels and operation of lights
- Ensure vehicle is serviced in line with manufacturer recommendations & service requirements
- Spare Keys are kept with ESSENS HQ
- Inform the company of any accident or damage to the vehicle immediately
- Ensure vehicle is always clean and tidy and representative of the ESSENS brand standard
- Inform the company of any illness that may affect driving ability
- Ensure that glasses or contact lenses are worn if required
- Return the car in a clean condition that reflects fair wear and tear
- Ensure only authorised drivers use the vehicle
- Any fine that is issued to the driver will be paid by ESSENS UK and the fee will be recovered from commission
- Adhere to all other areas of company policy e.g. use of mobile phones

