

## 1. DRIVING AT WORK POLICY

### Purpose

The purpose of this policy is to ensure all vehicles operated on the Roe Group company business are controlled and driven in a safe and legal manner whilst taking due consideration for environmental emissions and that vehicles are only driven by competent, qualified and appropriately licensed drivers on authorised journeys.

### 1. Scope

This policy applies to all management, drivers and other staff responsible for any aspect of the management, control, administration or operation of company vehicles.

### 2. Policy statement

Driving at work refers to any work carried out on behalf of the Roe Group that involves driving a vehicle; it covers all journeys other than those to and from normal place of work. It is estimated that up to a third of all road traffic accidents involve somebody who is at work and this may account for over 20 fatalities and 250 serious injuries every week. Health & Safety law applies to on-the-road work activities as to all work activities and the risks should be effectively managed within the health and safety management system.

Employees who do not drive in a professional manner to conduct their duties legally, efficiently, safely and with consideration to the environment can significantly affect business risk, operating costs and reputation. As part of the overall health and safety policy, the Roe Group is committed to reducing the risks which drivers create and are exposed to when driving vehicles on company business. All staff are expected to play their part irrespective of the vehicle they use and should always obey the rules of the road, drive courteously, calmly adopting a 'defensive' driving style.

Driving safely is a fundamental aspect of each individual's ability to perform their duties effectively. The Roe Group expects every employee to uphold the highest standards of driving and safety and to drive within the rules and guidance of the Highway Code at all times.

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Road transport is an activity of our business and staff are not only responsible for their own safety but also responsible for the safety of others who may be affected by their actions. All drivers are therefore required to operate vehicles in a manner that is safe and responsible at all times.

The philosophy is that, irrespective of blame, all road accidents are preventable and all risks can be controlled. The Roe Group therefore operate a policy of zero tolerance with regards to collision involvements and driving infractions.