

Road Driving Policy Statement

George Law is aware that its operations can entail a large amount of driving on the public highway by employees. This policy describes the approach that the Company takes to reducing the risk of accidents to our employees, other parties and our vehicles.

Employees may undertake driving duties in Company vehicles with the authorisation of their Manager and provided that they have been approved to drive a Company vehicle by a Director. Such approval will only be given where the employee meets the minimum requirement set by our Insurance Company and where the relevant testimonials have been completed. Persons under the age of 25 will only be allowed to drive company vehicles with the specific permission of a Director.

Employees may be authorised to drive their personal vehicles on Company business. This excludes driving to and from work, which is private driving. Where this happens, George Law recognises that it has a duty to ensure that the vehicle meets a minimum standard of roadworthiness and that the individual carries suitable insurances. It remains the individual's responsibility to ensure that these minimum requirements are maintained, but where the individual cannot demonstrate that these are being achieved the Company will not allow the individual to drive during work and will not pay any benefit for that individual's car.

Generally an individual will be made responsible for a Company vehicle and that individual is responsible for ensuring the road worthiness of the car and that basic maintenance is carried out. George Law will ensure that company vehicles are maintained in accordance with the vehicle manufacturer's requirements, but the individual must ensure that servicing is carried out in accordance with the Company's requirements, which must be arranged through the plant yard.

George Law is keen to promote good driving practice, which aims to reduce the risk of accidents. It is the responsibility of managers and drivers throughout the Company to drive safely and sensibly and the Company has set out the following guidelines: -

- Plan journeys to reduce mileage
- Time journeys to miss congestion periods
- Have a break at least every two hours on long journeys
- Do not drive if you are not fit to drive
- Allow time for, or in extreme circumstances do not drive in poor weather conditions
- Never use hand held phones or other distractions that will prevent you driving safely

Hands free mobile phones should only be used in emergencies or when they can be used safely with no increased risk of accidents.

Signed:



G. Little

Director

1st January 2016
