Johnson&Johnson

GLOBAL FLEET POLICY

For internal use only
Version applicable as of June 1st, 2024

This policy applies to:

Country(ies)	United Kingdom (UK)
Operating company(ies) / MRC / Johnson & Johnson location(s) / Local Area(s)	All Johnson & Johnson Companies within UK
Employee Group(s)	All eligible employees in UK
Collective Bargaining Unit(s)	N/A

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0. Definition of Key Terms

- *Affiliate(s):* Any direct or indirect subsidiary of Johnson & Johnson.
- *Alternative Mobility Solutions (AMS):* A system in which a wide range of mobility options are provided to Employees as a service, enabling Employees to plan, book, and pay for any mode of transportation through a single digital application.
- *Automobile Liability Insurance:* Provides financial protection to Company Group against financial loss because of legal liability for automobile related injuries to third parties or damage to third party property by an automobile. The insurance covers third party bodily injury and property damage claims resulting from the use of Company Vehicles.
- *Benefit Vehicle:* A vehicle provided to an Employee under this Policy as a part of their compensation and benefits as an Employee.
- *Benefit Vehicle Allowance:* A cash allowance provided to an Employee under this Policy as *part* of their compensation and benefits as an Employee.
- *Budget Limit:* A limit imposed on an Employee's choice of Company Vehicle.
- *Business Travel:* Any travel and business-related expenses incurred for the benefit of an Affiliate within J&J and its Affiliate companies.
- *EV Charge Card*: A card used only to pay for electricity used to charge a Company vehicle instead of using cash or a bank card.
- *Company:* Johnson & Johnson (parent entity).
- *Company Group:* The Company and its Affiliates.
- *Company Vehicle:* A vehicle provided to an Employee of the Company or Company Group for business and private use.
- *Concur:* The Company's Global Expense Reimbursement platform.
- *Crash*: An event involving a company vehicle that results in injury to any person or property damage as defined in EH&S Vehicle Safety Standard and its technical documents, is considered a crash.
- *Electric Vehicles (EVs):* Plug-in Hybrid Electric Vehicle (PHEV), Battery Electric Vehicle (BEV), or Hybrid Electric Vehicle (HEV).
- *Employee:* An Employee of Johnson & Johnson or an Affiliate.
- *Employment Contracts:* A formal, signed employment agreement between a Company Employee and the Company. It explains the rights, responsibilities, and obligations of both the Employee and the Company.
- *Excess Insurance Protection:* Provides additional or excess insurance coverage for bodily injury and property damage claims above the primary limits of insurance maintained by the vehicle owner.
- *Fleet:* Group of Company Vehicles and Policy Allowance Vehicles.
- *Fleet Benefits:* Benefits provided to eligible Employees related to vehicles in accordance with this Policy, including Tool of Trade Vehicles, Tool of Trade Allowances, Benefit Vehicles and Benefit Vehicle Allowances.
- *Fleet Management Provider*: A supplier that helps manage our Fleet, providing vehicle management services such as maintenance, repairs, tire change, crash management and other Fleet-related services.
- *GHS:* The Company's Global Health Services department.
- *Global Fleet Policy Governance Board:* A Company committee designated to oversee the Global Fleet Policy. Overseeing the provisions of the global fleet policy, managing ongoing

review and interpretation of the policy, and reviewing and approving exceptions to the policy.

- *Global Fleet Portal*: A centralized electronic platform that provides information about the Fleet [link].
- *HR System:* The Company's Human Resource Management System, which is a business application designed to manage the entire Employee lifecycle from onboarding through core Human Resource administration to Employee engagement and performance management.
- *Internal Combustion Engine Vehicle (ICEV):* Refers to diesel or petrol (gasoline) vehicles.
- *Johnson & Johnson (J&J):* Referred to as the "Company" in this Policy.
- *J&J Fleet Team:* The individual(s) who manage the Fleet at a local level. Depending on the country, this could be either a Fleet Management Provider, internal Local Fleet Manager, or a Leasing Company.
- *J&J Local Fleet Manager*: An internal Employee or external contractor responsible for managing Fleet in a specific country.
- *Leasing Company*: A supplier that leases or rents Fleet vehicles to Group Companies.
- *Local Country Benefit Documents:* a local document that defines the benefits that the Employee is entitled to under their labor contract and / or Employee agreement.
- *Local Country Tax Department:* Individuals designated by the Company Group who are responsible for overseeing and maintaining Tax Policy, reporting up to the Company Executive Committee.
- *Newly Ordered Vehicle:* A vehicle that has never been used by any individual that is ordered through the J&J Fleet Team.
- *Original Equipment Manufacturers (OEMs):* Company Group supplier that produces vehicles such as Mercedes and BMW.
- *Operating Company:* An Affiliate with a Value-Added Tax (VAT) code that conducts business under the control of the Company Group.
- *Policy:* Refers to this J&J Global Fleet Policy.
- *Vehicle Allowance:* A Tool of Trade Allowance or a Benefit Vehicle Allowance.
- *Policy Allowance Vehicle:* A Tool of Trade Vehicle, a Benefit Vehicle or a vehicle leased, rented, or acquired with a Tool of Trade Vehicle Allowance or a Benefit Vehicle Allowance.
- *Pool Vehicle:* A vehicle previously used by an Employee within the Company Group that can be assigned to another Employee within the Company Group (also known as site shared vehicle).
- *Premium Fuel:* Often referred to as high-octane gas, with an octane rating of 91 to 100. Regular gas typically has an 87-octane rating, while the 88-90 range is considered mid-grade.
- *Vehicle Purchase:* Selling of a used Company Vehicle to an Employee.
- *Rental Vehicle*: Short-term or mid-term vehicle rental through a Leasing or Rental Company.
- *Roadside Emergency / First Aid Kit*: A vehicle emergency kit which could include jumper cables, first aid kit, flashlight, reflective triangle, quality auto escape glass break tool/seat belt cutter (to be stored in a compartment near the driver/rider), windshield ice scraper (climate dependent), reflective vest, spare bulbs and or other. Some countries may require drivers/riders to carry in-vehicle fire extinguishers and additional items be required in emergency kits per local requirements.
- *SAFE FLEET:* The Company's Global Road Safety Program designed for the identification and mitigation of vehicle safety risk to ensure compliance with internal and external requirements thereby promoting the safe operation of Company Vehicles and Policy Allowance Vehicles worldwide.

