



BRIGHT HOLDER

DRIVING & SAFETY OPERATION OF VEHICLES



Effective date: 1 April 2022

Table of revisions

TABLE OF CONTENT

Purpose	4
Scope.....	4
Policy.....	4
Roles and Responsibilities.....	5
Definitions.....	8

Purpose

This document establishes the Company policy concerning the use of Vehicles while engaged in Company activities in order to minimize vehicle Incidents and the associated occurrence of personal injury and property damage.

Scope

- This policy applies to all current and prospective Company employees including Temporary Employees.
- 36N must also comply with the requirements by customers and also the ROO Driving Policy.

Policy

The following items are specifically prohibited when operating Vehicles or while using a personal Vehicle in connection with or while conducting Company business:

1- Driving without the use of available safety restraints for all occupants in the Vehicles.

- All occupants of a Vehicle must utilize available safety restraints (seat belts).

2- Driving without an appropriate valid driver's license.

- Any employee driving a Vehicle must be in possession of a valid driver's license from the country or state in which he or she resides.

3- Driving under the influence of drugs or alcohol.

- No employee shall under any circumstances be permitted to operate a Vehicle while under the influence of Prohibited Substances, Controlled Substances, alcohol, or intoxicating beverages.
- Vehicles shall not be operated when prescription medications or over-the counter medications are taken that adversely affect the ability of the employee to operate the Vehicle in a safe manner.
- All employees have the responsibility to determine whether a prescription would affect their performance by consulting their health care provider.
- Employees also have the responsibility to notify their supervisors that they may be physically unable to drive a Vehicle in a safe manner.

4- Driving when ill, physically impaired, or fatigued

- All employees who are ill, physically impaired, or fatigued to the extent that it may make the operation of a Motor Vehicle unsafe have the responsibility to notify their supervisors that they may be physically unable to drive a Motor Vehicle in a safe manner.
- Drivers Hours should not exceed 9 hours per day

5- Exceeding manufacturer's recommended load and/or towing capacities or failing to properly secure any loaded materials.

- All employees must ensure that Vehicles are not overloaded, that towing capacity is not exceeded, and that all materials carried on the Vehicle and trailer are adequately secured and that the number of passengers does not exceed the manufacture's specification.

6- Driving a Vehicle without confirming that the Vehicle meets all applicable Company standards and governmental regulations for safe operation.

- It is the responsibility of the employee to make sure that any Vehicle driven be in compliance with appropriate Company driving standards, laws, and governmental regulations that are

applicable to the vehicle type and area of operation.

- While driving in the oil field or construction sites, journeys must be assessed for possible UXO or any other risks, Journey Risk Assessment are to be conducted before commencing the journey.
- The relevant speed limit must be adhered to on all public roads and other fields. Rules of the Road Policy must be adhered to.
- Using a Vehicle for, or in connection with, illegal or unauthorized activities or activities that portray an improper image of the Company.

7- Engaging in activities that would detract from the safe operation of a Vehicle.

- An example of this type of activity is the use of cellular telephones and mobile electronic devices such as iPads, iPhones and Blackberry devices.

8- Training of new employees to positions that require operation of Vehicles on a scheduled or planned basis or as a part of job duties.

- Employees shall receive training and be proven competent in the safe operation of Vehicles.
- As a minimum, defensive driving, general operations, and maintenance of Vehicles shall all be covered as part of the training.

9- Competency testing and license review on a regular interval for employees who operate Motor Vehicles on a scheduled or planned basis or as a part of job duties.

- Competency testing shall be conducted at regularly scheduled intervals to validate employee skills for type of vehicle driven and area of operation.

10- Pre-trip and post-trip inspection program for Vehicles.

Pre-trip and post-trip inspections must be performed in conformance with Global Health, Safety and Environmental Standard.

11- HSE issues in the procurement of Vehicles.

- When specifying Vehicles to be procured for Company use, each Division, Product Service Line (PSL), Region, and Functional group shall address HSE issues as a part of the procurement process.
- Items to consider include center of gravity, weight and towing capacity, restraint system(s) and crash worthiness.

12-Authorized use of Vehicles.

- All use of an employee’s personal vehicle for Company business and all use of a Motor Vehicle provided by the Company whether personal or for Company business are subject to all the provisions of this policy.
- All Incidents involving Company-provided Vehicles or personal Vehicles while conducting Company business will be reported.

Roles and Responsibilities

The roles and responsibilities associated with this procedure are listed in the following table.

Managers	<p>Shall:</p> <ul style="list-style-type: none"> • Ensure communication of this procedure to reports and the implementation of requirements to operate light vehicles while on Bright Holder business;
-----------------	--

	<ul style="list-style-type: none"> • Maintain accurate records for monitoring the currency of licenses, training & refresher training, medical fitness and vehicle conformance;
Drivers	<ul style="list-style-type: none"> • Check that the Vehicle being driven is free from obstacles and hazards (in line with the direction of driving) before moving the vehicle; A good practice is to perform a 360° walk around before moving a parked Vehicle. • Comply with the applicable legal and regulatory requirements for driving; • Not exceed the posted speed limits or drive at an unsafe speed for the prevailing road conditions; • Report all driving incidents including any infringements or citations awarded on their license while driving on BP business to their line Manager immediately;

Methodology

The following ten Elements detail the requirements for maintaining light vehicle driving safety and help us to meet driving standards.

Element 1 – Fit for purpose vehicles

The vehicle shall be fit for purpose and must be maintained as per the manufacturer’s specifications, in a roadworthy condition, registered as per Kurdistan Region of Iraq’s legislation and clean.

