



Syngenta US Fleet Policies and Procedures

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Section 1: Introduction

The US Fleet Policy & Procedures has been updated to include the standards guidelines contained in the Global Frameworks Fleet policy.

Our Company's fleet program is administered in partnership with Wheels. This manual was prepared to assist you in operating and maintaining your company vehicle in a safe manner.

Failure to adhere to the policies set forth in this document may result in loss of company car and/or termination of employment. **Any deviation from this policy must be reviewed and approved by Syngenta management.**

All Syngenta drivers must possess a valid driver's license and are subject to the driver safety policy requirements. Only a licensed employee or a licensed spouse/domestic partner (as defined by company policy) are eligible to drive a company vehicle and are also subject to the same safety requirements. Other family members or friends are not permitted to drive a company vehicle.

After reviewing this manual, place it in the glove compartment of your vehicle for future reference. If you have any questions about the operation of your vehicle, please contact Syngenta Fleet Services at Wheels at (866) 380-7975.

Section 2: Eligibility

- Eligibility in this program must be approved by the respective department head and must be substantiated by legitimate business need.
- Only company drivers and permissible drivers with valid driver's licenses are eligible to operate company vehicles (see safety policy for definitions).
- Regional Business Unit offices and technology centers may have a pool of vehicles which can be used by employees at those sites for business travel.
- Management, along with Fleet Services, must approve the number and type of vehicles.
- Summer Interns will use the Car Rental Program through Wheels or an approved rental company (reference Summer Intern procedures from BU offices for more details).

Section 3: Vehicle Use Guidelines

A. Driver Responsibilities

Employees are expected to operate their Company vehicle safely and to maintain it in accordance with manufacturer recommendations. You must also comply with applicable governmental laws and regulations. Significant violations are subject to disciplinary action.

The prime responsibilities of all drivers of vehicles used for Company business are to:



- Operate the equipment in a manner which prevents injuries and property damage.
- Maintain the vehicle in clean, safe operating condition. Employees represent the company wherever they go and their actions reflect favorably or unfavorably upon the company. You are required to do regular maintenance as specified by the manufacturer (see Section 6, Maintenance Program, for more information).
- Pay any ticket for illegal parking or any other traffic violation; this type of expense is not reimbursable and must be paid immediately. Violation disputes are handled by the employee. However, the employee may call Wheels for legal documents needed for the dispute, i.e. bill of sale.
- Have your insurance card, accident-reporting card, and valid registration card in the vehicle at all times.
- Comply with applicable governmental laws and regulations. Significant violations are subject to disciplinary action.
- See Safety Policy for more information.

These responsibilities are necessary to successfully participate in our company's fleet program and to assure your safe, dependable transportation. Questions about the operation of your company vehicle should be directed to Syngenta Fleet Services at Wheels at (866) 380-7975.

B. Manager Responsibilities

- Leased company vehicles are ALWAYS assigned to a position/territory. Upon terminating employment with Syngenta or transferring to other positions within the company, the vehicle remains with the position.
- It is the responsibility of the manager to take possession of a vacated vehicle immediately.
- The manager must also notify Syngenta Fleet Services as to the location of the vehicle and should then make arrangements to turn in the vehicle or reassign it.
- See Safety Policy for more information.

C. Personal Use of Company Vehicle

Personal mileage is defined as any personal use (e.g., non-business) of the vehicle, such as commutes, personal errands, or short-term disability. Personal use of a company vehicle is included as taxable income on your W2 according to guidelines of the Internal Revenue Service (IRS). Consequently, personal mileage must be tracked and reported. The reporting year for personal mileage runs from November 1 through October 31 each year. See Section 10 for details.

Only you and your spouse/domestic partner (as defined by company policy) may use the company vehicle for personal reasons. Use by your spouse/domestic partner should be restricted to a limited basis. You will reimburse our company for personal use of the vehicle at a rate per pay period as communicated by our payroll department. This amount will be deducted from your paycheck. The personal use rate is reviewed annually.

Personal Use While On Vacation

Our company discourages the use of the company vehicle for extended vacation travel.

D. Pool Vehicles

- Approved Drivers must be approved by the next Level Supervisor and the Fleet Services review board, must be substantiated by legitimate business need, and abide by safety policy guidelines which includes annual driver history updates from state authorities and online driver training (additional detail can be found in section 13 of current fleet policy) .



- Syngenta Plants/Offices/Field Locations have a pool of vehicles (Pool Vehicles), which can be used by approved drivers for appropriate business uses only as covered by the Code of Conduct. <http://cms/CodeofConduct/en/CoC/Pages/CoC.aspx>. The Pool Vehicles are assigned to a representative of each location to work with Fleet Services office for tracking cost, maintenance and key distribution.
- Pool Vehicles that are ready for retirement or replacement will be returned to the Fleet Management Company for sell with a wholesaler, at auction, or an online site for Syngenta employees.

E. Safety Guidelines

Please adhere to the following precautions when operating your company vehicle. See Safety Policy for more information.

- Always keep doors locked when you are in the vehicle.
- Don't get blocked in. Strive for a four second cushion between you and the vehicle in front of you in order to take evasive action.
- Seat belts, child restraints, and shoulder harnesses should be worn at all times.
- Preplan your route to take the safest means and avoid shortcuts through unfamiliar areas of town.
- Be cautious when entering intersections. Always count to two before entering an intersection from a stoplight or stop sign.
- Signal when entering and exiting a freeway and continuously monitor the proximity of your vehicle to potential hazards to be ready to take evasive action.
- Use your turn signals for lane changes and when making turns in parking lots.

