

## VEHICLE DRIVING POLICY

This policy applies to the use of vehicles owned by AUSTRAL INTEGRATED SERVICES INC by its employees. It is prohibited to utilize the vehicle for purposes other than work or that which is unrelated to the activity, except if it has been expressly authorized by the management of AUSTRAL INTEGRATED SERVICES INC.

- All employees authorized to drive company vehicles must have a current/class valid driver's license for the state/province in which the employee performs his/her driving duties.
- The tachograph key provided by AUSTRAL INTEGRATED SERVICES INC is of strictly personal and non-transferable; it is required to put the identification (key) at the time of driving the vehicle.
- It is mandatory the use of seat belts. The driver will be responsible to ensure that all occupants fasten their seat belts.
- It is prohibited to drive company vehicles under the influence of alcohol, drugs, and/or any other substance that can affect the reflexes and alertness of the driver.
- The driver should adequately rest before starting a trip (at least 8 hours).
- In any case, before the first symptom of drowsiness, the driver should stop immediately in a safe place and take a rest. This will allow a faster recovery.
- It is prohibited to talk over mobile phone or cell phone while driving, this includes starting or answering calls. The driver must stop in a safe place in order to initiate the communication.
- It is prohibited to smoke inside company vehicles.
- Transport of no employees in company vehicles is strictly prohibited. Clients, family members and third parties transportation should be expressly authorized by the management of AUSTRAL INTEGRATED SERVICES INC.
- All employees that drive company vehicles must strictly respect the maximum speed limits permitted according to current local legislation and/or applicable road signs; as well as all other applicable legislation and/or official regulations.
- All vehicle incidents must always be reported by the driver in order to carry out corresponding investigation and arrangements with insurance company.



Ewert H. Muñoz  
AISI President