

Driving Policy

The logo for MMH, consisting of the letters 'MMH' in a bold, white, sans-serif font, enclosed within a white rectangular border with rounded corners, set against a dark blue background.

Purpose

This policy aims at establishing guidelines and responsibilities governing the use of MMH vehicles by its employees. MMH takes its duty of care very seriously to ensure that all drivers using its vehicles do so in a manner that minimises the risk, both to the employee and MMH.

Scope

This policy is applicable to all MMH employees.

Guidelines & Responsibilities

- The Company is responsible to provide safe company vehicles and to train employees who are likely users of the company vehicles.
- Employees are responsible for ensuring that the company vehicles are properly maintained.
- Employees making use of the MMH vehicle fleet must ensure that they operate the vehicles in a safe and economical manner.
- Employees must report any defects/damage observed in the vehicles.
- All employees are considered as ambassadors of the company and their behaviour whilst driving is a reflection on the company's corporate image. Hence, drivers are expected to be courteous at all times.
- Drivers must obey all traffic laws. Employees will be held financially responsible for any traffic violation fines.
- Drivers are responsible for ensuring that all occupants of a company owned vehicle are properly wearing safety belts while the vehicle is in motion.
- Smoking is prohibited in MMH vehicles.
- Employees should comply with any parking restrictions in place. Any fines incurred for illegal parking will be presented to the driver.
- Although MMH will take out and keep in force all necessary third-party liability insurance policies, employees are reminded that they remain ultimately liable for any traffic accident (including accidents that result in death and/or injury) caused directly due to their own gross negligence.
- The use of mobile phones is prohibited whilst driving, unless a hands-free attachment is used.
- Employees are prohibited from driving any company vehicles whilst under the influence of any alcohol, non-prescribed drugs or prescription drugs which may cause drowsiness regardless of whether the alcohol consumed is within the limit permissible by law or not.
- All employees making use of the company owned vehicles must ensure that their driving license is valid and kept handy at all times.

Angelique Abela

Executive Chairperson