E. Alcohol or Drug Use

The unauthorized or inappropriate use of drugs or alcohol adversely affects a driver's ability to safely operate a vehicle. Such behavior jeopardizes the safety and health of the driver and others and constitutes a risk to the general public and our company.

For these reasons, our company prohibits the manufacture, transportation, distribution, dispensation or use, as well as the attempted or actual purchase or sale of drugs or alcoholic beverages in conjunction with the possession or use of a fleet vehicle.

Unauthorized or inappropriate drug use includes, but is not limited to, the following:

- Controlled and non-controlled substances, including prescription drugs without a prescription
- Non-prescription or prescription drugs that are considered unsafe for use when operating a vehicle

Any employee convicted of an alcohol or drug-related offense while driving may have his/her vehicle privileges terminated and may face additional disciplinary action.

F. Hazardous Substances

Possession of unauthorized hazardous substances or dangerous goods (as defined by law) in a company vehicle is strictly forbidden. Please see Appendix C, Guidelines for Chemical Transportation in Company Vehicles, for more information.



G. Towing

For sedans or vehicles that do not currently have a tow package, tow packages must be approved by your manager based on functional requirements of your position and follow all safety requirements dictated by the manufacturer. Absolutely no exceptions will be allowed.

Towing is to be limited to only company-approved weigh wagons, trailers and equipment. Towing of personal recreational items is strongly discouraged in all situations.

H. Cellular Phones/Computers

Our company discourages the usage of a cell phone while driving with the exception of using hands-free equipment on a limited basis. Further, state and local laws may prohibit or limit the usage of cellular phones while driving in your area. It is the driver's responsibility to be aware of these requirements. Please also remember:

- Safety is our top priority – please drive carefully.
- Only use your hands-free equipped cell phone when it is absolutely necessary, and keep your conversation brief.
- When driving allow your voice mail to answer your calls and return them when you are not driving.
- For emergency calls, stop and park to place your call.
- Be aware of all traffic conditions such as congested traffic, bad weather, and accidents.
- The driver is responsible to install, maintain and remove all cell phone equipment when obtaining a new vehicle.
- For safety reasons, our company does not allow the use of pagers, laptops, etc. while you are driving your company vehicle. You must pull over to a safe area before operating any of these types of equipment.

I. Ergonomic Policies

To reduce physical and mental fatigue on long trips, take frequent short breaks. Ensure your seat and mirrors are adjusted properly prior to driving.

Section 4: New Vehicle Information

A. New Vehicle Ordering Cycles

Our company carefully plans each ordering cycle and sells vehicles at the optimal time to minimize overall life cycle costs and maximize the resale proceeds from the used vehicles. Historically, vehicles are replaced in two cycles each model year:

1. Summer Order for Fall Delivery
2. Winter Order for Spring Delivery

Requisitions/internet orders for factory-ordered vehicles are accepted only during these two periods.



B. Vehicle Replacement Parameters

The following guidelines are used in determining vehicle replacement. However, there are several other factors taken into consideration when determining replacement times. Replacement dates can change throughout the model year according to market conditions.

- **Cars**
Typically replaced at about 70,000 miles + 18 months in service minimum or with 36 months in service, whichever comes first.
- **SUVs, Crossovers, and Minivans**
Typically replaced at about 80,000 miles + 24 months in service minimum or with 48 months in service, whichever comes first.
- **Light-Duty Trucks and Medium -Duty Gas Trucks**
Typically replaced at about 100,000 miles + 24 months in service minimum or with 48 months in service, whichever comes first.
- **Diesel Medium/Heavy-Duty Trucks**
Typically replaced at about 150,000 miles + 24 months in service minimum or with 48 months in service, whichever comes first.

C. Vehicle Selector and Company-Provided Equipment

Vehicles and company-provided vehicle equipment are chosen by Syngenta in accordance with business needs. You will pick a vehicle from the pre-approved selector when it is time to order.

D. Ordering Your New Vehicle

When your vehicle meets the replacement criteria, you will receive an e-mail from Wheels with instructions on how to order your new vehicle via DriverView[®] – Wheels Internet-based driver tool. Please place your order within 2 weeks of receiving notification. You can request an order email confirmation be sent to you when you submit your order.

E. Adding Driver-Paid Options

When ordering your vehicle, you may, at your own expense, further outfit your vehicle with optional equipment previously approved by your fleet. The availability and cost of driver-paid options is reviewed annually during the fall ordering cycle. All driver-paid options must be purchased at the time of order on Wheels DriverView via a personal credit card.

When the vehicle is eventually sold, or in the event that the vehicle is traded, transferred, or stolen, etc., or if you should leave the company for any reason, you will not be refunded for your purchase(s). You waive all rights of ownership of the options you add to your company vehicle.



F. Status of Your New Vehicle Order

You may check the status of your order on DriverView 24/7 and view vehicle options, additional upfitting (if applicable), and delivering dealer name, address and phone number.

G. Delivery of Your New Vehicle

You will receive new vehicle paperwork indicating where your new vehicle will be delivered and contact information. A representative from the dealership will contact you when your new vehicle is ready for delivery.

Be sure to bring your paperwork with you when taking delivery of your company vehicle to ensure it is delivered as ordered. *Do not accept delivery of a vehicle that fails to meet your order specifications or is in unsatisfactory condition.* Report any concerns to Wheels immediately at (866) 380-7975.

H. Out-of-Stock Purchases

When it is necessary to obtain a vehicle on an emergency basis (e.g., severely damaged vehicle), Fleet Services will work with Wheels to locate an appropriate vehicle with the required equipment; a driver may **NOT** “shop the lots” for a new vehicle. Wheels can often obtain reasonable purchase prices when using vehicle dealerships in their network.

