



NIGERIAN BOTTLING COMPANY LIMITED

STANDARD OPERATING PROCEDURE



FLEET SAFETY MANAGEMENT POLICY



Nigerian Bottling Company Ltd RC 902
(A member of Coca-Cola Hellenic Group)

TABLE OF CONTENT

1.0 DOCUMENT CONTROL	3
2.0 OBJECTIVES	3
3.0 SCOPE.....	4
4.0 ABBREVIATIONS AND DEFINITIONS.....	4
5.0 ROLES AND RESPONSIBILITIES	4
6.0 RISK ASSESSMENT	6
7.0 RISK CONTROL MEASURES.....	7
8.0 DELIVERY	20
9.0 ADMINISTRATION OF ASSETS AND DRIVER RECORDS.....	22
10.0 TAXI, CHAUFFEUR AND STAFF BUS CONTRACTS.....	23
11.0 EMERGENCY ACTION IN CASE OF BREAKDOWN, ACCIDENTS, THEFT.....	23
12.0 INCIDENT INVESTIGATION.....	24
13.0 MONITORING- KBI REPORTING.....	25
14.0 POLICY ADMINISTRATION	39
15.0 EXCEPTIONS	39
16.0 EFFECTIVE DATE	39
17.0 ACKNOWLEDGEMENT AND APPROVALS.....	40

1.0 DOCUMENT CONTROL

Revision No.	Issue Date	Author	Note
1.0	January, 2017	Patience Akhidime, Kuyebi Steven, Momoh Abdullahi, Agatha Blessing Ayanru	Creation
2.0	March, 2022	Van Wyk De Klerk, Henry Okunzuwa, Nestor Udom, Abraham Olajide, Olasunkanmi Oladipupo	Revision
3.0	December, 2022	Salimonu Bamidele, Abraham Olajide	Revision
4.0	July, 2023	Abraham Olajide, Salimonu Bamidele, Tosin Ogungbamigbe, Ikechukwu Ekeleme,	Revision
5.0	April, 2024	Bamidele Salimonu, Abraham Olajide	Revision to align with CCH Fleet safety policy 01-01-2024 & Kore OHS-RQ-155 01-Jun 2022 requirements

2.0 OBJECTIVES

Driving is one of the most hazardous activities which most of us regularly carry out. In recent years majority of fatal accidents involving NBC employees and contractors were related to driving on the road. There have also been non-work-related deaths of NBC employees driving privately owned vehicles, and third-party deaths involving vehicles being driven by NBC employees and contractors on NBC business.

This document has been prepared to assist CC Hellenic facilities with the development and implementation of minimum procedures for the effective management of occupational road risk, and of workplace transportation equipment. This includes any driving activities undertaken as part of Company business. It is important that the risks associated with such activities are assessed and that they are managed as part of the Company's Fleet Safety, and Health and Safety management programs.

The objective of this document is to:

- Provide a guideline for the effective management of occupational road risk, and of workplace transportation equipment. This includes any driving activities undertaken as part of NBC business. It is important that the risks associated with such activities are assessed and that they are managed as part of NBC Fleet Safety, and Health and Safety management programs.
- To minimize the risk of injuries and achieve zero fatalities from road traffic accidents involving NBC employees, contractors, and others, at work and during non-working time.
- Improve the competence of drivers and other vehicle operators, to ensure safe use and maintenance of vehicles.

- Increase the priority given to safety when selecting vehicles for use, by ensuring they incorporate safety features and are fit for purpose, in the operating environment.
- Include safety considerations as a priority in work management, including workload and journey planning.
- Improve awareness across all functions of how fleet management can impact on health and safety performance through proactive and reactive planning and disciplined regular monitoring and review.

3.0 SCOPE

This procedure is applicable to all NBC locations (Plants and depots) where trucks either owned by NBC or its third-party transport service providers are routing to trade or other Plants & Depots. This procedure includes cars, staff buses, lift trucks, trucks, tractor/trailers and any other types of vehicles owned or leased by Nigeria Bottling Company. It covers roles and responsibilities of personnel with responsibility for management, usage, and control of fleet assets.

It does not cover other arrangements for fleet management, such as contractual arrangements and provision of insurance coverage.

The policy is designed to benefit drivers, passengers and other road users and employees & partners are expected to apply the principles when commuting or when driving private vehicles domestically as the risks associated are largely the same.