- *Talent Mobilization (formerly known as Talent Mobility):* A Company team that manages the process of relocating existing Company Group Employees or new hires to deploy and move key skills across borders or within the United States. Talent Mobilization ensures the right people with the right skills are in the right place, at the right time by powering our global talent through strategic movement, digital tools, and cross-country teams.
- The Fleet Policy Exception Repository: A repository of all exceptions to the Policy approved by the Global Fleet Policy Governance Board.
- *Tool of Trade Vehicle Allowance:* A cash allowance provided to an Employee under this Policy to support the acquisition and maintenance of an appropriate vehicle to support the performance of their role (designated employment functions).
- *Tool of Trade Vehicle:* A vehicle provided to an Employee under this Policy intended to support the performance of an Employee's designated job function.
- *Trade Down:* When an Employee chooses a less expensive vehicle compared to their Budget Limit during the ordering process.
- *Trade Up:* During the vehicle ordering process, the Employee selects a more expensive vehicle by paying the difference.
- *Vehicle:* a conveyance moving on wheels, as an automobile or scooter.

1. Executive Summary

1.1 General

Company Vehicles and Vehicle Allowances are provided to eligible Employees in certain jurisdictions as part of their compensation or who perform certain job functions.

This Policy addresses:

- Eligible field Employees having Company Vehicles necessary to perform their designated employment functions by providing them Tool of Trade Vehicles or Tool of Trade Vehicle Allowances;
- Compensation being offered to eligible Employees in the form of Benefit Vehicles or Benefit Vehicle Allowances; and
- Reasonable safety measures being implemented to safeguard eligible Employees who receive Fleet Benefits in terms of their usage of Fleet Benefits.

This Policy applies to (a) all Employees with Fleet Benefits, and their authorized drivers (b) all employees involved in the oversight, management, and administration of Fleet Benefits. All external parties involved in the oversight, management and administration of Fleet Benefits are responsible for supporting compliance with the Policy.

1.2 Responsibility

All Employees eligible for Fleet Benefits or responsible for the oversight, management and administration of Fleet Benefits are required to comply with this Policy.

Employees are responsible for the accuracy and legitimacy of data they submit to the Company Group (or any third party, if applicable) relating to their Fleet Benefits, in accordance with the Company's Global Time and Expense Policies. Expense submission policies can be found in the Global Time and Expense Policy, accessible here – 420A – Global Travel, Meetings and Expense Reporting.

1.3 Policy Owner Information

The Global Fleet Policy Governance Board is the internal committee responsible for overseeing and managing this Policy.

1.4 Contact Details

Inquiries related to this Policy should be submitted to Global Services or the J&J Fleet Team.

1.5 Right to Amend the Policy

This Policy may only be amended by the Global Fleet Policy Governance Board. Actions taken by the Global Fleet Policy Governance Board will be subject to Company Group governance guidelines and procedures, where applicable, including oversight and / or approval by the Company's Pension and Benefits Committee (PBC), and other applicable governance guidelines.

The Company reserves the right in its sole discretion to amend, modify or terminate this Policy at any time.

1.6 Policy Effective Date and Review

The effective date of this Policy is January 1, 2024. The Global Fleet Policy Governance Board may review this Policy periodically, as deemed appropriate. Printed copies of this document may not reflect the latest version; visit the [Fleet Portal link] to access the current version of this Policy. This Policy was last amended on June 1, 2024.

2. General Commitment

2.1 Accommodation for Local Legal and Regulatory Requirements

This Policy is subject to any legal requirements that may apply in a particular jurisdiction with respect to the matters addressed herein. Deviations from this Policy except for compliance with applicable law are subject to the exception process outlined in section 3.2.

3. Policy Scope

3.1 Overall Policy Scope

This Policy contains the requirements of Fleet Benefits, including those related to the issuance and usage of:

1. [Tool of Trade Vehicles]
2. [Tool of Trade Vehicle Allowance]
3. [Benefit Vehicles]
4. [Benefit Vehicle Allowance]

Tool of Trade Vehicles and Tool of Trade Vehicle Allowances are intended to provide transportation to eligible Employees who need transportation to complete their jobs. Benefit Vehicles and Benefit Vehicle Allowances are provided to eligible Employees as part of the Company Group's Employee compensation and benefits package. Each is discussed in further detail below.

This Policy does not define all aspects of the J&J Fleet. Certain aspects of the program may vary by jurisdiction. Specific details regarding eligibility and amounts may be available in individual employment contracts.

3.2 Exception Process

Exceptions, other than those necessary for compliance with local law (as determined by the Company Group) must be approved by the Global Fleet Policy Governance Board and will be subject to other applicable Company Group governance bodies.

The Global Fleet Policy Governance Board will maintain documentation of all exceptions in the Fleet Policy Exception Repository. This includes:

- Formal approval documentation;
- Rationale for approval;
- Details on the expiration of the exception; and
- Expiration of the assumption (if applicable).

4. Eligibility and End-of-Eligibility

4.1 Eligibility

4.1.1 Eligibility for Tool of Trade Vehicles and Tool of Trade Vehicle Allowances

Eligibility for a Tool of Trade Vehicle or a Tool of Trade Vehicle Allowance is conditioned on the applicable Employee requiring appropriate transportation to perform their job, as determined by the Company Group. Eligibility factors include, without limitation, the Employee's Business Travel requirements (such as the amount and type of travel), job responsibilities, title, location and pay

grade. Eligibility is typically outlined in the Employee's Employment Contract (if applicable) and identified in the HR System.

4.1.2 Eligibility for Benefit Vehicles and Benefit Vehicle Allowances

Eligibility for Benefit Vehicles and Benefit Vehicle Allowances is based on local market benefit practices and competitive considerations, as determined by the Company Group at its sole discretion. Typically, eligibility is determined by the Employee's job function, pay grade and location. Generally, the Company Group aims to provide Company Vehicle-related benefits that are competitive with market peers.

4.1.3 Eligibility Timing Requirements

Employees may choose to switch to a company vehicle after a minimum of 12 months on vehicle allowance. Vehicle orders may be placed only after that 12 month period. Vehicles will not be received immediately due to ordering cycles varying between 6-12 months. The employee will continue to receive vehicle allowance until the company vehicle is delivered. Due to the ordering cycles and administrative processes, the driver may not receive an invitation to go out immediately to order a car.

