



Corporate Driving Policy

HS 1001 - (B) Driving Policy

It is the policy of Aramex to ensure the safety of both its employees and contracted workers with the ultimate goal of minimizing injuries and losses related to vehicle transportation. Every day, thousands of our employees and agents operate motor vehicles to deliver packages to our customers. Their safety is of great importance to us, as is the safety of other drivers and passengers with whom they share the roads.

All employees, contractors of Aramex and visitors to Aramex premises are required to adhere to this policy when driving or operating with Company or contracted vehicles at all times. In addition, Aramex recognizes the ongoing need for people to take personnel responsibility for their wellbeing at all times and therefore, invites employees and third parties to adopt safe driving practices and to follow this policy also during out of job activities.

This policy is fully endorsed by Aramex management and is communicated to all employees, strengthening our commitment to achieving our Health & Safety objectives. The following control measures have been identified and must be implemented, in agreement with local and international legal requirements:

- Driver must have a valid driving license for the type of vehicle to be driven.
- Driver must be in good health and physically able to perform the duties of driving and drivers only operate vehicles at adequate levels of alertness to avoid fatigue related risks.
- Driver and passengers must wear seat belts at all times during vehicle operation.
- Driver must abide by the speed limits and the rules established by local regulations.
- Driver must maintain a safe distance from the vehicle in front to achieve complete stop safety.
- Driver should neither initiate or answer a mobile phone call or message while driving, regardless of whether a hands free device is available or not. Vehicle must be brought to a complete stop before answering a mobile call or message.
- Driver must have a list of emergency contacts on board to be immediately utilized in case of accidents or in emergency situations.
- Driving under influence of alcohol, drugs or other controlled substances is strictly prohibited.
- Driver must ensure that Pre-Trip and Post-Trip Journey Management guidelines are followed.
- Driver to ensure his vehicle is fitted with GPS unit before leaving.
- Driver must refrain from eating, smoking and drinking while driving.
- Any individual that will operate an Aramex vehicle must attend the defensive driving training course.

Disciplinary Action

Violations of this policy can result in disciplinary action including termination.

Station Manager

Health & Safety Representative