4.0 ABBREVIATIONS AND DEFINITIONS

NBC- Nigeria Bottling Company
HRBP- Human Resources Business Partner
DM- Distribution Manager
WM- Warehouse Manager
LOM- Logistics Operations Manager
APMK- Accident per million kilometers
LSR- Life Saving Rules
CTA- Call-To-Action
IMCR- Incident Management & Crisis Resolution
GPS- Global Positioning System

5.0 ROLES AND RESPONSIBILITIES

5.1.1. Managing Director/ Manufacturing Director/ Function heads are responsible for providing direction and leadership, by demonstrating commitment to fleet safety management. This includes ensuring local policies reflect local conditions with respect to road infrastructure, climate and personal security, promoting the use of safer alternatives to travelling by road, e.g. teleconferencing, working from home and web seminars, where practicable, and, by leading by example. Local policies should be signed and dated by country managing director.

Country managing director is also responsible for establishing fleet accident investigation arrangements, for monitoring KBIs; chairing investigations into all major crashes, fatal and serious accidents, and for monitoring incident trends & subsequent action plans, to avoid further accidents.

5.1.2 Distribution/ warehouse managers are responsible for ensuring arrangements are in place to check that drivers are competent and that appropriate workloads are established, based on risk assessments of the individual journey, driver, selected vehicle, and anticipated road conditions.

The principle of assessing the risk associated with vehicle use applies to both routine and non-routine use, and maintenance of vehicles. For example, if a driver will be required to drive a vehicle, they are not familiar with, carry an unusual load or follow an unfamiliar route their DM/ WM must take this into account when assessing the risk and planning the journey. Additional training may be required during the preparation for such journeys.

In the cases of identified specific areas where there is a high security risk and the driver's safety may be put at risk, the risk assessment should include additional control measures to reduce the risk to an acceptable level prior to the journey starting. Such arrangements should be outlined within the journey management plan and must advise what action should be taken, (e.g. in the event of an armed threat) to ensure that the safety of people is put before that of vehicles and their loads.

5.1.3. Fleet Managers/ Health & Safety Manager (Logistics)/ Plant Safety Managers are jointly responsible for determining, publishing, and maintaining local policies and supporting documents. This should be done in consultation and alignment with the respective local functions. fleet managers and health and safety managers are also responsible; in cooperation with HR, for establishing training systems, including refresher training and testing of vehicle drivers, and for identifying and employing or contracting external training providers where necessary.

Fleet managers are responsible for administration of maintenance and repair arrangements, and other general fleet related data (concerning driver and vehicle). And, ensuring that employees entitled to use company assets have received the required permission to do so.

5.1.4. Authorized Driver/ deliverymen and Forklift Operator has exclusive responsibility to drive assigned fleet assets. No other staff or expat or family members are allowed to drive NBC vehicles. The authorized drivers act professionally. They should follow all recommended safety and defensive driving training and techniques they have received and ensure the goal of zero harm is achieved. Deliverymen and forklift operators are responsible for the documented daily checks of their vehicle and reporting any identified gaps to the relevant personnel. They are also obliged to report any accident, near miss or other hazards to the safety or fleet manager for prompt action.

5.1.5. Every employee has the responsibility to comply with the group and NBC fleet safety policies, legislation and any rules and requirements; following the directions of their managers and supervisors; practicing the principles taught in safety training; and following any safety instructions in vehicle operating manuals. Every employee has a duty to report unsafe practices and to provide ideas to

continuously improve fleet safety. Expats or any other employee eligible for vehicles shall be communicated by the People and Culture function to the fleet department. Return of assigned vehicles shall be documented in the exit and or hand-over-form to be completed by the employee or assistant.

5.1.6. Procurement Managers: Every employee who engages the services of a contract driving service must include health and safety considerations as part of the selection process and when reviewing or renewing contracts and must provide the fleet safety policy and supporting document to the contractor and recommend that they comply with them.

Contract carriers are included in the scope of the Fleet Safety Requirements if:

- The vehicles bear the Coca-Cola Company name, images, or Trademarks.
- The carrier is under long-term contract (> 1 year) to transport Coca-Cola Company products, and:
- The carrier is exclusively carrying Coca-Cola Company products.

