

VEHICLE SAFETY AND DRIVING POLICY

Siat Group considers road safety critical for health and safety. Vehicle incidents pose major risks to the organization, employees, contractors, passengers, and communities. This policy sets minimum rules for safe and responsible use of all vehicles in Siat operations. It applies to all employees, contractors, transporters, and vehicles on Siat sites, plantations, and facilities. Management expects full compliance.

LEGALITY

- ☉ Siat commits to complying with international, national, state and local driving regulations, guidelines and standards in all steps of its operations.
- ☉ Drivers must hold a valid driving licence appropriate to the vehicle category.
- ☉ All vehicles must have valid insurance and valid vehicle registration.
- ☉ Siat will not reimburse for any fine paid that was issued because of the driver's personal negligence or disregard of traffic laws.

GENERAL DRIVING RULES

- ☉ Verify driver licence and competence, including practical test, before assigning any vehicle.

Drivers and occupants, including passengers must

- ☉ Always wear seat belts, at all times.
- ☉ Passengers must not give directions that contravene this policy.
- ☉ No passengers allow in the cargo bed, trunk, or container.

Drivers must

- ☉ Never use a mobile phone while driving (calls, messages, applications); the driver's phone must be on silent mode.
- ☉ Always drive with both hands on the steering wheel, except when changing gears.
- ☉ Wear appropriate footwear when driving; flip-flops or similar footwear are strictly prohibited.
- ☉ Overtake only when visibility is sufficient and overtaking can be completed safely.
- ☉ Maintain smooth and defensive driving: avoid unnecessary acceleration and sudden or repeated braking.
- ☉ Keep a safe distance from other vehicles adapted to speed.
- ☉ Drivers must submit to regular eyesight checks and medical fitness verification as defined by procedures.
- ☉ Do not drive if tired, sick, or under medication affecting alertness.
- ☉ Stop for a break every 2 hours of driving on long distance trip.

SPEED LIMITS

- ☉ Speed limits are in accordance with national regulations or the applicable internal limits, whichever is more restrictive: 50km/h on plantation main roads, 20km/h on secondary roads and within factories, 40km/h on community road, 80km/h on public roads, and 100km/h on highways.
- ☉ Speed limits must be lowered according to weather, state of the road and light conditions.

RULES OF GOOD CONDUCT

Passenger comfort always prevails over driver preference.

- ☉ Use the horn reasonably and only to prevent danger.
- ☉ Switch off the engine when the vehicle is stationary (no idling).
- ☉ Adjust AC and cabin comfort at the discretion of passengers.
- ☉ Refrain from throwing any waste out of vehicle windows.
- ☉ Music must be used at a volume and selection to passengers.
- ☉ Drivers must present themselves on time for passenger pickup.

MOTORCYCLES

- ☉ A maximum of two persons is allowed per motorcycle.
- ☉ All riders and passengers must wear an approved helmet.

NIGHT DRIVING

- ☉ Night driving is prohibited outside well-lit urban areas.
- ☉ Trip planning must ensure that departure times allow arrival at destination during daylight hours.
- ☉ Exception require CEO and HSE Manager approval.

VEHICLE CONDITION AND DOCUMENTATION

- ☉ Before each trip, drivers are responsible for checking the roadworthiness of their vehicle, including at minimum: tyres condition and tyre pressure, brakes, lights and indicators, oil, coolant and other essential fluids.
- ☉ Mandatory equipment on board includes, fire extinguisher, reflective safety vest, warning triangle, first-aid kit.
- ☉ Report any accident or mechanical problem immediately.

SPECIFIC TRANSPORT RULES

- ☉ Sharp or dangerous objects may only be transported if properly protected and secured, presenting no risk to passengers.
- ☉ Vehicles must not exceed their maximum seating capacity.
- ☉ In buses: the maximum number of passengers must be strictly respected, boarding is only allowed through the front door, while the bus is fully stopped.
- ☉ Drivers are not allowed to transport unauthorized persons.

CONTROLS, INSPECTIONS AND ENFORCEMENT

- ☉ Regular HSE inspections of vehicles and drivers shall be conducted; all drivers must comply.
- ☉ No driver may refuse a vehicle or document check.
- ☉ Any form of verbal pressure or intimidation to avoid inspections (HSE or security) is strictly prohibited and constitutes misconduct.
- ☉ Random tests for alcohol or driving under the influence of drugs may be conducted at any time; refusal to comply will result in immediate suspension of the driver.
- ☉ Any driver involved in an accident will be suspended for driving until the investigation is complete. If found in violation of policy, they may be permanently banned from driving.
- ☉ All Siat vehicles shall display a sticker with a contact for reporting issues.

CONTRACTORS AND TRANSPORTERS

- ☉ Contractors and subcontractors vehicles are subject to the same rules as Siat vehicles.
- ☉ Buses used for worker transportation must be accredited following a vehicle inspection and certification.
- ☉ Transporters of Fresh Fruit Bunches (FFB) or oil must not have previously transported toxic or hazardous products, such as chemicals.

ROLES AND RESPONSIBILITIES

- ☉ Transport Officers are responsible for the proper implementation of this policy.
- ☉ HSE departments are responsible for monitoring, annual training of drivers, inspections and reporting, including report from the tracking system.
- ☉ Security is responsible for controlling access to sites and enforcing compliance with this policy at the gates.
- ☉ Workshop is responsible for ensuring that all vehicles belonging or hired by the company are in good/safe conditions.

Any breach of this policy may result in disciplinary action, up to and including suspension, termination of contract, or permanent prohibition from driving on Siat sites and driving Siat vehicles.

For more information on health and safety commitments please contact QHSE-Sustainability department, and visit Siat website: www.siat-group.com