4.2 Promotions

If an eligible Employee is promoted to a position that would otherwise entitle them to an upgraded Company Vehicle, the renewal schedule for such Company Vehicle will not be changed or accelerated. Accordingly, the Employee must wait until the lease for the current Company Vehicle expires before becoming eligible for an upgraded Company Vehicle (as long as they continue to meet all applicable eligibility requirements).

4.3 International Assignment

If an Employee with a Fleet Benefit goes on an international assignment, the then-current Fleet Benefit will be discontinued from the start of the assignment. Instead, the Employee may be provided with a Transportation Allowance. Eligibility must comply with the International Mobility Policies.

4.4 Loss of Eligibility

Employees will lose eligibility for Fleet Benefits immediately upon a separation from employment or a change in position to an ineligible role. Upon loss of eligibility, the change will be applied in advance of the scheduled renewal cycle. For Tool of Trade Vehicles and Benefit Vehicles it is the responsibility of the Employee to return the Company Vehicle in accordance with Company Group procedures for Company Vehicle return (see section 17). For Tool of Trade Vehicle Allowances and Benefit Vehicle Allowances, the benefits will be discontinued from the effective date of the change subject to the timing requirements of Payroll Systems.

4.5 Company Vehicle Renewal

Leases for Company Vehicles are generally renewed (a) on the expiration date of the lease period set forth in the lease agreement, (b) at the end of the applicable Company Group-owned lifecycle, or (c) at a defined mileage. Leases may be extended at the Company Group's discretion. An Employee's continuing eligibility at the time of lease renewal will be subject to meeting the eligibility requirements of this Policy in effect at that time. Renewal schedules will not be altered due to a change in benefit level. Employees with Company Vehicles are required to collaborate proactively

during the Company Vehicle renewal cycle and order their Company Vehicle as indicated in section 9.1 to avoid any unnecessary delays in Company Vehicle delivery.

5. Private Usage

5.1 Taxation and Benefit in Kind (BIK)

Except as required by applicable law, Employees with any Fleet Benefits are responsible for all taxes (including benefit in kind taxes) arising from the receipt or use of Fleet Benefits. The Company Group has the right to withhold any required taxes from compensation payable to eligible Employees as a result of Company Group providing or the eligible Employee using Fleet Benefits. In addition, Employees with Fleet Benefits must reimburse the Company Group for any taxes that the Company Group paid on their behalf with respect to Fleet Benefits. Due to the local nature of tax laws, the timing and method of tax withholding, collection or reimbursement will be generally governed by local tax and payroll policies and procedures. Eligible Employees are advised to consult with a personal tax advisor to assess the tax impact of the receipt or usage of Fleet Benefits.

5.2 Personal Usage and Personal Costs

Employees with Company Vehicles will be personally responsible for some costs incurred in connection with the personal use of the Company Vehicle, including fuel and electric charges.

If an Employee's location of residence produces any additional costs related to Fleet Benefits, including taxes, the cost may be paid by the Employee at the discretion of the Company Group.

6. Progressive Mobility

6.1 Global Alternative Mobility and Sustainable Company Vehicle Options

Where feasible, the Global Fleet Policy Governance Board may review and consider Alternative Mobility Solutions (AMS) and sustainable Company Vehicle options as regionally available, subject to other Company Group Policy requirements and applicable law.

It will not be acceptable for the employee receiving an allowance to claim for alternative transport (e.g., hire car, unallocated company car, taxi, train, plane) if the car is off the road for any reason (e.g. accident repair, service, travelling to a business meeting) where a company car would normally have been used.

If an alternative form of transport can be demonstrated to be more cost effective (as in the case of a company car driver), then it will be appropriate to claim on expenses. The employee's line manager must approve any such arrangement in advance.

7. Insurance

7.1 Coverage Requirements for Company Owned and Leased Vehicles

7.1.1 Corporate Risk Management Scope of Responsibilities

Company Corporate Risk Management (CRM) is responsible for the procurement, placement, and management of Automobile Liability Insurance for Company vehicles owned and leased by the Company Group only in the United States of America (including Puerto Rico), Canada, and certain EMEA countries (Belgium, Denmark, France, Ireland, Italy, Netherlands, Portugal, Spain, Switzerland, and United Kingdom). Outside of these countries, the placement of Automobile Liability Insurance is managed locally by individuals with responsibility for the J&J Fleet Team.

For countries managed by CRM, Automobile Liability Insurance should be placed by CRM regardless of whether the Company Vehicles are owned or leased by the Company Group.

For the countries not managed by CRM, Automobile Liability Insurance should be placed locally in-country by the Company Group responsible for managing the Fleet. Any such insurance must comply with local laws and regulations and be consistent with the terms and conditions that generally apply to companies of a similar size, nature and scope to the Company Group.

7.1.2 Coverage Requirements for Policy Allowance Vehicles

As each jurisdiction may have laws relating to insurance obligations when operating a Vehicle, the owner, lessee of the individual vehicle or Employee is responsible for obtaining insurance in accordance with their local laws, regulations, and customary practices. For countries managed by CRM, the Corporate Automobile Liability Insurance programs may afford some form of Excess Insurance Protection, should an automobile liability loss occur while the Employee is operating the vehicle in the course and scope of employment.

8. Authorized Drivers

8.1 Authorized Drivers' Definition

Unless otherwise specified, only Employees with Company Vehicles are authorized to drive a Company Vehicle. With approval from the applicable Company Group, spouses, domestic partners, and eligible family members may also be authorized to drive a Company Vehicle. In most countries, up to three authorized drivers (including the Employee) per vehicle are permitted, although this may vary by country. Authorized drivers must adhere to the local authorization process and Vehicle Safety Standard requirements for approval to drive a Company Vehicle.

The Employee assigned to the Company Vehicle will be held legally accountable for any party driving the Company Vehicle, excluding if the Company Vehicle is stolen.

8.2 Vehicle Driver and Manager Safety Requirements

SAFE FLEET is the Company's global road safety program designed to pro-actively identify and mitigate vehicle safety risks, ensuring compliance with internal and external requirements and promoting the safety of drivers worldwide.

