



## HSE & ROAD SAFETY POLICY

### 1. POLICY STATEMENT

DriveXcel Limited is committed to providing a **safe, healthy, and incident-free working environment** for its drivers, clients, and the public. Road safety is a **core business value**, not an option.

We recognize that safe driving protects lives, client assets, and the reputation of DriveXcel.

### 2. PURPOSE

This Policy establishes DriveXcel's framework for:

- Preventing road traffic incidents and injuries
- Promoting safe driving behaviours
- Complying with Nigerian road traffic laws and best practices
- Managing occupational health, safety, and environmental risks

### 3. SCOPE

This Policy applies to:

- All DriveXcel drivers (full-time and contract)
- All client assignments and Company-related driving activities
- All vehicles driven on behalf of DriveXcel or its clients

### 4. LEGAL & REGULATORY COMPLIANCE

DriveXcel and its drivers shall comply with:

- Federal Road Safety Corps (FRSC) regulations
- Nigerian Road Traffic Laws
- Relevant State traffic laws
- Client-specific safety requirements

Where standards differ, the **stricter requirement shall apply**.

### 5. ROLES & RESPONSIBILITIES

#### 5.1 Management Responsibilities

DriveXcel management shall:

- Provide clear safety policies and procedures
- Ensure drivers are competent and medically fit
- Investigate incidents and implement corrective actions
- Remove drivers from duty where safety is compromised

## **5.2 Driver Responsibilities**

Drivers shall:

- Drive safely, defensively, and responsibly at all times
- Obey speed limits and traffic laws
- Conduct basic vehicle safety checks
- Report incidents, near-misses, hazards, and unsafe conditions
- Refuse to drive when unfit due to fatigue, illness, or impairment

## **6. RISK MANAGEMENT & SAFE DRIVING PRACTICES**

- Defensive driving principles shall be applied at all times
- Speeding, aggressive driving, and unsafe overtaking are prohibited
- Use of seat belts is mandatory
- Mobile phone use while driving is prohibited except where legally hands-free

## **7. INCIDENT & NEAR-MISS REPORTING**

- All incidents, accidents, and near-misses must be reported immediately
- No driver shall be penalized for reporting genuine safety concerns
- Failure to report incidents is misconduct

## **8. VEHICLE SAFETY**

Drivers shall:

- Ensure vehicles are roadworthy before use
- Report mechanical defects promptly
- Not operate vehicles with known safety defects

## **9. TRAINING & COMPETENCE**

DriveXcel shall ensure drivers receive:

- Driver training, Safety induction and refresher training
- Coaching where unsafe behaviours are identified

## **10. ENFORCEMENT & DISCIPLINE**

Breaches of this Policy will be managed under the **Disciplinary & Consequence Management Framework**.

## **11. CONTINUOUS IMPROVEMENT**

DriveXcel commits to reviewing safety performance, learning from incidents, and continuously improving its HSE and road safety practices.

## **12. POLICY REVIEW**

This Policy shall be reviewed periodically or following significant incidents or regulatory changes.