Out-of-stock vehicles will not be leased for a driver simply upon request; for typical vehicle fulfillment, the driver receives sufficient notice to allow a vehicle to be leased through the normal channels.

Section 5: Turning in Your Used Vehicle

A. Turn-In Procedure

If you are not planning to purchase your used company vehicle and the vehicle is not being reassigned to another driver, please leave your used company vehicle at the dealership where you pick up your new vehicle.

B. Preparing Your Vehicle

Prior to turning in your used vehicle please remember to remove all company and personal belongings.

C. Purchasing Your Company Vehicle

You may wish to purchase your used company vehicle at the time of replacement. Only the company driver and corresponding permissible driver are eligible to purchase the old fleet vehicle. After you order your new vehicle, Wheels will automatically send you an offer letter with a quote and outline of the procedures prior to delivery of the new unit. The quoted price is based on the current value of your vehicle in the wholesale marketplace and may be less than comparable retail prices. *Quoted offer prices are firm and not subject to negotiation. Proceeds from the sale are first used to clear the remaining book value on your vehicle, any surplus or deficit funds will be charged to your cost center.*

If you wish to purchase your vehicle and do not receive any information, please contact Wheels at (866) 380-7975. This applies to both company-owned and Wheels-leased vehicles. *Any questions*



with regard to the purchase of a non-Wheels leased vehicle should be addressed with the Fleet Office.

Section 6: Maintenance Program

A. Policy Overview

It is your responsibility to maintain your company vehicle in good operating order. Our company has enrolled your vehicle in Wheels Maintenance Assistance Program (MAP).

You will receive a MAP Driver Passport that lists a preventative maintenance schedule, national account suppliers, and vendor authorization numbers.

Prior to obtaining unscheduled maintenance, please contact Wheels MAP at (866) 380-7975. Wheels MAP advisors will negotiate and authorize needed repairs. All maintenance and repair work should be performed at authorized national account suppliers to ensure consistent quality and price.

Please contact Wheels MAP at (866) 380-7975 for all of your maintenance needs.

B. Using Your MAP Driver Passport

Be sure to follow the instructions in your MAP Passport regarding mechanical repairs and vehicle maintenance.

National Suppliers are listed on the Passport. If you need assistance locating one near you, please contact Wheels MAP.

C. Preventive Maintenance

You are responsible for scheduling all preventive maintenance (e.g., oil change, tire rotation) on your vehicle. Refer to your MAP Passport to determine what maintenance needs to be completed at each mileage interval.

	Car & Light Truck	Medium Truck > 10,001 GVW	Heavy Truck > 35,000 GVW
PM	6000		
BPM		5000 (90 days)	10000 (90 days)
CPM/DOT		Annually	Annually
A-Service			5000 (45 days)

D. Unscheduled Maintenance

Unscheduled maintenance or repair work in excess of \$100.00 requires the prior approval of Wheels MAP. Please be sure that the maintenance shop does not begin work prior to authorization.

E. Tires

Tires should be visually inspected regularly and pressure checked periodically. Front-end alignment or wheel balance problems should be addressed immediately to avoid unnecessary tire wear.



All vehicles come equipped with radial tires that should last for a minimum of 30,000 miles. If tires are to be replaced, driver should ensure that “like-for-like” tires are purchased for vehicle. No upgrades to size or load range are permitted.

Be sure to contact the Wheels MAP prior to purchasing tires.

F. Windshield/Glass

Please contact Wheels MAP for assistance with having your damaged glass repaired or replaced.

G. Recall Notices

The appropriate manufacturer will notify you if a recall notice has been issued for your vehicle. It is your responsibility to have the repair completed.

H. Warranty

Your vehicle carries a warranty that provides for repair or replacement of defective parts by an authorized dealer.

Any questions concerning warranty coverage should be directed to Wheels MAP at (866) 380-7975. The MAP advisors can assist you with warranty claims, policy adjustments, and manufacturer recalls.

I. Accidents

For accident-related repairs or towing, please refer to Section 9, Collision Program and Incident Reporting.

J. Emergency Roadside Assistance

Emergency roadside assistance coverage includes the following services:

- Towing
- Battery charge
- Flat tire changes
- Fuel delivery
- Lockout service
- Accident towing



Section 7: Fuel Program

A. Policy Overview

For your convenience, your vehicle has been enrolled in Wheels Fuel Management Program. Wheels will provide you with a fuel card and a fueling driver identification (ID) number, also known as a personal identification number (PIN). The PIN is assigned to a driver and identifies which driver is purchasing fuel. The PIN grants you access to the fuel pump and serves as an electronic signature for tracking transactions. Fuel cards are assigned to the vehicle and should remain with the vehicle in the event you are transferred or change vehicles.

Be sure NOT to keep your PIN and fuel card together. Do not share your PIN with anyone and do not use your fuel card to fuel other vehicles.

B. Using Your Fuel Card

The Wheels Fuel Card is currently accepted at more than 165,000 facilities nationwide – 95% of stations. Authorized fuel suppliers are indicated on the User's Guide you received with your fuel card. Your fuel card may be used for pay-at-the-pump purchases as well as fuel purchases paid inside the station.

Once your card is swiped, you must enter your PIN and odometer reading (omitting tenths). The transaction details captured include fueling location, driver's name, date, time, product purchased, number of gallons, price per gallon, and total transaction cost.

It is imperative that accurate mileage data be entered at the time of purchase, as mileage readings are used to determine when your vehicle will be replaced.

If you need assistance in locating a fuel station location, please contact Wheels at (866) 380-7975.