All drivers and riders of Company Vehicles and Policy Allowance Vehicles used for Company Group business purposes and their managers must adhere to the EH&S Vehicle Safety Standard and its technical documents, including the Fleet Safety Code of Conduct. In-scope definitions may be found in Appendix 1 of the EH&S Fleet Safety Code of Conduct. Both documents outline driver requirements, including vehicle operation, the prohibition on mobile phone and other electronic device use (including both hand-held and handsfree use), driver training and coaching, journey management guidance, major driving events and high-risk driver classification.

8.3 Fleet Safety Trainings

8.3.1 In-scope Drivers / Riders

Employees with Fleet Benefits are required to comply with all safety training requirements, contained in the Fleet Safety Code of Conduct driver training and coaching section, as defined in the EH&S Vehicle Safety Standard.

8.3.2 Safety and Protection Equipment

All Company Vehicles and Policy Allowance Vehicles, who drive more than 10% of their yearly mileage on company business, are to have the following equipment per the EH&S Vehicle Safety Standard (see section Vehicle Maintenance, Safety Features and Safety Kits):

The following minimum safety features must be included in all Company Vehicles and Policy Allowance Vehicles who drive more than 10% of their yearly mileage on company business as well as any safety features which may be required by regional or local legislative requirements:

1. Five-star safety rated vehicles as rated by a recognized New Car Assessment Program (i.e. NHTSA, IIHS, ANCAP, Euro NCAP, Latin NCAP, CNCAP, JNCAP, KNCAP, ASEAN NCAP, Global NCAP)
2. Three-point anchored safety belts for drivers and all passengers, front, and rear seats
3. Anti-lock Brakes (ABS) for two-wheel and four-wheel vehicles
4. Dual front driver and passenger airbags
5. Electronic Stability Control (ESC)
6. Back-up sensors or back-up cameras
7. Inclusion of at least one advanced safety feature. For country Fleets that have already met the minimum vehicle safety feature requirements, they must include at least one additional advanced safety feature by 2024 (e.g., autonomous emergency braking, adaptive headlights, forward collision warning, lane departure warning)
8. Employee are responsible for providing a BASIC ROADSIDE EMERGENCY/FIRST AID KIT for their vehicle, the contents of which should be determined based on local requirements

In addition to the above required safety features, all EU country Company Vehicles and Policy Allowance Vehicles who drive more than 10% of their yearly mileage on company business must also have the following safety features included in all in-scope vehicles:

- Intelligent speed assistance;
- Reversing detection with cameras or sensors;
- Fatigue attention warning in case of driver drowsiness;
- Emergency stop signal (this is a light signaling system which indicates to road users behind the vehicle that the vehicle in front is braking strongly with significant deceleration given the present road conditions);
- OEMs must have Cybersecurity measures in place;
- Lane keeping assistance;
- Advanced emergency braking; and
- Event data recorders must be provided by OEMs.

9. Vehicle Order and Delivery (Manufacturer)

9.1 Vehicle Order and Delivery

Employees eligible for Company Vehicles will be notified in advance of an order cycle by their J&J Fleet Team. A new Company Vehicle order request will be issued to the Employee when their assigned Company Vehicle is eligible for replacement. The vehicle selector is customized based on various job requirements outlined by the Company Group. Employees are required to be aware of the renewal cycle for their Company Vehicle and collaborate with the Company Group proactively in the renewal process to avoid any unnecessary delays in car delivery.

Once a new order is placed, the J&J Fleet Team will generally process the order directly. Employees are expected to evaluate the vehicle choices, including potential test drives, prior to making their

vehicle selection. If the order is not received within the specified time provided in the request to order by the J&J Fleet Team, the Company Group may order a vehicle on the Employee's behalf. Each order received after the established cut-off date provided in the request to order by J&J Fleet Team, may be evaluated on an individual basis.

At the delivery of the Newly Ordered Company Vehicle, the Employee is responsible for ensuring that the Company Vehicle is being delivered as per the order form. If the vehicle does not meet the specifications, the Employee must refuse the delivery of the vehicle and contact their J&J Fleet Team.

The Employee is also responsible for assuring that the vehicle has:

- vehicle registration documents
- proof of insurance
- vehicle user manual
- vehicle maintenance booklet with warranty (if applicable)
- second vehicle key; and
- Roadside Emergency / First Aid Kit per the requirements listed in Vehicle Safety Standard 465 (some countries may require drivers / riders to carry fire extinguishers, additional items may be required per local laws)

Employees must report any non-conformities as per order form to their J&J Fleet Team, within 48 hours (business days) of receipt of the Company Vehicle.

The Company reserves the right to request that the Employee return the Company Vehicle at any time for individual cases or Company needs.

10. Vehicle Management and Operations

10.1 Fleet Management Providers

The operational management of Company Vehicles is entrusted to the Fleet Management Provider or an internal J&J Local Fleet Manager whom the Employee must contact for all Fleet services. The Employees should only use the Fleet Management Provider identified by Procurement for all Company Vehicle management services.

The Fleet Management Providers per country are listed in the Global Fleet Portal.

The Employee is responsible for maintaining the Company Vehicle in good condition in accordance with the Vehicle Maintenance Manual by booking regular maintenance through the Fleet Management Program, ensuring maximum safety for self and others.

10.2 Operations Fleet Management

The Company Group has three different Fleet organizational models, which may vary by country depending on market prevalence and the requirements of local businesses and Employees.

The three Fleet organizational models are:

1. Operational Leasing: The Company Group leases Company Vehicles from a Leasing Company for a certain period of time and the number of miles / or kilometers for Employee use. The owner of the vehicle is generally the Leasing Company. The Company Group pays a monthly lease payment to the Leasing Company for the leased vehicle and allows the eligible Employee to drive it in accordance with this Policy. The operational management of the vehicles is entrusted to the Leasing Company.
2. Local Self-Funding: Vehicles are purchased by the local Operating Company Group member:

- The operational management of the vehicles is entrusted to the Fleet Management Provider. In some countries, there may be a partial operational management of the vehicles by an internal J&J Local Fleet Manager;
- The updating of the vehicle lists is periodically approved by the Global Fleet Policy Governance Board.

3. Central Self-Funding: Vehicles are purchased by our Financial Companies, J&J Financial Services (JJFS) or J&J Financial Company (JJFC), which in turn make the vehicles available to the Company Group, through a leasing contract.
   - The operational management of the vehicles is entrusted to the Fleet Management Provider. In some countries, there may be a partial operational management of the vehicles by an internal J&J Local Fleet Manager;
   - The updating of the vehicle lists is periodically approved by the Global Fleet Policy Governance Board.

