Trident Lifting Solutions

Policy Statement - Trident Lifting Solutions Limited (“Trident”, “the Company”)

Trident Lifting Solutions Limited is committed to high standards of professional conduct, integrity and accountability. As a specialist lifting and crane solutions provider operating in safety-critical environments, we recognise that the behaviour and standards of our people are fundamental to building a strong, respectful culture and protecting our reputation as a trusted industry leader.

We expect everyone working for or on behalf of the Company to act with professionalism, respect and responsibility at all times, reflecting our values and supporting a positive working environment. Clear standards of behaviour are essential to ensure safety, quality and effective collaboration across our projects and teams.

1. Purpose

The purpose of this policy is to establish guidelines for the reimbursement of mileage incurred by employees of Trident Lifting Solutions when traveling on business. The policy ensures that mileage expenses are reimbursed in accordance with HMRC-approved rates while maintaining fairness and transparency for all employees.

2. Scope

This policy applies to all Trident Lifting Solutions employees who use their personal vehicles for business-related travel while employed under the PAYE system. It outlines the process for claiming mileage reimbursement and the conditions for eligibility.

3. Approved Mileage Rates

Trident Lifting Solutions will reimburse employees for business travel at the following rates, in line with HMRC's approved mileage rates:

Cars and Vans:

- 45p per mile for the first 10,000 miles in a tax year.
- 25p per mile thereafter.

Motorcycles:

- 24p per mile.

Bicycles:

- 20p per mile.

These rates are subject to change in accordance with HMRC guidelines.

4. Eligible Travel

Only mileage incurred for business purposes will be reimbursed. Business travel includes, but is not limited to:

- Attending meetings with clients or suppliers.
- Traveling to and from job sites or project locations.
- Business-related training or events.

Commuting between home and the usual place of work is not eligible for mileage reimbursement. Only travel that is considered 'business travel' as per the above criteria will be reimbursed.

5. Submission of Mileage Claims

Employees must submit a completed mileage claim form for reimbursement. Claims should include the following information:

- Date of Travel
- Starting Point & Destination
- Purpose of Journey
- Total Miles Travelled

Mileage claim forms should be submitted on a weekly/monthly basis to the Finance Department.

6. Private Use of Vehicle

If an employee uses their vehicle for both business and private purposes, only the business-related mileage can be claimed. Employees must maintain a log that clearly distinguishes between business and personal travel.

7. Tax Implications

Reimbursements made at or below the HMRC-approved mileage rates are non-taxable and not subject to National Insurance. However, if the reimbursement exceeds the approved rates, the excess amount will be considered taxable income and subject to income tax and National Insurance contributions.

8. Vehicle Insurance & Maintenance

Employees must ensure that their personal vehicle is adequately insured for business purposes, including public liability coverage. Trident Lifting Solutions is not responsible for any damages or losses incurred during business travel.

Employees are also responsible for the ongoing maintenance and repair of their vehicles. Mileage reimbursement does not cover vehicle maintenance costs such as fuel, oil, tires, etc., unless explicitly stated as a separate reimbursable expense.

9. Company Vehicles

Employees provided with a company vehicle will not be eligible for mileage reimbursement for business travel using that vehicle. In such cases, the company vehicle will cover travel-related expenses.

However, if the employee uses a company vehicle for private purposes, they may be subject to a benefit-in-kind tax.

10. Policy Violations
Failure to comply with this mileage reimbursement policy, including submitting false claims, inaccurate mileage logs, or failing to follow the correct submission process, may result in disciplinary action.

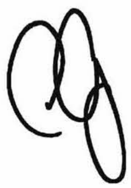
11. Policy Review and Updates
This policy will be reviewed annually or as required by changes in legislation. Employees will be notified of any updates or amendments to the policy.

12. Contact Information
For any questions or clarification regarding this policy, please contact HR Department at hr@statom.co.uk

13. Acknowledgement
By signing below, employees acknowledge that they have read, understood, and agree to comply with the Trident Lifting Solutions - Mileage Reimbursement Policy.

AUTHORISED AND SIGNED

SIGNED



Chris Conway
Director

Review: **Annually**
Date: **28/08/2026**
Next Review: **28/08/2027**

SIGNED

Martina Oyite
Chief People Officer

Review: **Annually**
Date: **28/08/2026**
Next Review: **28/08/2027**