

## Driving Safety Policy

TGT business operations involves driving activities and the company recognises the potential risks driving poses to its employees, contractors, customers and community. TGT shall put in place the necessary controls to minimize the potential and associated risks of driving and ensure that worldwide standards and industry best practices for driving qualification and management are implemented and strictly followed across the organization.

The following arrangements shall be implemented in all TGT locations where business related driving is conducted:

- **Driving Qualification and Training**

All employees and contractors authorized to drive on behalf of TGT or on company related business shall possess a valid driving license and obey the road safety rules and regulations of the country where they work and/ or drive. Drivers shall complete a company driving awareness and industry recognized defensive driving training prior to driving company owned or leased vehicles.

- **Seatbelts**

Seatbelts must be worn by the driver and all passengers in the vehicle while in motion. It is the responsibility of all vehicle occupants to ensure all passengers have on their seatbelts prior to commencement of the trip.

- **Mobile Phones**

The use of mobile phones to initiate and receive calls or send text messages whilst driving is prohibited. If a driver must respond to an incoming call or text message, the vehicle must be brought to a safe and complete stop.

- **Substance Abuse**

Driving or operating a vehicle under the influence of drugs and alcohol is strictly prohibited and subject to disciplinary action.

- **Journey Management**

All locations shall implement a journey management program for their operations in-line with the company standards and customer requirements where they operate. Location management shall actively ensure the implementation of and compliance with the program.

- **In-vehicle Monitoring Systems (IVMS)**

Company owned or leased vehicles used for driving activities related to business operations shall be fitted with an in-vehicle monitoring system for the purpose of managing driver behaviour. Locations are required to implement driver management programs to monitor, review, provide feedback and reward driving performance to improve driver behaviour and skills.

Line management shall ensure the communication, implementation and compliance to this policy in all company operations. This policy is applicable to all employees and contractors who drive for and on behalf of TGT, and violations may be subject to disciplinary action.



**Saad Bargach**  
**Chairman & CEO**