11. Vehicle Options and Accessories

Vehicle choices (vehicle models) are determined based on safety, role, requirements, Employee satisfaction, and value to the Company. Procurement determines the list in cooperation with other functions.

11.1 Personal Contribution (Trade Up / Trade Down)

11.1.1 Trade Up and Trade Down

Where a Trade Up is available, it is subject to local country Trade Up limits and local country administrative feasibility. Company Policy is that Trade Up is required to be fully-paid by the Employee. The Employee is not entitled to any refund relative to Trade Up costs. In the event of theft or destruction of the vehicle, the Employee will not be reimbursed for the amount paid for the Trade Up.

Trade Down is available, subject to local country Trade Down limits. It is considered a voluntary decision by the Employee if a Trade Down is requested, and therefore, no compensation will be applied if the Employee chooses a Trade Down. Once an Employee opts for a Trade Down, it will be applicable for the entire lifecycle of the vehicle.

Employees eligible for Trade Up or Trade Down will find criteria limits in their Local Country Benefit Documents.

11.1.2 Vehicle Option Upgrades

Vehicle option upgrades such as leather seats, heated seats, heated steering wheel, et cetera, may be chosen if they fall within the applicable Company Group's approved contracted (verbal or written) Budget Limits. These vehicle option upgrades are to be ordered at the time of vehicle order and may prolong the delivery timeline.

11.2 Mandatory Equipment

For Employee comfort and theft prevention, all vehicles are to have the following equipment:

- lumbar support; and adjustable seats
- alarm system or similar to prevent auto theft

11.3 Non-permitted Equipment

Based on vehicle performance, past resale analysis, sustainability goals, and safety risks, the following equipment is prohibited on Company Vehicles:

- Clings: Stickers placed on vehicles sometimes used for advertisement.
- Chip tuning: Changing or modifying an erasable programmable read only memory chip in an automobile's or other vehicle's Electronic Control Unit (ECU) to achieve superior performance, whether it be more power, cleaner emissions, or better fuel efficiency.
- Radar signal or wave cancelling devices, and detectors, even in countries / states / provinces where these may be allowable by law.
- Towable devices of any kind such as trailers, campers, boats et cetera; provided that ski / bike racks are permissible, but only in the following format: hitch mount [receiver mount], tray style, crossbar style support, roof mounts. All mounts must have fixed attachment points i.e., no straps (types: Thule, Yakima, Rockymount). The rack must be rated for the weight of the bikes. Ski mounts must be fixed dedicated ski mounts. All ski or bike racks are paid for by the Employee after production of the vehicle. All ski or bike racks are non-standard equipment.
- Personalized license plates (where applicable): A license plate bearing letters or numbers designated by the Employee of the Company Vehicle, also called vanity license plate.
- Non-basic colors, as defined by the Company Group at its sole discretion, for interior or exterior, such as, but not limited to, lime green, fuchsia, orange, et cetera.

The Company Vehicle Safety Technical Standard Driver Code of Conduct also does not permit:

- accepting compensation for transporting passengers or materials;
- carrying firearms, ammunition, or weapons in the vehicle, regardless of whether the driver is licensed or permitted to carry such items;
- carrying hazardous or bio-hazardous materials or samples in the vehicle (unless transport is pre-authorized for business purposes via DGTC-Support@its.jnj.com);
- providing transportation to hitchhikers;
- pushing or towing another vehicle;
- smoking or vaping in the vehicle;
- unapproved after-market devices (e.g., interlock devices).

Company Vehicles are assets of the Company and as such represent the Company. The following category of vehicles and customized changes are also not permitted:

- cabriolet or convertibles;
- coupé; 2- door vehicles;
- customization, changes such as tuning, spoilers, wide tires, et cetera; or
- off-road vehicles (ORV): An ORV, sometimes referred to as an off-highway vehicle (OHV), overland vehicle, or adventure vehicle, is any type of vehicle which is capable of driving off paved or gravel surfaces, such as trails and forest roads that have rough and low traction surfaces. SUVs are not considered ORVs in this Policy.

Employees with Policy Allowance Vehicles represent the Company and should demonstrate a level of professionalism. As part of this, the following category of vehicles and customized changes are also not permitted:

- cabriolet or convertibles;
- coupé; 2-door vehicles; or
- customization, changes such as tuning, spoilers, wide tires, et cetera.

11.4 Vehicle Size

Five door vehicles, also known as four doors with a trunk, are mandatory, unless the Employee has four or more children or a need based upon a documented disability of the employee or for family members. Employees with a height equal to or greater than 1.9 meters (6 feet 3 inches), a height equal to or less than 1.4 meters (4 feet 9 inches), or a BMI equal to or greater than 40, may request a different vehicle through J&J Fleet Team. Larger door openings and / or special seating may be needed to assure appropriate leg space, headspace, and road visibility. Alternative vehicles for these special requirements will be provided within a similar budget at the discretion of the Company.

12. Sustainability

12.1 J&J Goals

Globally, the Company-wide Scope 1 and 2 Climate Goals include an emission reduction of 44% from 2021 to 2030. Fleet emissions contribute to the Company's Scope 1 emissions and Fleet is responsible for achieving a ~4% reduction towards the overall 44% reduction, equating to a **31% emissions reduction from 2021-2030**. Fleet's emissions baseline in 2021 was 76,494 MT CO2e. To meet the 2030 target, the Company's Fleet needs to reduce emissions by 24,000 MT CO2e, inclusive of growth, which is **a 31% reduction**. There are many possible ways to reach this goal through adoption of Alternative Mobility Solutions and Electric Vehicles (EVs) as well as teaching Employees eco-driving concepts during behind the wheel training. If only EVs were selected, the emission reduction would be achieved through a 30% adoption of EVs globally. Global Fleet Policy Governance Board will decide the best opportunities for emission reductions in their regions.

13. Fuel, Plug-in Electric Vehicle (EV) & Mileage Report

13.1 Specific Section on EV

13.1.1 General Information

Plug-in Electric Vehicles (EV) are:

- Battery Electric Vehicle (BEV): This type of vehicle uses 100% electric power.
- Plug-in Hybrid Electric Vehicle (PHEV): This is a vehicle with a combustion engine and an electric motor which can be charged by connecting it to an external power source.

The Company Group may make BEV cars available only in certain markets in its sole discretion.