6.0. Risk Assessment

To manage the risks associated with driving, the hazards associated with driving must first be identified. The risk assessment shall consider what driving activities are carried out by the Company's employees, for example, visiting potential customers, making deliveries, driving to meetings, driving between Companies premises, driving a forklift truck in a congested warehouse etc. The risk factors associated with these activities shall be considered, i.e., the driver, the vehicle, and the journey. It is well established that the greater mileage a driver completes during a year; the more likely he or she is to be involved in an accident. Also, it is accepted that young people and shift workers are more at risk than other drivers. Accident statistics show that most accidents occur between 2.00 am and 6.00 am and 2.00 pm and 4.00 pm, when the body's natural clock is at its low points. Statistically, motorways (expressway) are safer than other routes. Determine what existing control measures, if any, are in place, such as medical fitness, driving history, vehicle maintenance, driver training, route planning etc. Effectiveness of controls and level of implementation shall be periodically established. Assessment shall also consider who is at risk, whether as the driver or passenger, and these details should be recorded in the written risk assessment. Life Saving Rule (LSR) 14, lessons learned from Incident Management & Crisis Resolution (IMCR), Incident investigation findings (including internal causes) and CTAs (Call-to-Action) shall serve as inputs to the risk mitigation process.

6.1 Driver Risk-based Classification

To maximize the efficiency of the NBC road traffic accident prevention measures, all employees/contractors who drive company owned or leased cars must be classified in risk categories as described below:

6.1.1. High risk drivers:

- caused a Road Traffic Accident in last 24 months.
- top 5% high mileage drivers.
- two or more speed or major traffic rule violations in the last 12 months.

Confidential and proprietary information of Coca-Cola HBC AG. Not to be shared beyond the intended recipient.

6.1.2 Medium risk drivers:

new employees of the company

- held a full driving license for less than 12 months.

6.1.3 Low risk drivers:

- all other drivers, who are not classified as High or Medium risk drivers.

The risk classification of drivers shall review annually.

7.0. RISK CONTROL MEASURES

7.1 The Driver (Car, truck, lift-truck, etc)

Anyone using an NBC vehicle or on behalf of NBC must be competent and capable of doing so in a way that is safe for themselves and other people. To ensure this is the case driver assessment is required before selection and periodically during employment, including after training for new job roles or to use new vehicles. When driver performance assessment identifies a need for further training and/or counseling, this must be completed successfully before driving duties continue.

Drivers' to be considered for selection shall satisfy the below requirements as minimum:

- Be of legal age to drive class of vehicles as applicable.
- Possess a valid driver's license. Drivers' license class B is required for driving cars & SUVs. The minimum truck driver qualification shall be a Drivers' license class D. License class D is required for forklifts, and trucks with rigid bodies e.g., 8-14pallets; license class G is required for driving long flexible trucks (articulated trucks) with detachable semi-trailer, e.g. 20 pallets, 24 pallets, 28pallets.

NB: Driver with class D may be assigned articulated trucks if the individual is successful in the assessment carried out in relation to the category of truck, but must show evidence of being enlisted for the next certification process for migration to G.

- Undergo an initial health examination to confirm mental, physical, emotional fitness to operate vehicles. Periodic medical checks to be done at least every 2 years in line with the business requirements.
 - Have minimum of 5 years verifiable relevant driving experience.
 - Possess any other additional requirements from NBC. The business shall reserve the right to add any other requirements in future based on learnings, legislation, trade reports and industry trends.
 - The above conditions apply, irrespective of if the person is a fresh hire into the system or someone previously working for a vendor with NBC.
- A brief assessment of driving ability, including attitude / behavior, by the fleet manager by theoretical- classroom & practical- field driving means shall be implemented initially on selection and periodically (annually) with graded assessment scores. Augmented Reality (AR) Simulator can also be used for training/ assessment of driving but will not replace on-the-road/practical training.