The vehicle shall be maintained in accordance with manufacturer’s recommendations. Service intervals shall be strictly adhered to and any unserviceability identified or suspected between serviceable intervals shall be rectified as soon as possible.

Bright Holder works needs vehicles should operate under a behaviour-based safety program to continually improve operating behaviour through observation, recording and coaching. The following vehicles which are owned or leased by Bright Holder (as needed) shall be installed with an In Vehicle Monitoring System (IVMS):

- Multi Passenger Transport Vehicles;
- Vehicles used for Higher Risk Driving Activities, or;
- Where this is the outcome of a risk assessment.

Element 2 – Passengers in vehicles

The number of passengers shall not exceed manufacturer’s specification for the vehicle or the number of seatbelts fitted.

Element 3 – Vehicle Loads

Loads shall be secure and shall not exceed manufacturer’s specifications and legal limits for the vehicle. All loose items within the cabin of the vehicle shall be stowed securely so as not to contribute to injury in the event of an incident. Items which may be considered as loose items include brief cases, phones, pens & pencils, umbrellas etc.

Element 4 – Driver assessment, licensing, training and fitness

Drivers shall be appropriately licensed, trained, assessed and medically fit.

Licensed: Drivers shall hold a current license for the vehicle to be driven. Annual verification of license currency should be conducted and records maintained by the manager of each light vehicle driver. The driver shall inform their line manager if their license conditions change (driving restrictions, loss of license etc.).

Trained: Drivers shall participate in, and meet the minimum requirements of, a defensive driver training program approved by Bright Holder. Defensive driver training shall be completed within the relevant timeframe from initial appointment into a role.

Refresher Training:

Refresher training shall be completed on or before the 3rd anniversary of initial training. Refresher training may also be required for a driver following a single significant at-fault incident or multiple minor at-fault incidents.

Medically Fit:

All Drivers shall be medically fit to drive. If you suffer from any condition that impacts your ability to drive, you are required to notify your Line Manager, who shall contact the Health Team for appropriate assessment & medical clearance.

Element 5 – Driver fatigue

Drivers shall be appropriately rested and alert and shall not drive any vehicle when fatigued.

The following minimum requirements for working and driving shall apply to light vehicle drivers on Bright Holder business:

- Drivers shall stop driving and take a break when fatigued, or sleep for an appropriate period before driving again or make other travel arrangements;
- Drivers shall not work more than 14 hours within a rolling 24 hour period when driving a vehicle;
- Drivers shall not work more than 60 hours over a continuous 7 day period when driving a vehicle;
- Drivers shall not drive more than 10 hours within a rolling 24 hour period (maximum driving time between breaks is 4.5 hours).

Prior to commencing longer journeys, it is recommended your planning allows time to take additional breaks if required.

Element 6 – Use of mobile phones and other two-way communication devices

Drivers are not permitted to use mobile phones or other two-way communication devices, while operating a Bright Holder owned or leased vehicle or while driving on Bright Holder Business. Satellite navigation devices must be set and re-set only when the vehicle is safely parked.

- Mobile phones and two-way communication devices, includes but is not limited to: cell phones, mobile phones, two-way radios, pagers, text messaging devices, satellite navigation devices, tablets, Personal Digital Assistants (PDAs), and any other two-way communication device;
- In the case of Company supplied Mobile Phones these shall not be used while operating a motor

vehicle regardless of whether it is on Company business or not.

A vehicle is considered to be in Operation when it is moving or stationary but not parked (handbrake released). Driver theory and practical training (attendance based and online) shall articulate the requirement for drivers to not use mobile phones and other two-way communication devices while driving a vehicle on Bright Holder business.

Where Smart phones are used as a GPS device, it shall be secured in an approved cradle attached to either the dashboard or windscreen in a location that will not distract or obscure the drivers view. Best practice is to either switch the phone off completely or set to “Do not Disturb / Silent” mode prior to operating the Vehicle to eliminate the risk of distraction from incoming calls or messages. The same practice should be followed for smart watches or any other two-way communication device.

Element 7 – Wearing of seatbelts

Seatbelts shall be worn by all occupants at all times whenever a vehicle is in motion. All Bright Holder employees driving or riding in a vehicle shall wear individual seatbelts. All drivers with passengers shall not move their vehicle until all occupants are wearing their individual seat belts and continue to wear them while the vehicle is in motion.

Element 8 – Alcohol, drugs and other substances or medications

Whilst operating vehicles on Bright Holder business, drivers shall not be under the influence of alcohol, drugs, or any other substance or medication that could impair their ability to safely operate a vehicle.

Element 9 – Use of motorcycles, all-terrain vehicles or snow-mobiles and wearing of safety helmets The use of motorcycles, all-terrain vehicles or snow- mobiles is prohibited on Bright Holder business.

Definitions

Incident: means any event that causes or has the potential to cause personal injury, damage/loss of assets, environmental damage or hazard to the health and/or safety of any individual.

Vehicle: means any vehicle owned, operated, assigned, controlled, rented, or leased by the including personal vehicles while being used for Company business.

Temporary Employee: means a person hired to work for the Company on the Company payroll, for a limited period of time not to exceed six months of continuous employment.

May include individuals employed by the Company in-house agencies to work on temporary assignments for the Company for limited periods of time.

Agents, agency employees, distributors, consultants, independent contractors and other similar third parties and are not considered Temporary Employees.

The Company reserves the right to update this Driving Safety policy, and will take all reasonable steps to ensure that employees are properly informed of any