If the Employee is provided the option to select an EV and opts for one, the Company Group may, in its sole discretion, provide a one-time payment to support the installation and purchase of a home charging station. If such a one-time payment is provided, it will be provided only for the first EV that an Employee receives from the Company Group under this Policy and only for Employees who do not have a charging station at their home. The one-time payment will be reduced for any rebate or other government provided support for the installation of charging station.

Related to EV and two-wheeler charging safety, Employees should follow the guidance below:

- Do not use an EV charger with signs of damage as it may be a potential shock hazard;
- Do not use a power strip, extension cord or multi-plug adapters;
- Do not leave electric bike devices unattended while charging indoors;
- Do not place lithium-ion batteries in a recycling bin or trash;

- Always follow manufacturers' guidelines related to charging your EV and electric two-wheelers;
- Plug level 1 EV chargers into a wall outlet designed to handle the amperage of the charging device;
- All EV chargers should be installed by a qualified electrician;
- Lithium-ion batteries should be stored away from anything flammable and should be properly disposed of; and
- Keep all charging components out of the reach of children and pets, and ensure proper charging cable storage.

Employees with an EV Tool of Trade Vehicle may be provided with a Charge Card specifically for reimbursing electricity costs related to charging the Company Vehicle. The Charge Card is strictly for Company Vehicle use and should not be used for personal travel expenses.

Employees with a PHEV will be provided with a smart charging cable. If using the smart cable, it must be directly plugged in without the use of an extension cord.

The Employee should prioritize driving electrically as much as possible and minimize fuel usage. The Company will monitor the electricity and fuel consumption for PHEV vehicles and may set targets to ensure electricity is used as the main energy source for the vehicle.

Employees with an EV Benefit Vehicle will not be provided a Charge Card, as electricity costs for personal use will not be reimbursed by the Company. Employees with EV Benefit Vehicles may enter a refund request into the Concur system only for electricity costs for business use.

If the Employee is unable to charge the EV at home, the Company allows the use of an EV under the condition that the Employee can charge vehicle at another convenient location.

The smart cable is provided for the duration of the vehicle contract and must be returned to the Company Group at the end of the contract.

13.1.2 Charge Card

Employees will be reimbursed for expenses incurred during the electric charging of the Company Vehicle, unless the electricity was used for personal use. Expenses must be timely submitted in accordance with the Company Group's Global Time and Expense Submission Policy.

For business trips abroad, a personal Charge Card should be used, whereby the costs can be expensed via Concur. The Charge Card should not be used abroad without exception. Unauthorized use of Charge Cards is strictly prohibited. In case of loss or theft of the Charge Card, the Employee must notify their J&J Fleet Team within 24 hours. It is extremely important that the Charge Card is blocked, as soon as possible. Costs and damages resulting from non-compliance with this procedure, or misuse of the Charge Card, are at the Employee's expense.

13.1.3 Charging at a Power Outlet

Charging at a regular power outlet is technically possible, but strongly discouraged, and should only be used in emergencies. Prolonged charging at power outlets can lead to overheating of the power network. In addition, it is not possible to adequately monitor the electrical costs incurred, and therefore, the Company will not be able to reimburse the electricity costs.

13.1.4 Early Termination of the Right of Use

When an Employee leaves the Company Group, the contract with the supplier of the Charge Card ends. The Employee who leaves employment is then responsible for any personal reactivation costs

of the Charge Card, if the Employee wishes to reuse it in a personal capacity (as well as the subscription fees).

13.2 Fuel Cards for Personal vs. Business Travel

13.2.1 General

Fuel cards for Employees with Benefit Vehicles will not be provided, as fuel for personal use will not be reimbursed by the Company. Employees with Benefit Vehicles may enter a refund request into the Concur system only for fuel for business use.

Fuel Cards for Tool of Trade Vehicles may be provided to Employees with assigned Company Vehicles to provide a secure and modern payment system for refueling exclusively for business trips, to minimize management costs, generate reports and statistics on fuel consumption, and enable control over fuel usage and associated costs for Company Vehicles. Employees with Tool of Trade Vehicles, driving on Company business using Fuel Cards are required to report their odometer readings during each refueling to ensure accurate tracking of miles for SAFE FLEET reporting purposes.

The purchase of fuel for Tool of Trade Vehicles must be made using the Fuel Cards. Fuel Cards for Tool of Trade Vehicles can only be used in the country where the Fuel Card is assigned.

In exceptional circumstances where the Employee with a Tool of Trade Vehicle cannot purchase fuel using the appropriate Fuel Card, the Employee can proceed with refueling and enter a refund request into the Concur system.

In the event of loss or theft of the Fuel Card, the Employee must immediately notify the J&J Fleet Team within 24 hours.

13.2.2 Personal Identification Numbers (PIN)

A PIN is assigned to an Employee with a Fuel Card and identifies the Employee using a particular vehicle at a given time. It is the magnetic strip or chip on the Fuel Card, not the PIN, which provides the transaction information. The PIN merely grants the Employee access to the fuel pump or terminal and serves as an electronic signature for tracking transactions. Employees CANNOT share their personal or Company Card PIN with anyone, and they CANNOT use the Company Fuel Card to fuel other vehicles. Once the Card is “swiped or inserted”, the Employee must enter their PIN and the current vehicle odometer mileage. The Employee should ensure the station attendant returns the Fuel Card to them after completing the transaction. Employees should never give their PIN to an attendant. It is crucial to accurately enter the mileage data at the time of fuel purchase.

13.3 Engine Type

13.3.1. Permitted Engine Type

All fuel types are permitted.

13.3.2 Fuel Type

Premium Fuel is neither authorized nor necessary for Company Vehicles. Employees are encouraged to use self-service pumps whenever possible. Only regular fuel types, such as unleaded or diesel fuel, may be used. Based upon manufacturer recommendations, premium or midgrade fuel is not required for any Company Vehicle and does not provide any additional benefit.

14. Maintenance and Repair

14.1 Employee Responsibilities

The Employee must ensure that their assigned Company Vehicle undergoes annual inspections or Ministry of Transport (MOT), as required by law. Preventative maintenance, based on the manufacturer's recommendations as stated in the Vehicle Maintenance Booklet, is required through the J&J Fleet Team at designated mileage or kilometer intervals with service activities recorded.

Employees are responsible for keeping their Company vehicles in good condition. Employees may be held financially accountable for any damage to Company Vehicles resulting from negligence or willful misconduct.

