

## **GSK NORTH AMERICA FLEET ACCIDENT / INCIDENT / INJURY REPORTING REQUIREMENTS**

1. Report any accident or damage (including glass) to the fleet vehicle immediately (within 24 hours) to the CEI Group at (866) 475-2524. CEI is available 7 days a week, 24 hours a day (limited services available after hours and weekends).
2. Get the other driver's name, address, phone number, and name of the insurance carrier. If the driver is not the owner of the other vehicle, get the same information for the owner. Do not negotiate claim settlement with the other party or admit fault.
3. It is GSK policy that you call the police in the event of an accident with the Company or business rental vehicle. If the police cannot respond to the accident scene and the accident involves a third party, go to the nearest police station and file a bench report. When reporting the accident to CEI, provide them with the police report/incident number, the name of the police agency (precinct, if included), officer's name and phone number of the police department.
4. If cited by the police for any moving violation arising out of the accident, you are required to report the violation to CEI when you report the accident. You must disclose full details of the accident.
5. Employees in the US and PR must report any on-the-job injury immediately to their manager and Broadspire by calling (800) 753-6737 (choose option 1) to report a workers' compensation claim. Employees must provide Broadspire with their CEI claim number. EXCEPTION: Employees who reside in North Dakota, Puerto Rico, Washington, or Wyoming must contact Health Safety & Performance by calling (919) 483-9613 or (919) 483-5330 to obtain specific reporting instructions.
6. Canadian employees must report any work related accident resulting in any injury that requires follow up with a doctor, results in lost time from work or results in the need for modified duties or work accommodation within 24 hours to Fanika Jagusic, GSK Employee Health Management Department at 905-819-3083 or 905-819-3260.
7. CEI will report any accident involving a third party to Broadspire. Broadspire is the GSK third party claim administrator (TPA) for Old Republic Insurance Company. Broadspire settles third party claims on behalf of GSK and drivers of fleet vehicles. An insurance adjuster from Broadspire will call you for your statement. You may be asked to obtain a copy of the police report. You are required to cooperate with the adjuster's request and assist with the accident investigation. Direct the other party involved in the accident to contact Broadspire at (800) 753-6737.
8. Fleet drivers in North America may contact Broadspire (800) 753-6737 with questions regarding auto medical payments coverage or personal injury protection (PIP).

9. In the US, family auto policies may be primary insurance for medical payment or PIP. You are required to cooperate with Broadspire and provide them with a copy of your family auto insurance policy which insurance carrier has primary coverage.
10. If you hit a parked vehicle and the owner of the vehicle is not around, you are required to call the police immediately from the accident scene. You are required to obtain third party information well as the vehicle description and the police can help you with getting this information. The policy will also document any damage to the parked vehicle.
11. If an employee becomes aware that a police officer, vehicle owner, or witness has made a report or allegation that a hit and run accident has occurred involving the GSK fleet vehicle or business rental vehicle, the employee is required to report the matter to CEI and to Fleet Management immediately. The employee must then follow CEI's instructions regarding next steps, for example, the employee will be required to take the Company vehicle to a designated repair facility for inspection.
12. Always inspect a rental vehicle prior to renting and note existing damage with the rental agency prior to exiting the parking lot. Do not purchase the collision damage waiver coverage (CDW/LDW) when obtaining a short-term or daily rental. No one other than an employee is allowed to drive a business rental vehicle.
13. If you are involved in an accident while driving a business rental vehicle, you are required to report the accident to CEI and to the Rental Agency immediately. Spouse/domestic partners are not allowed to rent vehicles in the Company name and are not authorized to drive business rental vehicles.
14. After an accident is reported, CEI will provide direction to initiate repairs, arrange for towing or alternative transportation, if necessary. GSK requires the vehicle to be checked for damage whether or not any damage can be seen. Rental units will be like for like with your current company vehicle. Please note, NO UPGRADED RENTALS).
15. Employees who are assigned Company vehicles, and are cited for driving while impaired or driving under the influence of alcohol or drugs (DWI/DUI) are required to notify their manager, Human Resources (GSK HR Service Centre, if applicable) and Fleet Management within 48 hours of the occurrence. You are required to cooperate with any investigation or requests for documentation of the incident.

16. Driver license suspension, restrictions, or revocations must be reported to your manager, Human Resources and Fleet Management immediately. Under these circumstances, do not operate a vehicle.
17. Ensure the security of vehicle and contents at all times (lock all doors and roll up all windows). Vehicle break-ins due to leaving articles in plain view will be considered preventable vandalism. In the event of vehicle theft (or theft of any Company property) a police report is required. Employees in the US and PR report the theft of Company property (including stolen samples) to CEI and to the GSK Response Center at (800) 830-8204.
18. In addition to CEI and the police, Canadian employees report the theft of Company property (including stolen samples) by calling the GSK IT Help Desk (888) 819-3191.
19. Employees are responsible for ensuring spouse/partners are aware of and comply with fleet policies and accident reporting requirements.
20. Complete all state or provincial accident reporting requirements as soon as you receive the request.

#### **ADDITIONAL REQUIREMENTS FOR CANADIAN FLEET DRIVERS**

1. A copy of the Insurance Slip and the CEI Accident Report Form should be kept in the fleet vehicle at all times.
2. Employees should not purchase the collision damage waiver coverage (CDW/LDW) when obtaining a short-term or daily rental. No one other than the employee is allowed to drive a business rental vehicle.
3. Fleet drivers that live in British Columbia, Saskatchewan and Manitoba, where government insurance is in place, are required to report losses to the respective Government Insurance System (BC – ICBC / Saskatchewan – SGI / Manitoba – MPI). For more information with regard to the various Government Insurance systems, copy and paste the links below into your web browser.
  - [British Columbia \(ICBC - Insurance Corporation of British Columbia\)](#)
  - [Saskatchewan \(SGI - Saskatchewan Government Insurance\)](#)
  - [Manitoba \(MPI - Manitoba Public Insurance\)](#)