



TRANSPORTATION POLICY

Policy Statement:

The AA Group of Catering Companies are committed to provide a Healthy, Safe and Environmental friendly place of work for all its employees.

To ensure this commitment, the AA Group of Catering Companies shall provide approved transportation means and prohibit the use of private vehicles to commute its labour force to and from the place of domicile and work sites. Parking facilities for staff private vehicles shall not be provided in the company premises.

Drivers must follow the Journey Management Plan and ensure that all passengers including him are wearing the Seat Belt and/or the goods loaded in the vehicle are secured safely prior to the commencement of the journey.

Drivers must be in possession of valid ROP driving licence and in line with contractual requirement, the PDO HSE passport endorsed with Defensive Driving Skill Course certification.

Drivers must strictly comply with the allowed speed limits and respect all road signs.

Drivers at the commencement of duty each day, must check the vehicle condition as per the Company's Vehicle Daily Check List, report default for corrective actions and ensure that the vehicle is safe to drive.

The AA Group of Catering Companies shall comply with its own Transportation Policy and/or that of its clients whenever it is of greatest standard.

The objective of this Policy is to protect the AA Group of Catering Companies employees, clients, assets, business reputation and to avoid environmental damage that may be caused whilst an employee is commuting from and to the work sites.

It shall be the responsibility of all the AA Group of Catering Companies employees to report immediately to their superiors any violation of this policy and/or tampering of safety devices fitted in the vehicle caused by other employees or persons.

Failure to comply with this Transportation Policy shall result in severe disciplinary action and may lead to summary dismissal.

It is a Line Management responsibility to ensure this Policy is implemented and maintained.

A handwritten signature in blue ink, appearing to read 'RAYMOND BEJJANI', written over a horizontal line.

**RAYMOND BEJJANI
GENERAL MANAGER**

Muscat – October 2010



TEAM WORK