Only fuel purchases and car washes can be purchased using the Wheels fuel card. Under no circumstances are other non-fuel card purchases permitted (i.e. windshield washer fluid, oil, food). Non-fuel charges will be monitored each month and escalated to driver's manager when violations occur. Your fuel card should not be used to pay for maintenance. All maintenance should be processed using your MAP Passport. See Section 6, for further information on Maintenance.

Verify in your owner's manual the grade of fuel your vehicle needs. Most fleet vehicles do not require premium fuel.

C. Lost, Stolen, or Damaged Fuel Cards

If your fuel card is lost, stolen or damaged, immediately contact Wheels Fuel Management at (866) 380-7975.

To protect against theft and misuse, *do not share your PIN with anyone or keep it with your fuel card.*

In only limited, temporary circumstances, fuel purchases may be reimbursed through your weekly expense account if your fuel card is lost or stolen. Receipts will be required for all purchases and must include the following information:

- Name of gas station
- Date of purchase
- Dollar amount of purchase
- Number of gallons purchased



- Your signature

Section 8: Insurance Program

A. Policy Overview

Our company's insurance policy will apply to your vehicle as soon as it is put into service. The policy protects our company, the lessor(s) of the vehicle, and authorized drivers against claims from others which may result from an accident.

B. Proof of Insurance Card

A proof-of-insurance card must be carried in the company vehicle at all times. Proof of insurance may be required in the aftermath of an accident or at the time of registration renewal.

Whenever a new vehicle is ordered Wheels will issue an insurance card to accompany the vehicle. In the event the card is lost or damaged, a replacement may be obtained by calling Wheels at (866) 380-7975.

C. Liability Insurance

Third-party property damage and personal injury coverage is provided by our company's insurance carrier. The vehicle's insurance certificate should be in the vehicle with the vehicle registration. A new insurance card will be supplied to you each year.

D. Collision Insurance

Our company assumes responsibility for direct damage, collision, and comprehensive.

E. Business Property

Please contact your fleet office, if business property, such as laptops, display items, etc., have been damaged or stolen from your vehicle.

F. Personal Possessions

Syngenta and its affiliates have no insurance coverage for loss of personal possessions in automobiles. Therefore, our company will not be responsible for any loss of personal possessions incurred for whatever reason. This would include, but not be limited to: clothing, brief cases, etc. Check your homeowner's insurance for possible replacement of stolen/damaged personal possessions. Drivers may choose to purchase coverage for personal effects by incorporating clauses into their personal insurance policies. Refer to Syngenta Travel and Entertainment Policy for personal deductible reimbursement procedure for lost or stolen personal items.



Section 9: Collision Program and Incident Reporting

A. In the Event of an Accident

Any accident/incident, major or minor, **MUST** be reported promptly and accurately to Wheels (and local authorities, if necessary). If bodily injury occurs also call Syngenta Health Services immediately. If you are involved in an accident:

1. STAY CALM.
2. Assess the situation: Are you injured? Is it safe to exit the vehicle?
3. Obtain medical attention as necessary.
4. Secure your vehicle and its contents.
5. Call the police. If a police report is obtained, forward it to:
Wheels Collision Management
666 Garland Place
Des Plaines, IL 60016
Or fax: 847-699-8491

If the accident involves another vehicle, contact Wheels immediately at (866) 380-7975 to complete an incident report. Please have the following ready:

- Driver's name, address, and telephone number
 - Name of vehicle owner
 - Name of insurance company
 - Vehicle license plate and registration number
 - Date, time, and location of accident
 - Weather conditions
 - Names of injured, if applicable
 - Name and badge number(s) of investigation officer(s)
 - Name and address for any witnesses or occupants of other vehicle(s) involved
6. If you are in a rental vehicle in place of your company leased vehicle, contact Wheels to complete an incident report. You will also need to contact the rental agency and complete their incident report. Their contact information can be found on the rental agreement you received when you picked up the vehicle.
 7. *Never express an opinion as to fault or liability, agree to any settlement on behalf of our company or Wheels, or sign any statements other than documents required by police authorities.*
 8. *Do not* discuss the limits of your insurance coverage.
 9. *Immediately* contact Wheels Collision Management at (866) 380-7975 (follow the prompts) to report the accident.
 - Wheels will notify Syngenta Fleet Services and the insurance carrier.
 - Wheels will advise you on obtaining an estimate.
 - Wheels must issue a purchase order to a repair facility *before* repair work begins.
 - Wheels will assist you in selecting the repair shop to which to take your vehicle. They will arrange a tow and rental if necessary. Be certain that repair work does not begin until Wheels grants authorization.
 - If the accident involves injury to another person or damage to property, Wheels will contact Syngenta's third party liability carrier to report an auto accident. This reporting may be completed within 24 hours of the accident unless it involves a fatality.
 10. Call and report the accident to your immediate supervisor and to the Site Safety Officer.
 11. An accident involving the death of a U.S. Syngenta, or Affiliate Company, employee on company business in the United States requires the manager to directly notify the Head of HSE. HSE Head will notify OSHA (1-800-321-OSHA) within 8 hours of the company's actual knowledge of



the accident. Notification *must* be made to the HSE Department and the Syngenta appropriate Legal Department.

NOTE: If an insurance carrier or attorney for the other party contacts you to settle a claim, politely inform the caller that you are unable to speak with him or her until you have spoken to an advisor. Take the name, phone number and company affiliation of the caller and tell him or her that someone will get back to them. Terminate the conversation promptly, and then contact the Wheels Collision Management immediately at (866) 380-7975 (follow the prompts).

B. Stolen or Vandalized Vehicles

If your vehicle is stolen or vandalized, report the incident to the local police immediately. A copy of the police report must be forwarded to:

Wheels Collision Management
666 Garland Place
Des Plaines, IL 60016
Or fax: 847-699-8491

Immediately contact Wheels Collision Management at (866) 380-7975 (follow the prompts).

