

KCI Technologies, Inc.	Policy File No. 208 Revision No. 6
Subject: Use of Company Vehicles	Revised 08/19/08 Issued 01/30/09 Page 1 of 5

1. PURPOSE

To establish mandatory criteria for use of company vehicles.

2. SCOPE:

This policy applies to all offices and divisions of KCI Technologies, Inc., KCI Convergent Technologies, LLC and KCI Protection Technologies, LLC.

3. DEFINITIONS:

3.1 Acronyms

DUI Driving Under the Influence (includes either drugs or alcohol).
DMV Department of Motor Vehicles.
MVR Motor Vehicle Record.

3.2 Definitions

3.2.1 Company Vehicle: Any vehicle owned, leased or rented by KCI Technologies, Inc. or any other named KCI entity.

3.2.2 Accident: Any incident in which a company vehicle is involved (whether in motion, stopped, parked or being loaded or unloaded) that results or may result in personal injury and/or property damage.

3.2.3 Employee(s): Full and part-time employees and temporary workers of KCI Technologies, Inc. or any other named KCI entity.

3.2.4 Preventable Accident: Any accident involving a company vehicle in which a KCI driver is "at fault" by having failed to do everything required by traffic safety laws or reasonably expected of a safe driver to prevent or avoid the accident. Accidents due to mechanical failures of apparatuses within vehicles are not considered "at fault."

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3.2.5 Authorized Drivers: Are those who **may operate a company vehicle**, and include:

- a. Employees assigned a company vehicle,
- b. Employees who use a company vehicle, and
- c. Temporary workers who use a company vehicle.

4. POLICY:

- 4.1** Company vehicles are used only for the purpose of traveling to and from a job assignment and only for company business.
- 4.2** KCI employees and others directly involved with KCI business may ride in the vehicle when those employees or others are part of a job assignment or legitimate company-related overhead, administrative, or marketing activity.
- 4.3** The employee authorized to use the vehicle is the only one who may drive the vehicle.
- 4.4** Employees may not drive company vehicles when ability is impaired, due to the use of alcoholic beverages, illegal substance, or prescribed medication.
- 4.5** All passengers are required to secure seat belts whenever the vehicle is in motion.
- 4.6** Employees are required to drive the vehicle in a safe, prudent and responsible manner. Mechanical problems are reported to the Purchasing Division promptly.
- 4.7** Vehicles are not left without turning off the engine, engaging the brake, removing the keys from the ignition, securing fleet service cards, valuables and other KCI equipment, and locking the vehicle.
- 4.8** Employees are required to possess a valid and enforced State Driver's License issued by the state in which employment is located or from the current state of residence and be authorized to drive a company vehicle.

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- 4.9 The company does not permit the personal use of company vehicles. Any use of the company vehicles for personal activities is prohibited. No family members or friends are permitted to use or be passengers in company vehicles. For employees who are assigned a company vehicle and who are permitted to drive the vehicle from work to home and from home to work, any deviation from work portal to home portal and vice versa is considered personal use.
- 4.10 Employees are required to have a valid driver's license for the class of vehicle which they are expected to operate.
- 4.11 By the act of driving a company vehicle, all authorized drivers, whether an employee or temporary worker are required to consent to having their DMV/MVR periodically reviewed by KCI. This review may be done randomly, representatively, or with cause.
- 4.12 Employees consent to a DMV/MVR review by signing this policy, which includes a consent statement, prior to driving any company vehicle for KCI business. Refusal to consent may be a basis for denial of initial or on-going eligibility as an authorized driver of company vehicles.
- 4.13 Employees may be required to take some type of driver training or defensive driving course, at the discretion of KCI.
- 4.14 Employees avoid using a cell phone or other electronic devices while driving. Incoming calls received while driving are allowed to go to voicemail. The vehicle is safely pulled off the road and stopped if it is necessary to use a cell phone. Conversations are suspended during hazardous situations such as bad weather. Employees always stay focused on driving the vehicle in a safe manner.
- 4.15 Employees are responsible for any and all citations and related fees received relating to use of company vehicles.

5. REVIEW OF DMV/MVR OF NEW HIRE

The Corporate Safety Officer and the ^{Discipline Head} Regional Managers review the candidate's DMV/MVR and determine what actions, if any, are needed.

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6. ONGOING REVIEW OF DMV/MVR FOR AUTHORIZED DRIVERS

- 6.1 This review is initiated and conducted by Human Resources and the Corporate Safety Officer, at the Company's expense.
- 6.2 The authorized driver's DMV/MVR is reviewed by the Corporate Safety Officer and the ~~Regional Manager~~ *Discipline Head* and from this document it is determined if any corrective actions may be needed. Action may include one or more of the following: defensive driver training, a driver improvement program, driver probation or not being permitted to drive a company vehicle.
- 6.3 Corporate Safety or the ~~Regional Manager~~ *Discipline Head* notifies the employee's Division Chief or Group Manager in cases where the review reveals a DMV/MVR that requires corrective action.

*Practice leader
and operations
Manager*

CONDITIONS FOR DISCIPLINARY ACTION FOR AUTHORIZED DRIVERS

- 7.1 At the discretion of the Company, if there are any additional citations or convictions within the next three-year (3) period, the authorized driver may be disciplined up to and including termination.
- 7.2 At the discretion of the company, any authorized driver convicted of a DUI, hit-and-run, or vehicular manslaughter while on company business or in a company vehicle may be disciplined up to and including termination.
- 7.3 Any authorized driver with a defined, known, medical condition of substance abuse is not allowed to drive a company vehicle unless enrolled in an ongoing treatment program and released by an attending physician acceptable to the Company.

8. DRUG AND ALCOHOL TESTING

- 8.1 All drivers involved in a vehicular accident regardless of fault are required to submit to a non-Department of Transportation urine drug screen and blood alcohol test immediately following the accident.
- 8.2 Employees holding a commercial drivers license (CDL) are required to submit to a 5-panel regulated urine drug screen.

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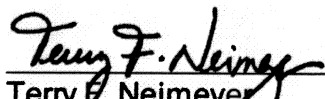
8.3 Test results are forwarded directly to Human Resources by the testing facility.

9. DAMAGE TO VEHICLES

9.1 Employees are held personally responsible for any damage or injuries caused while using the vehicle in an unauthorized manner.

9.2 Employees may be held personally responsible for one half of the insurance deductible or the cost of repairs or actual damages; whichever is less for accidents in which the employee is at fault. For example, if the cost of repairs is greater than \$500 and the deductible is \$1000, the amount owed by the employee is \$500. The cost of repairs may be deducted from any monies due for unpaid wages/salary or benefits.

Approved:


Terry F. Neimeyer
Chief Executive Officer

January 30, 2009
Date