

Analyzer International Inc.

Online Employee's Manual

Section – Company Vehicles and Maintenance

Updated: Nov 9, 2015

- 1.** Employees are responsible for taking good care of company vehicles and their regular maintenance of lube change and tire checks etc.
- 2.** Company vehicles should be strictly used for business purpose of Analyzer International.
- 3.** Otherwise, such non-business use shall be pre-authorized, especially when the vehicles are driven home during weekends far away from week-day garaging address.
- 4.** Any accident with company vehicles shall be promptly reported to Eng Yeong or his authorized representatives within 24 hours.