Report the incident to your immediate supervisor as soon as possible.

The loss of personal items stolen or vandalized will be the responsibility of the driver's personal insurance carrier.

Section 10: Reporting Mileage

We urge you to read the following carefully, as it has an impact on the amount of taxable income reported to your annual W-2. PLEASE NOTE: This is a 2 step process: monthly reporting of personal and business mileage and an annual certification.

A. Business Mileage Reporting

The driver must maintain a record of business miles driven in a company vehicle. The Internal Revenue Service requires that you maintain the following information:

- Amount of total usage
- Amount of business usage
- Date of the business mileage
- Business purpose for the trip

Business mileage must be reported through the Wheels Mileage Collection program – either via DriverView or by calling (866) 380-7975.

Accurate business mileage reporting is imperative for IRS reporting and ensuring that replacement notifications are sent on a timely basis.



B. Personal Mileage Reporting

The company driver and permissible driver may use the company-leased vehicle for personal reasons.

Personal mileage must be reported through the Wheels Mileage Collection program – either through DriverView or (866) 380-7975 (must report both business and personal mileage).

The company will deduct an amount per month through payroll deductions for personal use of the company vehicle. The amount of the deduction will be based on IRS guidelines and will be reviewed annually.

The IRS views the personal use of a company vehicle as a taxable benefit; the value of the car equals the taxable fringe benefit and is reflected on the driver's W-2 form. For the previous year, this taxable benefit will be computed based on IRS lease value tables, plus the cost of gasoline. Talk to a tax advisor for more information about the deduction.

C. Annual Reconciliation: Driver Tax Compliance Program

Annually, you are required to report and certify your business and personal mileage information through the Wheels Driver Tax Compliance program. **Wheels will notify you at the end of October on how to report.** You will be able to report via one of the following methods: DriverView and an automated phone system. You will need to report your information for the previous tax year for any vehicle that was in your possession.

If an employee is absent from work, due to medical leave or personal leave, and had a company vehicle in their possession at any time during the past tax year, he/she is still required to report.

The reporting year for personal mileage runs from November 1 through October 31 each year.

Wheels will calculate the taxable benefit and provide the information to Syngenta so it can be reflected on the driver's W-2 form.

D. Failure to Comply

If you fail to report your personal mileage usage annually, the Internal Revenue Services rules require the lease value of your company car to be reported as additional income for the period not reported. Employees may be subject to pay up to 100% of the Annual Lease Value for use if personal mileage is not reported.

E. Mileage Reporting Terminology

- **Fleet ID:** The identification number assigned to your company.
- **User ID:** The identification code assigned to the driver. Typically, it is the first initial of your first name, followed by your last name.
- **Control Number:** The number assigned to each vehicle you drove during the year.
- **Days in possession:** The number of days you had the vehicle in your possession.
- **Total Miles:** Total miles driven during the tax year.
- **Personal Miles:** Personal miles driven during the tax year.



Section 11: Title and Registration of Your Vehicle – Registration Express (RegEx)

A. Initial Title and Registration of Your Vehicle

Wheels handles the initial titling and registration of your new vehicle. If your assistance is needed, the dealership handling the delivery of your vehicle will contact you with instructions. In the event you receive the title directly, *please forward it immediately to:*

Wheels, Inc.
Title and Registration Services
666 Garland Place
Des Plaines, IL 60016

Do not attempt to license your vehicle without prior approval. The delivering dealership is responsible for handling all of these activities. If you have questions about the titling and registration of your vehicle, please contact the Wheels RegEx Hotline at (866) 380-7975.

B. Driver Relocation

If you relocate, please contact Wheels at (866) 380-7975 or email driverassist@wheels.com and inform them of your new address. Wheels will assist you with re-titling your vehicle in its new location.

If re-titling of the vehicle is required and you know of your new address 60 days in advance, Wheels will process the state transfer for you and mail new plates to your address. However, if your plates expire within 60 days of your move, Wheels will send you a packet with documentation required for re-titling at your local department of motor vehicles.

C. Registration Renewals

Wheels will send you information on renewing your vehicle's registration including any assistance we may make need from you to meet state requirements. This may include specific documentation such as emissions or smog tests. Please complete your requirements as noted in your instruction letter and return all necessary documentation to:

Wheels, Inc.
Title and Registration Services
666 Garland Place
Des Plaines, IL 60016
Or Fax: 847-699-0286 (if an original is not required)

Wheels files all documents and pays appropriate fees to state and county agencies. Drivers receive plates and/or tags from Wheels or in some cases, from the state directly. It is your responsibility to be aware of the expiration date of the license plates for your vehicle.

If your vehicle is leased through another leasing company, they will provide you with registration information. If you have not received the information and your plate is due to expire in 60 days, please call:

GE: 800-328-0244



PHH: 410-771-2531 or cstitle@phh.com

Section 12: Miscellaneous

A. Vehicle Changes

Please contact the Fleet Office, if you are assigned to a different vehicle.

Failure to inform the Syngenta fleet office of a change may cause discrepancies in your personal mileage reporting and company budgeting. See Section 10, Reporting Mileage, for more information on personal mileage.

B. Temporary Vehicle Replacement

If your business vehicle is inoperable and you are unable to use another personal vehicle, a vehicle rental may be warranted.

Contact Wheels at (866) 380-7975 for assistance in obtaining a rental vehicle.

C. Operating a Vehicle Outside of the United States

Your vehicle should never be taken out of the United States without the approval of your immediate supervisor.

