



## PHOENIX EMERGENCY MANAGEMENT INC.

To: All Employees.

December 24, 2014

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Phoenix has installed fleet complete into its vehicles. Fleet complete will track the vehicles speed, breaking and hard cornering events, maintenance issues, location and other data.

All employees must be aware that Phoenix vehicles have these units installed.

Phoenix experienced an employee theft of a company vehicle in 2014, it must be made clear that company vehicles, equipment and documents (Property in general) are for company use only. Any unauthorised use will be considered a criminal act and dealt with by contacting the RCMP. At that time the employee will be considered terminated and Phoenix will recover losses through criminal and civil processes.

As an employee you are only authorised to drive back and forth between your place of rest, (house, staff house, camp etc.) A location that is predetermined and known to Phoenix Management, and the job site. Stopping for fuel and supplies along that route is expected.

Any deviation between the work site and rest site must be authorised by Phoenix Management.

Fleet complete transmits radio signals, so on some job sites that require no radio signals for safety reasons; there is a way to temporarily shut the system off. During this period of time the system maintains a log of driving activity, and will transmit it when the system returns to use. Other features, such as a man down alarm for working alone are available with the system.

Thanks for your attention to this new safety feature.

Sincerely,

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David Matteucci  
Phoenix Emergency Management Inc.

I the undersigned have read and acknowledge this notice. I understand any unauthorised use of the vehicle is a criminal act. Any deviation from routine activity can be considered theft and Phoenix will act accordingly.

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Print Name

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Signature

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

Phoenix Emergency Management Inc.  
Grande Prairie & Dawson Creek Offices  
13014 - 91A St Grande Prairie AB.  
T8X 0A9

1 855 219 4912  
david@phoenixmedics.com  
phoenixmedics.com