



## FATIGUE MANAGEMENT POLICY

### 1. POLICY STATEMENT

DriveXcel Limited recognizes fatigue as a **major road safety risk**. The Company is committed to managing driver fatigue to protect drivers, clients, and the public. No job, schedule, or client demand shall override safety.

### 2. PURPOSE

This Policy establishes clear rules for:

- Managing driving hours and rest periods
- Preventing fatigue-related incidents
- Ensuring drivers are fit for duty

### 3. SCOPE

This Policy applies to all **full-time and contract drivers** engaged by DriveXcel Limited and covers all driving activities performed on behalf of the Company or its clients.

## 4. WORKING HOURS & REST REQUIREMENTS

### 4.1 Continuous Driving Limits

Drivers shall comply with the following **mandatory rest rules**:

- **Minimum 30 minutes rest** after **4 hours of continuous driving**, **OR**
- **Minimum 15 minutes rest** after **2 hours of continuous driving**

These rest periods must be taken **away from active driving duties**.

### 4.2 Weekly Working Hours

- Standard working time shall be **40 hours per week**
- Any work beyond 40 hours shall be treated as **overtime**
- Overtime shall only be permitted where:
  - The driver is fit for duty, and
  - Safety is not compromised

### 4.3 Fatigue Reporting

Drivers shall:

- Report fatigue, illness, or unfitness for duty immediately
- Not continue driving when excessively tired
- Cooperate with rest, reassignment, or removal from duty where required

No driver will be penalized for reporting genuine fatigue concerns.

## 5. RESPONSIBILITIES

### 5.1 Driver Responsibilities

Drivers must:

- Manage rest appropriately
- Comply with scheduled breaks
- Avoid secondary employment or activities that may cause fatigue

## **5.2 Management Responsibilities**

DriveXcel shall:

- Plan schedules to minimize fatigue
- Monitor working hours and rest compliance
- Intervene where fatigue risks are identified

## **6. CLIENT ASSIGNMENTS**

Where client schedules conflict with this Policy:

- DriveXcel's fatigue rules shall take precedence
- Management shall engage the client to resolve the conflict

## **7. BREACHES & DISCIPLINE**

Failure to comply with this Policy constitutes misconduct and may attract disciplinary action under the **Disciplinary & Consequence Management Framework**.

## **8. POLICY REVIEW**

This Policy shall be reviewed periodically and updated as required.