Any personal items left in the vehicle while it is being worked on are the responsibility of the Employee and are not covered by the Automobile Liability Insurance.

The Company will not be responsible for breakdown charges resulting from the vehicle running out of fuel, refueling with the incorrect fuel, ignoring, or not following the regular maintenance cycle or losing keys. The cost of the breakdown charge may be recovered from the Employee. This information will also be passed to the Employee's supervisor to determine appropriate action.

Employees are not to accept Rental Vehicles or provision of temporary vehicles, for vehicle maintenance (such as periodic check, oil / or filter change, brake pads change, etc.) to be completed same day or the next day. Employees should plan the maintenance in accordance with their work schedule and explore alternative options (i.e., working from home, using public transportation, utilizing vehicle service drop off at the public transport, rideshare (Uber) or taxi) to avoid unnecessary additional costs. If a repair (i.e., engine maintenance, post-crash repair, or recalls) takes more than one day, the provision of a substitute vehicle is subject to individual or business needs and requires approval from J&J Fleet Team.

In the event of a crash, responsibility for incurred costs depends on three factors: 1) purpose of trip, 2) who is at fault, and (3) the number of crashes within five years. The table below summarizes the cost responsibilities:

	Personal Trips	**Business Trips**	
		At Fault	**Not At Fault**
First crash within 5 years	Employee covers costs not covered by insurance	Company covers costs	Company covers costs
Second crash within 5 years	Employee covers costs not covered by insurance and costs associated with increase in insurance	Employee covers costs not covered by insurance and costs associated with increase in insurance	Company covers costs
Three or more crashes within 5 years	Employee covers costs not covered by insurance and costs associated with increase in insurance and may lose vehicle eligibility	Employee covers costs not covered by insurance and costs associated with increase in insurance and may lose vehicle eligibility	Company covers costs

Personal items in the vehicle are the responsibility of the Employee and are not covered by the Automobile Liability Insurance.

Employees are expected to keep the interior and exterior of the vehicle appropriately clean and ensure it is suitable for business use.

14.2 Recall Campaigns

If the Employee receives a recall notice related to their Company Vehicle, it is their responsibility to have the service work performed immediately at the appropriate manufacturer dealer through the J&J Fleet Team. Since most recall notices are safety related, it is crucial that the vehicle be brought for service as quickly as possible to address the problem. If the Employee suspects their vehicle may be involved in a recall, they must contact their J&J Fleet Team to verify. Recalls are monitored and tracked, and any non-compliance needs to be escalated to management.

14.3 Tires

Employees must follow their manufacturers' and their J&J Fleet Team guidelines for tire maintenance, rotation, inflation, and replacement, as well as comply with the Company Vehicle Tire Requirements section of the Global Vehicle Safety Standard. They must also follow applicable local, state, province, and country legislation related to winter tire use. Within certain geographic regions, severe weather conditions or cold climates may require motorists to have snow tires or chains. Contact your local Fleet Management or Leasing Company for guidance or authorization related to tires and use of chains. Tires are one of the most important parts of any vehicle, directly affecting vehicle handling, braking efficiency, ride comfort, and overall safety. Proper tire maintenance also helps save fuel and increase durability. In addition to monitoring and recording overall vehicle condition (exterior and interior), Employees must regularly inspect their tires. Employees must:

- Check tire pressure regularly. Use tire inflation values recommended by the vehicle manufacturer listed on the Owner's Manual.
- Inspect tires for uneven wear patterns on the tread, cracks, foreign objects, or other signs of wear or damage.
- Ensure their tire valves have properly secured valve caps.
- Ensure the change to winter tires occurs in a timely manner based on local regulations and requirements.

Avoid overloading the vehicle and refer to the Tire and Loading Information Placard or Owner's Manual for maximum recommended load for the vehicle.

15. Crash Reporting and Claim Procedure

15.1 Roadside Assistance - Fleet Management Companies (FMC)

If an Employee is in an unsafe environment and needs immediate assistance, they should contact their local authorities first to request law enforcement assistance. The Employee should contact the Roadside Assistance within the J&J Fleet Team after speaking with their local authorities and inform them of their current location and specify the assistance needed. Roadside Assistance contact information can be found in Fleet Portal.

For crashes or incidents that do not require law enforcement dispatch, the Employee should contact their Roadside Assistance with their J&J Fleet Team.

Roadside Assistance will coordinate with a local towing company to have the vehicle towed to the nearest or most convenient network mechanic provider. If the vehicle is still covered under the

manufacturer warranty, the vehicle may be redirected to the appropriate manufacturer for repairs. The Employee should contact Roadside Assistance within their J&J Fleet Team again, if the Employee experiences any challenges during the process (e.g., no response to tow dispatch, requested payment, unable to identify the vehicle)

For any drivers involved in a crash or incident with a Company Vehicle, the Employee who is assigned the Company Vehicle will be held legally accountable for all damages incurred by any party.

15.2 Stolen, Burnt or Vandalized Vehicles

Report cases of theft and burnt or vandalized vehicles to the local police and obtain a police report. Also, the Employee should immediately contact their J&J Fleet Team, supervisor, and Global Security through AskGS. Once the police report is available, it should be provided to the J&J Fleet Team. J&J Fleet Team must track the number of cases and report to management if required. Any personal items left in the vehicle are the responsibility of the Employee and are not covered by the Automobile Liability Insurance.

15.3 Reporting of Fleet Mileage, Crashes, and Injuries

All drivers who are within the scope of the Vehicle Fleet Safety Standard (see Appendix 1 of the Fleet Safety Code of Conduct Tec. 02) are required to promptly report accurate vehicle mileage, crashes, and injuries according to the definitions provided in the 465.TEC.01 Fleet Safety Crash Injury and Mileage Reporting Requirements. In the case of an injury, EH&S, SAFE FLEET Subject Matter Experts (SMEs) and Global Health Services (GHS) local contacts, can assist with reporting.

15.4 Reporting of Leading Fleet Safety Metrics (Serious Impact or Fatality Precursor [SIFP] and Good Saves)

The term “Severe Impact or Fatality Precursor” (SIFP) is used to categorize a subset of the potentially gravest types of injuries, illnesses, environmental impacts, and fatalities including life-threatening, life-altering situations, involving severe environmental impact or result in a fatality. There are eight types of vehicle-related SIFPs that Employees are required to report to their EH&S, SAFE FLEET SME and GHS local contacts who can assist with the reporting process. Refer to the Severe Impact or Fatality Prevention Program Technical Standard to determine which vehicle crashes should be reported as SIFPs.

