



DRIVING POLICY

The purpose of this policy is to ensure the safety of those individuals who drive company vehicles. Vehicle accidents are costly to our company, but more importantly, they may result in injury to our employees or others. It is the policy of the **International Institute of Technology and Management Education** that our vehicles will be used only for company business and will be operated by authorized and licensed persons who meet the driving criteria as per the local laws.

This policy applies to our company-owned vehicles and private or rental vehicles authorized for use on company business.

All employees must comply with local laws and policies and be physically and mentally able to do their jobs. IITME employees must not use intoxicants, drugs or medications that could impair their judgment or ability to drive.

Employees who drive on company business must have a valid drivers' license and a satisfactory driving record.

Employees are strongly encouraged to plan mini-breaks every two hours during long periods of driving and to allow for no more than 10 hours driving per day in good driving conditions.

Employees must use and require seat belts to be worn by their passengers.

Employees should neither initiate nor answer a cellular phone call or message whilst driving a vehicle, regardless of whether a hands-free device is available or not. Cellular phones may be left on during a trip to alert the driver of an incoming call or message, however the vehicle must be brought to a complete and safe stop before responding.

Violation of this policy may result in revocation or restriction of employee authorization to drive a company owned or private vehicle on company business, reassignment, demotion, suspension or dismissal.

Driving Policy shall be reviewed annually. Responsibility for compliance to this policy rests with the Managing Director, who will monitor the effectiveness of the Policy and its associated initiatives.

This Driving Policy shall be made accessible to all our employees and communicated through meetings or during HSE orientation program.