

ADANI GROUP OHS**Driving Safety Policy**

Adani is committed to protecting Safety of all employees and stake holders coming to Adani premises/offices. One of the major Safety risks in our company activities is travel on road.

The Adani Group Driving Safety Policy has been formulated to

- Ensure that all employees and stake holders are aware of Life Saving Safety Rule No:2, Adani Group Driving Safety Policy and Procedure on Motor Vehicle Safety in Adani Green Book so that this is stringently implemented.
- Monitor Driving Safety performance and Audit road transportation aspects and transport contractors on regular basis for continuous improvement.

✚ **Drivers Competency and Training**

Drivers must be appropriately assessed, licensed, trained and medically fit to operate the vehicle. Drivers should be selected based on their driving competency and past performance and this needs to be verified before deployment and ensured by transport contractors. Impart training on 'Defensive driving and First-aid' at least once in two years and for all new drivers.

Competency assessments should be carried out to ensure competency of all drivers and medical check-up carried out periodically to ensure fitness.

✚ **Driving and Duty Hours**

Drivers must be appropriately rested and alert. It is to be ensured that the drivers have sufficient rest hours and off periods to enable safe driving. Sufficient breaks should be given, while driving long distance. Driver should not work more than 8 hours in a day and under exceptional circumstances not more than 12 hours in a day.

✚ **Drugs / Alcohol**

Vehicles shall not be driven by drivers, while under the influence of alcohol, drugs, narcotics or any medication that could impair the driver's ability to safely operate the vehicle.

✚ **Mobile Phones / Two Way Communication device**

Drivers must not use a mobile phone or two way radio while operating the vehicle (this includes use of hands free device). In addition to non-use of mobile phones, other distractions like smoking, eating, drinking, playing stereo etc. are not permitted by drivers while driving the vehicle.

✚ **Vehicles**

Vehicles shall be fit for purpose and maintained in safe working order in line with manufacturers' specifications and as per local regulations. In addition to that, passenger cars should be installed with seat belts in all seats. Drivers

should carry out daily inspection and weekly vehicle checks to ensure the condition of the vehicle. The number of passengers travelling in the vehicle should not exceed the manufacturer's specification for the vehicle / should be appropriate for safe travel.

4. **Two-Wheelers**

All employees and contractors should compulsorily use "certified ISI crash helmets" while riding two-wheelers on company work (Both Driver and Pillion rider). This is also applicable to all Adani employees and contract workers who are travelling from Residence to/from Office or on official tour. Adani expects that all employees and consultants wear helmets when driving two-wheeler even during personal travel.

4. **Seatbelts**

Fastening of seat belt is compulsory for everyone including passengers seated on the back seat of cars at all times a vehicle is in motion. If any car on company duty does not have a seat belt, the same shall be reported to the respective administration department / other concerned for corrective action.

4. **Speed Limits**

Speed limits should be appropriated to the hazards present/speed limit signage's displayed in the driving environment.

4. **Night Driving - Passenger Vehicles**

Night driving / driving in dark is should be restricted and controlled, particularly long distance travel outside cities / towns. During emergencies or other operational requirements night driving permission shall be obtained from the respective CEO/Unit Head before starting the journey and additional controls e.g. speed limit exercised. It is recommended that employees avoid long distance journeys on road during night on personal travel as well, as most accidents occur at night.

4. **Incidents**

In case of incident, the same should be reported immediately to the respective supervisors by phone or by using **Adani Gensuite software** and investigations carried out and actions taken to prevent recurrence. Drivers shall familiarize themselves with the emergency response procedures associated with travel.

Traffic Safety Directive shall be displayed in all Adani Vehicles.

This policy directive shall be stringently followed by all Adani employees, and stake holders and respective Head of Departments are accountable for ensuring that it is implemented at all Adani locations including offices under their control. Noncompliance of the Adani Group Driving Safety Policy will result in Consequence Actions as per the Reward Recognition and Consequence Management Guidelines.

Place : Ahmedabad
Date : 14th June 2018


Karan Adani
(CEO APSEZ & Head AGSSC)