A “Good Save” refers to an incident that almost happened or an environmental mishap that almost occurred. It includes near misses, unsafe conditions identified, and unsafe behaviors that could have resulted in an injury / illness, environmental impact, or property damage. Additional information about Good Saves can be found via this link. Fleet and field related Good Saves should be reported to your EH&S or SAFE FLEET SME local contacts who can assist with the reporting process.

16. Traffic Fines and Violations and Compliance with Policy

16.1 Differentiate Responsibilities

Fines and penalties resulting from the violation of traffic laws while using Company Vehicles and Policy Allowance Vehicles are the responsibility of the Employee and will not be reimbursed by the Company. Employees cannot submit motor vehicle fines or parking tickets as expenses. All Employees must fully comply with the terms and conditions of the violation or fine including adhering to payments requirements, and appeals, if filed.

Leadership, Employees, and employment candidates should be aware that the Company will conduct a review of Motor Vehicle Driving Records (as local regulations allow). Line managers and HR may be informed of any fines and penalties generated by the Employee arising from the operation or use of the Company Vehicle, subject to applicable law, to avoid recurrence.

Reference: Fleet Safety Code of Conduct Tech. 02 Document.

16.2 DUI – Violation Definitions

Never drive while under the influence of alcohol or drugs that may impair your ability to safely operate a motor vehicle, even if that substance is legal to consume or prescribed by a medical professional. Always read and check for side effects of any medication you are taking, and refrain from driving if there is a risk to your ability to drive safely. Contact GHS to discuss driving accommodations or for additional support.

If stopped by the authorities for Driving Under the Influence (DUI), comply with Blood Alcohol Content (BAC) testing as required by local law.

If arrested, charged, or cited, for a Driving While Under the Influence (DUI) or Driving While Intoxicated (DWI), whether driving a Company Vehicle or Policy Allowance Vehicle, report this information to your management and SAFE FLEET Subject Matter Expert within 24 hours of the incident. In this case, driving of a Company Vehicle or personal vehicle on Company business must be immediately suspended.

Never drive while drowsy or fatigued.

16.3 Failure to Comply

The Company reserves the right to revoke, either for a time period or indefinitely, in its sole discretion, any Fleet Benefits granted to an Employee for the Employee's failure to comply with the terms and conditions of this Policy. The Employee is not entitled to any compensation for revoked Fleet Benefits. If the Company revokes the Employee's Fleet Benefits, the Employee is obliged to promptly return the vehicle per the Vehicle Return Policy (see section 17).

16.4 Privacy

The Company Group is committed to protecting your personal information. As an Employee, you have been provided with a general notice that gives you information about what personal information the Company Group collects, uses, transfers, and discloses, and why. Such notice may be entitled the "Global Employee Privacy Notice" or may be a localized version. If you have access, you can refer to the Global Employee Privacy Notice in the Summit Training System (https://jnj.csod.com/), by searching for "Employee Notice" to find the document that is applicable to you.

17. Vehicle Return / Pool Vehicles / Incentives

17.1 Sell, Option to Return, Re-use

17.1.1 Vehicle Renewal Period

The J&J Fleet Team considers a variety of factors when determining optimal replacement cycles and parameters for vehicles. Simply stated, having a balanced and strategic replacement cycle is critical to keep drivers safe and curb any unnecessary financial costs or losses. The primary factors considered are the vehicle's age (months in service) and mileage, as these factors are generally indicators of a driver's safety and comfort as well as the vehicle's maintenance costs and resale

value. The replacement parameters established in this Policy are intended to balance driver safety and comfort with the financial costs and opportunities related to vehicle maintenance and resale. In most cases, vehicles will be retained for 48 months, or the vehicle mileage limit provided by J&J Fleet Team, whichever comes first. In exceptional circumstances, J&J Fleet Team may choose to retain vehicles for a longer period than the contract period, as long as the vehicle does not exceed 180,000 km (115,000 miles) or 60 months, and it does not compromise vehicle safety. Employees will be notified in advance of an order cycle from their J&J Fleet Team.

17.1.2 Employee Responsibilities Upon Vehicle Return

The Employee is expected to return the Company Vehicle in a clean and undamaged condition. The Employee will be held financially accountable for any unpaid fines, unreported damage such as smoking in the vehicle, damages made by pets, or mechanical issues that were not previously reported. All personal and Company property must be removed from the vehicle (this includes samples, equipment, instruments, and telematics, if applicable.). The following items must be present in the vehicle when returned:

- a valid registration;
- 2 Company Vehicle keys;
- insurance card (if applicable);
- fuel card (if applicable in country); and
- vehicle maintenance guide.

17.2 Use of Pool Vehicles

The Company reserves the right to assign an existing Company Vehicle, also known as Pool Vehicle, to an Employee instead of providing a new Company Vehicle. A Pool Vehicle is a vehicle that has been previously used by another Company Group Employee. The vehicle is generally cleaned and inspected, but minor cosmetic items may be present in or on the vehicle. If a Pool Vehicle is not available, a Rental Vehicle may be provided until a Pool Vehicle or newly ordered Company Vehicle is available. Regardless of the available options for eligible Employees, the Company reserves the right to replace an existing Company Vehicle with another suitable Company Vehicle at any time, without considering the make, model or category of the vehicle being replaced.

17.3 Return Options / Vehicle Purchase

In the markets where J&J Fleet Team determines it is feasible, eligible Employees may have the option to buy their assigned Company Vehicle at fair market value. The sale price for the vehicle will be determined by local market practice.

18. Policy Amendments

The Company reserves the right in its sole discretion to amend, modify or terminate this Policy at any time.

19. Country / or Cluster Specific Provisions (Exceptions)

19.1 The Fleet Policy Exception Repository –

A repository of all exceptions to the Policy approved by the Global Fleet Policy Governance Board.

20. Appendix with Definitions

20.1 Link to Important Documents

SIGN-OFF

_____	_____
Grant, Douglas	Date
_____	_____
Moraka, Marc	Date
_____	_____
Freyne, Luc	Date
_____	_____
Dondarski, Barbara	Date

REVISION HISTORY

REVISION	DATE	APPROVED BY