Wheels must be notified if you intend to leave the United States with your vehicle. *Special provisions are required to ensure legal operation of your vehicle in Canada and Mexico.*

Travel in Canada requires proof of ownership, a Canadian border crossing card, and an inter-province motor vehicle insurance card.

In Mexico, you must purchase temporary automobile insurance to ensure adequate coverage.

Please contact Wheels at (866) 380-7975 at least one week before you travel to ensure proper documentation is obtained.



Section 13: Syngenta Fleet Vehicle Safety Policy

SYNGENTA FLEET VEHICLE SAFETY POLICY

A. PURPOSE & SCOPE

Syngenta owns and leases a number of vehicles as part of its Fleet Vehicle Program and we are committed to making sure these vehicles are operated in a safe and responsible manner. In furtherance of this commitment, we have implemented this policy which applies to all Syngenta employees and other individuals who drive Fleet Vehicles.

B. DEFINITIONS

Fleet Vehicle: Any vehicle that Syngenta owns, leases or rents and is covered by the Company's Fleet Vehicle Administration Program.

Minor Violation: Any offense such as: speeding, running a red light or stop sign, performing an illegal turn, following too closely, failure to yield, driving too fast for conditions, and other traffic violations of a similar nature.

Major Violation: Any offense such as driving under the influence (DUI), failure to submit to alcohol testing, driving with a revoked or suspended license, hit and run, failure to report an accident, negligent homicide arising out of the use of a motor vehicle, using a motor vehicle for the commission of a felony, permitting an unlicensed person to drive, and other violations of a similar nature.

Acceptable Driving Record: A record that shows a driver has a valid drivers' license and has incurred no more than two Minor Violations during the past 36 months.

Probationary Driving Record: A record that shows a driver has a valid drivers' license but has incurred three Minor Violations during the past 36 months.

Unacceptable Driving Record: A record that shows a driver does not have a valid drivers' license and/or has either: (1) incurred four or more Minor Violations during the past 36 months, (2) has been convicted of a Major Violation within the past five years.

C. OBTAINING DRIVING RECORDS

In order to comply with the Fair Credit Reporting Act ("FCRA"), proper written consent must be obtained prior to obtaining anyone's driving record.

For prospective employees (and interns) who are hired for positions that will involve driving Fleet Vehicles, Syngenta Staffing Services is responsible for obtaining copies of their driving records after they receive their conditional offers of employment and before they are hired.

For existing employees who are being approved to drive Fleet Vehicles, the Line Managers of these employees are responsible for contacting Fleet Management who will obtain the driving records of these employees.

D. REVIEW PROCESS

Staffing Services will conduct the initial review of the driving records it obtains for prospective employees and interns to determine whether they should be approved to drive a Fleet Vehicle. For existing employees who are seeking approval, Fleet Management will notify them of their status after a review of their driving records.



E. APPROVAL CRITERIA

Individuals with Acceptable Driving Records will be approved to drive Fleet Vehicles.

Individuals with Probationary Driving Records will be approved to drive Fleet Vehicles on a conditional basis with the understanding that if they incur an additional violation (resulting in them having four minor violations in a 36 month period), their record will be deemed Unacceptable.

Individuals with Unacceptable Driving Records will **not** be approved to drive Fleet Vehicles. With respect to prospective employees, this may mean that the responsible Human Resources Business Partners (“HRBP’s”) will need to take the necessary steps under the FCRA to notify these individuals that we are considering revoking their offers of employment.

With respect to current employees, if it is ever determined that they have Unacceptable Driving Records, and driving is an essential function of their job, this will require the termination of their employment unless an exception is approved by the Review Committee.

F. PENDING MAJOR VIOLATIONS

Whenever it is determined that there is a Major Violation pending for an approved driver or someone for whom approval is being sought, and the matter has not yet been resolved through the legal process, the situation will be reviewed by the Review Committee to determine the appropriate course of action.

G. OTHER PERMITTED DRIVERS

Employees who have been assigned Fleet Vehicles can request that their spouses or life partners be approved to drive these vehicles. In order to obtain these approvals, the employees must contact Fleet Management who will provide the consent forms giving the Company permission to check the necessary driving records. After receiving this consent, Fleet Management will ensure that these driving records are Acceptable before issuing approval notification. To determine whether spouses/life partners should be approved, the same criteria described above in Section E (“Approval Criteria”) will be used.

H. WRITTEN APPROVALS

In all cases, regardless of whether it is with respect to new hires, interns, existing employees or their spouses/ life partners, Fleet Management will provide the written approvals and maintain a list of all approved drivers. In the case of spouses/life partners, the written approvals will be provided to the employees who have been assigned these Fleet Vehicles.

No one is allowed to drive a Fleet Vehicle unless and until the required written approval has been provided by Fleet Management.

I. REQUIREMENTS FOR EXISTING APPROVED DRIVERS

Reporting of Incidents

All employees approved to drive Fleet Vehicles must notify their Line Managers of any traffic violations for which they (or any approved spouses/life partners) are **cited** (Major or Minor) regardless of whether the violations occurred during Company time or while driving Fleet Vehicles. Any accidents involving Fleet Vehicles must also be reported. Reports of traffic violations and accidents must occur as soon as is reasonably practicable (typically within 24 hours of the incident).



Line Managers who receive reports of traffic violations or accidents must promptly report these to Fleet Management and work with Fleet Management to verify whether the approved drivers within their areas of responsibility continue to have Acceptable Records.

Failure to Report

Employees who fail to report violations or accidents involving themselves or their spouses/life partners will be subject to disciplinary action up to and including the possible termination of their employment.

