Form Title: Driving Policy
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DRIVING POLICY

The Company recognises the threat of injury to health as a result of preventable accidents while driving or during use of the Company's cars. The Company is committed to improving the safety of its employees and third parties with the ultimate goal of minimising injuries due to vehicle transportation.
All employees and contractors of the Company and visitors to Company premises are required to adhere to this policy when driving or operating Company or contracted vehicles at all times, as well as when driving or operating their personal vehicle, either on the job or during routine journeys from home to the work site (and vice versa).
Furthermore, the Company recognises the continuing need for people to take personal responsibility for their wellbeing at all times, and therefore invites employees and third parties to adopt safe driving practices and to also follow this policy during out-of-job activities.

Our commitments:

a) Provide Company-owned or -contracted vehicles, where applicable, with all legal documentation for use by employee/driver
b) Ensure all Company-owned and -contracted vehicles are well-maintained, in good running condition, suitable for purpose, and equipped with all safety and emergency equipment/devices
c) Record driving accidents and analyse them with a view to identifying causes and defining possible measures to avoid their reoccurrence

In line with our Management's efforts, the following control measures have been identified and must be implemented in agreement with local and international legal requirements:

- Driver must have a valid driving licence for the vehicle to be driven
- Driver must ensure that any route planned accounts for any height, width and weight restrictions that may apply to the vehicle being used for the journey
- Driver must be in good health and physically able to perform the duties of driving
- Driver must check weather forecast and keep informed of traffic conditions and road works along the route to travel and, if necessary, rearrange the trip if adverse conditions are expected
- Driver and passengers must wear seatbelts at all times during vehicle operation
- Driver must abide by the speed limits and rules established by local regulations
- Driver must maintain a safe distance from the vehicle in front to achieve complete stop safety
- Driver must not use a handheld phone while driving
- Driver must have a list of emergency contacts on board to be immediately activated in case of accidents or in
- emergency situations
- Driving under the influence of alcohol, drugs or other controlled substances is strictly prohibited

This policy will be enforced with documented Management commitment and review, supported through supervision and complied with by all personnel.

Signed:
Dean Jump
Role: Managing Director

Date: October 2026

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