

# FLEET POLICY STATEMENT

The Laws and Regulations that govern our business go beyond our construction sites and cover transport, compliance, and duty of care requirements across all our operations and workforce. Instalcom is committed to health and safety of its employees, and this Fleet Policy applies to all who drive on company business and aims to identify, monitor and reduce the risk of vehicle accidents through the following measures:

- Complying with the Highway Code and Road Traffic Act
- Implementing vehicle maintenance procedures to ensure vehicles are safe for use on the road
- Providing drivers with a handbook
- Monitoring driver behaviour through online driving assessments and use of telematics
- Educating drivers or providing training when necessary
- Ensuring vehicle safety features are appropriate for the working environment
- Ensuring vehicle safety features are fitted, operational and used in all Company vehicles
- Ensuring that all vehicles are operated within their designated load and occupancy limits
- Reporting and learning from road incidents and potential incidents/near misses

In addition, as Instalcom is dedicated to providing a sustainable and greener service the company continually looks at ways of reducing its CO2 emissions and fuel consumption.

The Board of Directors have appointed a dedicated Plant & Transport Manager responsible for ensuring adequate financial and physical resources are available in delivering the Fleet Policy.

The Fleet Policy is communicated to all employees who drive on company business and is supported by management systems and processes that are fully compliant.



Signed.....Date: 03/01/22

**Vince Bowler - Managing Director**