Annual Updates

On an annual basis, Fleet Management will obtain new driving records (MVR) for all approved drivers including approved spouses/ life partners.

Reviews of Driving Records

Whenever it is determined that existing drivers have Probationary Records or Unacceptable Records as a result of newly incurred violations or due to an Annual Update, Fleet Management will revise their status. In those cases, where existing drivers move to the Unacceptable category as a result of new violations, this will result in them losing their approval to drive Fleet Vehicles and possible termination of employment.

J. REVIEW COMMITTEE

Any exceptions to this policy must be agreed to by a Review Committee which will consist of the HR NA Head, the Operational HSE & QA Head and NA Employment Counsel. The rationale for any agreed upon exceptions must be documented and forwarded to Fleet Management for retention.

K. TRAINING

All individuals approved to drive Fleet Vehicles must complete Syngenta's on-line safe driving training within one (1) month after they are approved and annually thereafter.

L. DRIVER RESPONSIBILITIES

In addition to the Training Requirement described above, all approved drivers are required to do the following. Failure to meet these responsibilities may result in the loss of driving approval.

1. Comply with all applicable federal, state and local motor vehicle laws including those related to driving while under the influence of alcohol or drugs.
2. Follow the practices of defensive driving and never commence or continue business travel during extremely bad weather and road conditions, such as ice storms and snowstorms. Where safe and feasible, drivers should proceed to an off-road location and wait until the weather and road conditions improve.
3. Drivers and their passengers must use **safety belt restraints at all times**. Passive restraints (such as air bags) alone are not sufficient. Small children being transported in a Company Vehicle shall be in an approved safety seat and appropriately positioned in the vehicle as recommended by the National Safety Council or automobile manufacturer.
4. Maintain any Fleet Vehicles assigned to them in accordance with the Syngenta Fleet administration policy.

5. Never use radar detectors in their Fleet Vehicle, even if local laws do not prohibit the use of such detectors.
6. Do not use hand held cell phones while driving on Company Business or Company-owned property. **No text messaging of any kind is permitted while driving.** Hands free cell phones may be used when driving in non-congested traffic situations. Drivers should not make outgoing calls while moving in congested traffic situations such as urban areas, and should minimize all cell phone usage whenever driving conditions are impaired by weather, traffic or other distractions. **Note: whenever State or Local laws pertaining to texting and cell phone usage are more restrictive, they shall apply.**
7. Do not operate motor vehicles when alcohol, drugs, fatigue, or a known Health condition has impaired their ability to drive.

M. HEALTH, SAFETY AND ENVIRONMENT (HSE) TEAM RESPONSIBILITIES

In furtherance of this policy, HSE will do the following:

1. Provide driver training program availability.
2. Ensure quality accident investigation reports and consistent application of accident “preventability” guidelines.
3. Collect and analyze accident reports, statistics and trends.
4. Audit against the Policy and Procedures.
5. Maintain company drivers training records.



APPENDIX C

GUIDELINES FOR CHEMICAL TRANSPORTATION IN COMPANY VEHICLES

- 1) Transporting chemicals in enclosed vehicles such as cars, vans, and suburbans should be the exception rather than the norm. If there is an exception then the chemical(s) must be in containers that are sealed, odor free, properly labeled, and packaged to prevent breakage. This minimizes the danger of breathing fumes/odors from the chemicals being transported.
- 2) It is recommended that company vehicles not be used to transport samples to university or private cooperators/customers unless absolutely necessary. If chemicals must be transported in the passenger airspace (back of Explorer or trunk of company car) they should be transported in an airtight, chemical resistant container such as the "Gator 20 gallon Labpack." We strongly recommend that all samples be shipped directly to these locations from Syngenta. Additionally excess samples should be returned directly to the company utilizing the "Sample return program" if at all possible.
- 3) To the absolute extent possible all chemicals being transported (or even stored) must be kept in the original containers with the labels intact. If materials have to be transferred into new/different containers then a new and complete label should be affixed.
- 4) Chemicals that are regulated by DOT as hazardous materials are limited to 200 kg (440 lbs.) to be eligible for the Materials of Trade exceptions in the DOT regulations. If the quantity being transported exceeds this amount, the entire load becomes subject to the regulations, and must be marked and labeled accordingly.

APPENDIX D

SYNGENTA/WHEELS FLEET SERVICES HOURS OF OPERATION

Please refer to your fleet ID and vehicle number any time you call or write Syngenta Fleet Services at Wheels regarding your vehicle.

Wheels, Inc. (866) 380-7975

Driver Assistance:

Monday - Friday, 7:00 a.m. to 7:00 p.m. Central

Maintenance Assistance Program (MAP) and Collision Management (accident services):

Monday - Friday, 7:00 a.m. to 7:00 p.m., Saturday 7:00 a.m. to 5:00 p.m. and Sunday 8:00 a.m. to 4:30 p.m. Central

Emergency assistance is available 24 hours a day, 7 days a week

Fuel Management:

Monday – Friday, 7:30 a.m. to 5:00 p.m. Central

Report lost or stolen cards immediately - 24 hours a day, 7 days a week

APPENDIX E

FREQUENTLY ASKED QUESTIONS

Many driver and manager questions can be answered by the Syngenta Fleet Services at Wheels at (866) 380-7975 or via email to driverassist@wheels.com. Associates are available 7 a.m. to 7 p.m. Central, Monday – Friday, to answer driver questions.

