



Title: Essential Car User Allowance Policy

Procedures & Forms

HR Policies and Procedures

Effective Date:

This version supersedes all previous policy and practices related to Essential Car User Allowance Policy. This policy is effective 1st February 2014

Background

To ensure that all employees, whose roles within the business demonstrate a need for a car are compensated in a consistent and fair manner.

Scope

All employees under the umbrella of the “Group” are governed by this policy.

Policy and Procedure

Any individual appointed into a role, for which they will be required to have extensive use of a car – who are below band 9 will be provided with an additional allowance to compensate for the excessive use of their own vehicle.

This amount will be added monthly to their salary, and shown in addition to the usual Basic, Housing, and Transportation headings. In addition it does not form part of an employee’s regular fixed benefits. Therefore if the individual leaves that particular role, the allowance will be withdrawn and will not be seen as a salary reduction by the Company.

This amount covers:

- Petrol
- Day to Day use of the vehicle
- Wear and Tear
- Road Tolls
- Parking
- Maintenance
- Car washing

The amount payable will be as follows:

UAE	AED 2,000	OMAN	OR150
QATAR	QTR2,000	BAHRAIN	BD150
KUWAIT	KD15	KSA	SR1500

Should you have any questions or concerns regarding this policy, please refer back to your HR team for assistance.

Maintenance and amendment of the policy

As with all Group policies (the “Group”) may amend this policy at its discretion at any time.