

# FOLEY LOGISTICS PTY LTD

## In-Vehicle Monitoring, GPS & Camera Policy

**Policy Version:** 1.0

**Effective Date:** 10<sup>th</sup> of January, 2026

**Review Date:** 12 Months from Effective Date.

**Approved By:** Director - Foley Logistics Pty Ltd

### ○ Purpose

Foley Logistics Pty Ltd is committed to maintaining the highest standards of safety, compliance, professionalism, asset protection and operational efficiency.

To support these objectives, Foley Logistics utilises **in-vehicle monitoring systems** including GPS tracking, video surveillance, audio recording and telematics technology installed in company-owned vehicles.

These systems are in place to:

- Promote driver and public safety
- Support compliance with road transport laws, NHVR obligations and Chain of Responsibility requirements
- Protect employees against false claims or allegations
- Investigate incidents, accidents, complaints, or near misses
- Monitor vehicle performance and safe driving behaviour
- Improve route efficiency and operational performance
- Protect company assets and equipment
- Support insurance claims and risk management processes



## ○ Scope

This policy applies to:

- All Foley Logistics employees
- Casual employees
- Managers and supervisors
- Contractors or authorised persons operating Foley Logistics owned vehicles
- Any person travelling in or using a Foley Logistics vehicle for business purposes

This policy applies to all Foley Logistics owned vehicles, including but not limited to:

- Crane trucks
- Flatbed trucks
- Semi-trailers and combinations
- Light commercial vehicles
- Couriers and taxi trucks

## ○ Monitoring Systems Used

Foley Logistics currently uses vehicle monitoring systems supplied by **Linixio**, including installed cameras, GPS devices and telematics equipment.

Systems may include:

- Forward-facing road cameras
- Driver-facing cabin cameras
- Rear or side cameras
- GPS live location tracking
- Speed and route monitoring
- Harsh braking / harsh acceleration / cornering alerts
- Seatbelt compliance alerts
- Idling alerts
- Fatigue / distraction / mobile phone detection alerts (where fitted)
- Continuous video recording
- Continuous audio recording while ignition is on
- Event-triggered footage capture and storage



## ○ Operation of Monitoring Systems

Vehicle monitoring systems remain active **whenever the vehicle ignition is on.**

This includes:

- Driving
- Loading / unloading
- Waiting onsite
- Idling
- Depot movements
- Refuelling
- Work-related travel

Employees should assume monitoring systems are active whenever the vehicle is operating.

## ○ Driver Acknowledgement

Use of any Foley Logistics vehicle constitutes acknowledgement and acceptance that in-vehicle monitoring systems may be operating.

All authorised drivers are deemed to understand that GPS, video, audio and telematics monitoring forms part of Foley Logistics' lawful safety, compliance and asset protection systems.

## ○ Use of Data and Footage

Monitoring data may be accessed, reviewed, downloaded, or relied upon for legitimate business purposes including:

- Incident investigations
- Vehicle accidents or insurance matters
- Customer complaints
- Safety breaches
- Speeding or dangerous driving concerns
- Fatigue management investigations
- Route verification
- Time and attendance verification
- Unauthorised vehicle use
- Theft, damage, or tampering matters
- Performance coaching and training
- Compliance audits
- Disciplinary processes where appropriate

## ○ Disciplinary Use

Information obtained through vehicle monitoring systems may be used in disciplinary processes, including:

- Informal coaching
- Verbal warnings
- Written warnings
- Final warnings
- Suspension
- Termination of employment or engagement where lawful and justified

Examples may include:

- Dangerous driving
- Excessive speeding
- Mobile phone use while driving
- Fatigue breaches
- Seatbelt non-compliance
- Misuse of company vehicles
- Tampering with equipment
- Dishonest conduct
- Serious misconduct

All disciplinary matters will be handled fairly and in accordance with applicable employment laws and company procedures.

## ○ Privacy and Confidentiality

Foley Logistics recognises privacy obligations and will manage collected information responsibly.

Monitoring data will only be accessed by authorised personnel where reasonably required for business purposes.

Access is restricted to:

- Director
- Approved management personnel
- External investigators, insurers, legal representatives, or authorities where required

Monitoring records will not be disclosed unnecessarily.

## ○ Audio Recording Notice

Certain vehicles may record in-cabin audio while the ignition is on.

This recording is used strictly for lawful business purposes including:

- Incident investigation
- Driver safety
- Threatening behaviour or abuse from third parties
- Protection of employees and company interests

## ○ Tampering Prohibited

Drivers and staff must not:

- Disable cameras
- Cover lenses
- Disconnect power
- Interfere with GPS devices
- Damage equipment
- Obstruct microphones or sensors
- Attempt to delete or alter data

Tampering may result in disciplinary action up to and including termination.

## ○ Retention of Data

Vehicle monitoring records are retained in accordance with system capability, operational needs, insurer requirements and legal obligations.

Retention periods may vary depending on storage settings, incidents or investigations.

## ○ Responsibilities

### **Management Responsibilities**

Management must ensure:

- Systems are used reasonably and lawfully
- Access is controlled
- Concerns are investigated fairly
- Equipment is maintained

### **Driver Responsibilities**

Drivers must:

- Operate vehicles safely
- Comply with road laws and company policies
- Report faults in monitoring equipment
- Not interfere with installed systems

## ○ Breaches of Policy

Failure to comply with this policy may result in disciplinary action.

## ○ Policy Review

This policy will be reviewed periodically and may be amended at Foley Logistics' discretion.



## Employee Acknowledgement

I acknowledge I have read and understood the Foley Logistics In-Vehicle Monitoring, GPS & Camera Policy.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_