

DRIVING POLICY

NEU DIMENSION SDN BHD recognizes the threat of injury to health as result of preventable accident while driving or use company's cars. The aim of this policy is to promote a safe driving culture within the organizations, to ensure that all **NEU DIMENSION SDN BHD** employees who drive any type of vehicles to commute to their work must always demonstrate a safe, efficient driving skills and have a good road safety habits at all times. All employees, contractors and visitors to **NEU DIMENSION SDN BHD** premises and locations are required to adhere to this policy when driving or operating with Company or contracted vehicles at all times as well as when driving or operating with their personal vehicle, either on the job or during routine journeys from home to work site and vice versa.

1. Code of conduct

The code of conduct for **NEU DIMENSION SDN BHD** states that: "While driving company or own vehicles for work purposes, employees must comply with all national legislation and local prevailing traffic laws" the following actions in company vehicles will be viewed as serious breaches of conduct and dismissal may be a consequence:

- Drinking or being under the influence of drugs and alcohol while driving.
- Driving while disqualified or with invalid license.
- Reckless or dangerous driving capable of causing death or injury and failure to stop after crash.
- Using company vehicles for illegal activities and drivers who have pending or prosecutions for traffic offences.

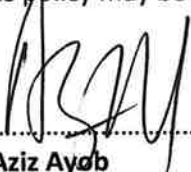
2. Responsibilities as an employee

Every employee who drives company and own vehicles to commute daily to and from work need:

- Drivers must have a valid driving license for the vehicle to be driven.
- Drivers must be in good health and physically able to perform the duties of driving.
- Drivers and passengers must wear seat belts at all time during vehicle operation.
- Drivers must abide the speed limits, do not use hand-phone and texting while driving.
- Driving under influence of alcohol, drugs or other controlled substances is STRICTLY prohibit.
- Own vehicles that use for business purpose must be roadworthy and validly insured.

3. Infringement of policy

This policy is applicable to all employees who uses company cars for official duties and responsibilities as employees need to be strictly followed, any employees who is found to have infringed any provision of this policy may be subjected to disciplinary action, including termination.



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Dato' Aziz Ayob
President

NEU DIMENSION SDN BHD

Date: 7 February 2019