

DRIVING POLICY

We are committed to reducing the risk of work-related road traffic accidents and collisions.

We will ensure that all transportation methods within the company are carried out safely and efficiently to minimise the risk to our employees and members of the public who could be put at risk by work-related driving activities.

This Policy applies equally to all employees who drive in connection with their employment, whether in their vehicle, a fleet vehicle or a vehicle hired by the company and should be read in conjunction with the company's Driving Guidelines.

STATEMENT

Scope

This Policy forms a statement of the principles that guide our daily operations and establishes how we expect management, employees, service providers, clients, visitors and Company representatives to act in accordance with the law and applicable company policies, procedures and guidelines.

This Policy does not discriminate at any level and applies **equally** to **all** persons associated with the company.

The objectives of this Policy are:

- Ensure all employees in their duties demonstrate safe, efficient driving skills and other good road safety habits at all times.
- To maintain all company vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of drivers, passengers and other road users and reduce the impact of Company vehicles on the environment.

Our Responsibilities:

- We will endeavour to take all the necessary steps to ensure company vehicles are as safe as possible and will not require employees to drive under unsafe conditions.

This will be done by undertaking the following tasks:

- Ensuring all vehicles purchased are fit for purpose and of a high specification.
- Servicing and maintaining the vehicles as per manufacturers' recommendations.
- Ensuring reported deficiencies are rectified as soon as possible.

Employee Responsibilities:

- Have a current, valid, clean driver's license for the country where they will perform their work-related duties.
- Be responsible and accountable for their actions when driving and ensure they drive within the legal speed limits, complying with all traffic laws.
- Do not use mobile phones whilst driving unless it is safe to do so with a hands-free device.
- Do not drive under the influence of alcohol or illegal drugs.
- To abide by the company's non-smoking Policy in vehicles and plant equipment.
- To inform their line manager of any medical condition which would make them unfit to perform their duties.
- To ensure "permanent users" carry out regular maintenance and service checks.
- Wear PPE, where relevant, whilst operating plant equipment and similar vehicles.

Violations

Adherence is mandatory, and any violation of this Policy and associated documented procedures may lead to disciplinary action or legal consequences.

Continuous Improvement:

Senior management review this Policy annually and revises it as necessary to reflect changing operational conditions, new technology, government policies and legislation.

ANNUAL APPROVAL OF CORPORATE POLICIES

The Policy was approved by the CEO and Managing Director for release.



Annual Verification Date: 17th June 2022 Verification Stamp:

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