



AUTHORIZED LEATHER PROGRAM

Mandatory Enterprise Safety and Accident – Damage Policy and Procedures

In the unlikely event of an personal injury or accident while on Enterprise property, or at a Enterprise Reconditioning Center location, a vehicle accident while transporting a Enterprise vehicle, or damage to Enterprise property; facility and/or vehicles the following processes must be strictly followed to ensure immediate action item be taken by Roadwire and its Authorized Installers.

- **Enterprise Vehicle Accident**

- After securing your safety and well-being and the safety and well-being of others who may have been involved in the accident, immediately report the accident to your direct supervisor and contact the Roadwire Human Resources Claims Adjuster; Sherry Diaz via cell phone as outlined in the Enterprise Authorized Leather Program Accident and Damage Reporting Form
- Take pictures of the scene and damage to vehicles involved and property
- Fill out the Enterprise Authorized Leather Program Accident and Damage Reporting Form completely (be thorough and detailed)

- **Enterprise Property Damage**

- Report the accident and damage to the Enterprise Location Representative/Contact and your direct supervisor immediately.
- Take pictures of the damage
- Fill out the Enterprise Authorized Leather Program Accident and Damage Reporting Form completely (be thorough and detailed)
- Contact the Roadwire Human Resources Claims Adjuster; Sherry Diaz via cell phone as outlined in the Enterprise Authorized Leather Program Accident and Damage Reporting Form

- **Personal Injury**

- After securing your safety and well-being and the safety and well-being of others who may have been involved in the accident, immediately report the accident to your direct supervisor and contact the Roadwire Human Resources Claims Adjuster; Sherry Diaz via cell phone as outlined in the Enterprise Authorized Leather Program Accident and Damage Reporting Form
- Take pictures of the scene and damage to vehicles involved and property
- Fill out the Enterprise Authorized Leather Program Accident and Damage Reporting Form completely (be thorough and detailed)

Company: _____
Owner Printed: _____
Owner Signed: _____ Date: _____