



DRIVING AND MOTOR VEHICLE POLICY

Offshore Technology Solutions Limited (OTSL) is aware of their responsibilities to provide, as far as is reasonably practicable, a safe and healthy working environment, and recognises that this can be put at risk during the use of motor vehicles to such an extent that it may affect employees' safety, or the safety of others whilst driving or as a passenger while in a motor vehicle.

All employees, regardless of status and any other person travelling in motor vehicles while on any business with OTSL, are expected to adhere to, and observe the local legislation, and the related policies of OTSL and clients.

Regardless of status when using motor vehicle transport all personnel shall:-

1. Hold a current, recognised driving licence for the country in which you're driving in.
2. Ensure the vehicle to be used meets the local requirement for road testing, tax and insurance coverage.
3. For USA only, personal car insurance must be acquired.
4. Wear seat belts at all times, whether seated in the front or back seats.
5. Ensure that regular mechanical checks are carried out on company issued vehicle.
6. Obey the local legislation related to driving and alcohol, drugs and mobile phone use; driving while unfit is an offence and not allowed.
7. Report immediately to management any defects or non-conformances of company issued vehicles.
8. Any accident must be reported to OTSL's HSE advisor and complete an accident report form on all accidents.

This policy has been introduced as a means of formal guidance for OTSL employees. It is OTSL's policy to provide safe and suitable means of transport for all our employees and associated personnel. If at any time, there is a concern with regard to any motorised transport provided, it shall be the individual responsibility to ensure that management have been informed, allowing the appropriate corrective action to be implemented.

Offshore Technology Solutions Ltd (OTSL)

Signed

Date

Name

Designation