- 1) **I need a new PIN for my fuel card. Who do I contact?**
Call Wheels Fuel Management at (866) 380-7975.
- 2) **My fuel card is not working. Why?**
Call Wheels Fuel Management at (866) 380-7975.
- 3) **How do I replace a fuel card or MAP Driver Passport that was lost or stolen?**
If your fuel card is lost or stolen, immediately contact Wheels (24/7) at (866) 380-7975 or email driverassist@wheels.com. For a replacement MAP Driver Passport, contact Wheels during business hours.
- 4) **My insurance card is expired. Whom do I contact for a new one?**
Call Wheels at (866) 380-7975 or email driverassist@wheels.com.
- 5) **I need to change an address for a unit. Can I do this on my own? Where can I make the necessary changes?**
Call Wheels at (866) 380-7975 or email driverassist@wheels.com.
- 6) **What do I do if a unit is being moved from one location to another?**
Go to My Syngenta webpage, find My Services > Travel & Expense > Obtain Fleet Services to complete 'driver change form' with the following information:
 - New Driver
 - New Address
 - New Phone Number
 - Function, Organization, Region, Department, Location
 - Cost Center
 - Employee ID number
 - Advise if vehicle needs to be relocated by Wheels
- 7) **What do I do if I have identified a vehicle we have that Wheels does not know about?**
Contact the Syngenta fleet office and ask to have the unit added to your fleet's asset inventory.
- 8) **How do I add a unit to a pool of vehicles?**
Go to My Syngenta webpage, find My Services > Travel & Expense > Obtain Fleet Services to complete 'driver change form'.
- 9) **What do I do if I have a driver who is changing positions?**
To transfer the vehicle to a new driver, you should go to My Syngenta webpage, find My Services > Travel & Expense > Obtain Fleet Services to complete 'driver change form'.

10) What is the difference in a “pool” vehicle vs. a “spare” vehicle?

A “pool” vehicle is shared by many drivers, used for business purposes, and not tied to the personal mileage program. A “spare” vehicle is a vehicle vacated by a driver that might be available for another driver in other areas of the fleet, or will be filled by a new driver shortly.

11) My license plate and/or registration are expired. What do I do?

Park the vehicle – it should not be driven with expired plates.
Call Wheels RegEx at (866) 380-7975 to confirm the renewal information has been sent.

12) How are drivers notified of upcoming registration renewals from the RegEx program?

The drivers are notified via email or letter.

13) When does the company get charged for “excessive” duplicate registration renewal requests?

Only the state fees are passed through to Syngenta; Wheels does not charge any additional fees.

14) What do I do if I’m involved in an accident?

If you are involved in an accident, contact Wheels Collision Management at (866) 380-7975 immediately.

15) What if the body shop requests my signature?

By signing the receipt, you are advising that the vehicle’s repairs are acceptable and you are taking possession of the vehicle.

16) Should I pay to obtain an estimate?

No, with Wheels Collision Management, you should not encounter out-of-pocket expenses.

17) Can I select which body shop to use?

Wheels will recommend a shop in their network that is convenient to you and that consistently provides quality repairs.

18) After an accident occurs, who decides whether a pool vehicle is used or a rental is acquired?

Wheels will work with the Syngenta fleet office.

19) Who is my first point of contact when I have a question regarding maintenance?

Call Wheels MAP at (866) 380-7975.

20) How do I handle routine maintenance and mechanical repairs?

Refer to your MAP Driver Passport or call Wheels MAP at (866) 380-7975.

22) Who are the National Account Vendors?

National accounts are vendors in the Wheels MAP network that consistently provide quality service and pricing.

23) Will a manager be charged personal mileage for a pool vehicle that is assigned to that manager?

A manager should not be charged personal mileage for a pool vehicle that is assigned to him/her.

24) If we are encouraging the use of hands- free headsets, who pays for them?

Our company will pay for hands-free headsets for each driver and make every effort to include in vehicle equipment. If not available through normal order, contact your manager to arrange.

25) How often is the Motor Vehicle Records (MVR) process executed for existing drivers?

MVR checks will be done once a year at the same time of year for all drivers.



26) Does an eligible spouse/domestic partner have to participate in an MVR check?

Only spouses/domestic partners (as defined by company policy) who have participated in the MVR check are eligible to drive a company vehicle.

27) When is my vehicle going to be replaced?

Please refer to Section 4 for typical vehicle replacement parameters.

28) How will I know when my vehicle is scheduled for replacement?

Wheels will automatically email a notification to you when it is time to order your new vehicle via DriverView.

29) Will I be able to purchase my old company vehicle?

Please refer to Section 5 for more information on purchasing your company vehicle.

30) How are the prices of used vehicles determined?

Price quotes are based on the fair market value of the vehicle. Fair market value is determined by mileage, make and model, engine size, and geographic location. **All price quotes are firm and non-negotiable.**

Vehicles with significant mechanical problems or a history of major accidents will not be available for purchase.

31) When will I receive my new company vehicle?

New vehicles are usually delivered within 12 weeks after the driver places the order. However, delivery times may vary according to make and model and whether there is upfitting on a vehicle.

32) How do I check on the status of a new vehicle order?

Got to www.wheels.com, select Driver Tools, and select Status. Status on DriverView is available 24/7.

33) How do I know where to pick up my new company vehicle?

When ordering your vehicle, you may be able to view the dealership. The dealership contact information will be displayed on DriverView in the Status section. In addition, you will receive new vehicle paperwork from Wheels. The delivering dealership will contact you once the vehicle has arrived.

34) What do I do if I have an issue that is not in this FAQ?

Contact Wheels at (866) 380-7975 for assistance.



APPENDIX F

ACKNOWLEDGEMENT FORM

By signing below, I acknowledge that I have received a copy of the **Syngenta Fleet Policies and Procedures** and understand that I am expected to adhere to these policies and procedures.

Fleet-Unit Number
Employee's Signature
Employee's Name (please print)
Date Signed