

## DRIVING POLICY

The Company is committed to reducing the risk of work related road traffic accidents and collisions and will ensure that all methods of transportation within the Company are carried out in a safe and efficient manner in order to minimise the risk to our employees as well as members of the public who could be put at risk by work related driving activities.

We are committed to the delivery of our obligations under Health and Safety at Work Law of 2015 (Law 178(I)/2015) and as may be suitably amended to ensure the wellbeing of all our employees and acknowledge our duty of care for other users and members of the public and will comply with all driving related legislation and endeavour to adopt best practice as far as reasonably practical.

This policy does not discriminate at any level and applies equally to all employees who drive in connection with their employment whether it is in their own 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 who have an association with the Company.

### The objectives of this Policy are:

- To ensure all employees in the course of 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.

### Responsibilities of the employer:

- 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 conditions that are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc.

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 in accordance with manufacturers' recommendations.
- Ensuring any reported deficiencies are rectified as soon as possible.

### Responsibilities of the employee:

- Have a current, valid and clean driver's license for the country in which 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.
- Not use mobile phones whilst driving unless with a hands free device.
- To 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.
- To wear PPE, where relevant whilst operating plant equipment and similar types of vehicles.

### Continuous Improvement:

This Policy is reviewed annually by Senior Management and revised as necessary to reflect changing operational conditions, new technology, government policies and legislation.

This Policy was approved by the CEO and Managing Director on 03.06.2019.

Signed Policies are available upon request.