

Dual Seal Glass Limited consider that nothing is so important that it cannot be done safely, with road safety being as important as health and safety on site. Driver infringements are evidence of poor performance that may put the driver of Dual Seal Glass at risk of not complying with the law or meeting our operator licence undertakings. Infringements are to be monitored weekly by the transport managers to improve the standard and awareness of their drivers by continually monitoring for driver infringements, engaging with drivers to establish route causes, provide training to drivers to prevent reoccurrence or where persistent infringements are evident.

Dual Seal Glass Limited will:

- Provide drivers with training to ensure they are trained and competent to safely drive and use the equipment provided.
- Identify driver infringements and inform the drivers of the issues weekly.
- Have a one to one meeting with the driver to sign acknowledgment of their infringements.
- Identify and analyse root causes of the infringement.
- Where required we will provide additional training to prevent future infringements
- Retain all documents associated with the infringements for the length of their service with the company.
- Review Driver performance via a board report monthly.
- Monitor and review driver performance to ensure the correct driving standards are maintained

Where persistent lesser infringements or more serious infringements occur, then disciplinary procedures will be taken against the driver. Failure to improve driver performance after a final written warning will result in the driver being dismissed. Sub-contractors who continually persist with infringements will not be tolerated and the sub contact will be terminated. We will confirm the presence of these arrangements to our supply chain partners. The Managing Director, who has overall responsibility for this policy, will ensure the provision of adequate resources for its implementation and will regularly assess the continuing improvement of our Fleet's capabilities and reduction of work-related road risk. This policy will be brought to the attention of all employees and subcontractors working on behalf of the Company and reviewed at least annually.

Signed: *N-D. Meredith* Date: 23/07/2021

Position: Managing Director