- An updated database authorized drivers and other vehicle operators shall be maintained. A list of required trainings and competency shall be available, showing which drivers have been trained and time of training, performance of driving/ training evaluations.
- Review of the rules regarding authority to use the Company's vehicles (including ad-hoc use of a pool car) and privately owned vehicles for work purposes. Authorization should be reviewed and re-issued (or revoked) on an annual basis for all employees and other car users.
- Provide the driver with information and awareness of the effects of prescription and over-the-counter drugs on their ability to drive safely. When in doubt, they should consult their Doctor for advice.
- No employee should drive under the influence of alcohol or drugs. Also, a driver should never drive following a shock or trauma, if he or she is excessively tired, does not have the correct glasses (or contact lenses), is unwell or hung over.
- NBC does not expect individuals to drive long distances having already completed a day's work. No employee should drive for any continuous period exceeding 5 hours. Where duration of a journey exceeds five hours, the driver shall have intervals of rest not less than 30 minutes in every 3 hours of the said journey. Maximum driving time shall not exceed 10 hours in any 24-hour period. Drivers are responsible for ensuring locations chosen for rest are safe and vehicle is parked safely away from road so as not to pose danger to the public and other road users.
- If an employee drives during their work and is subsequently prohibited from driving on the public road due to dangerous and/or unlawful driving, they are required to inform their line manager immediately, whether the prohibition occurred because of driving on business or for private purposes.
- If an employee drives during their work and they are temporarily prohibited from driving on the public road for health reasons, they are required to inform their line manager immediately that they are not fit to drive due to health reasons; the prohibition will also apply to NBC vehicles used on company premises.
- If an accident occurs and an NBC driver is injured, any contributory negligence will be taken into consideration and may reduce the amount paid in any compensation claim to the employee.
- Penalties and fines must be paid for by the person at fault. These will not be paid by NBC.
- A quarterly reward and recognition system shall be in place across plants and regions for the best performing Driver with regards to Safety & Fleet Asset Care. The reward system shall be based on the following metrics: zero road traffic accidents, safety violations, vehicle availability, asset care, vehicle outlook. Supply Chain Academy will choose and announce winners based on determined performances.

7.2 Driver Training

Training, appropriate to the individual and their task, shall be provided as a part of the induction programme and periodically throughout employment. Safety induction training for employees to whom driving is a significant part of their core job function (e.g., fork-lift truck drivers, sales & marketing, haulage, and delivery drivers) shall include as a minimum:

- The driver should be assigned a supervisor, who should monitor their job performance.
- The driver should receive specific on-the-job training related to safe driving.

- On demonstrating satisfactory performance, the driver must be given written authorization to carry out their driving duties, and the vehicle category they are authorized to drive. A record of authorization shall be kept, for audit purposes etc.

To ensure competence formal and informal reviews of driver performance must be undertaken periodically, especially after an incident and after a period away from driving duties. Training provision shall be prioritized according to the level of risk; drivers at highest risk include:

- Those who drive the longest distance every year.
- Have poor accident records.
- Have received driving penalties or convictions.
- Are young, and
- Those who score lowest during theoretical and practical assessments.

Other considerations may apply such as health status, e.g., returning to driving duties after a period of absence due to illness or injury.

Fork-lift trucks (FLT's) operators shall undergo trainings on employment before commencing work and refresher trainings minimum every two years. A more frequent frequency is encouraged where practicable.

For functional and management cars and light van drivers training frequency, it is recommended that all car and van drivers receive some form of refresher training in every 2nd year.

Driver trainings shall consider local language needs of the driver, ensuring drivers achieves competency in recognition & interpretation road signs, knowledge of road etiquettes/ expectation, make legible entries on reports and records as required, etc.

7.2.1 Defensive Driving Training

On-road training

- Defensive driving on-road, "behind the wheel" practical training must be provided in each 12 months to employees who drive NBC vehicles, and who are classified as a High-Risk Driver.

Minimum duration: 90 min.

The training must be provided by a certified trainer.

- Before the driving exercise the trainer and the driver has to discuss and evaluate any RTA caused by the driver and/or any speed or major traffic rule/ safety violations.
- During the driving exercise the trainer has to observe the driver's behaviour in real traffic situations, at least in the following manner:
 - over-speed.
 - sign recognition.
 - following distance.
 - turns and intersections.
 - correct seating position and steering techniques.

Confidential and proprietary information of Coca-Cola HBC AG. Not to be shared beyond the intended recipient.

- passing, being passed.
- turning, crossing intersections.
- blind spots.
- pedestrian intersections.
- After the driving exercise the trainer has to evaluate verbally the driver performance and unsafe behaviours and provide practical advice on how to correct them.
- Augmented Reality (AR) simulator assessment of driving performance may also be used to complement the evaluation process but will not replace the on-the-road requirements.

Class-room training

- As part of the Defensive driving training, classroom/theoretical training has to be provided in each 12 months to employees who drive NBC vehicles and are classified as a High Risk Driver or a Medium Risk Driver.

Duration: minimum 60 min.

Participants: max. 20 persons / session

- The content of the training must cover:
 - negotiating curves
 - passing and passed by
 - turning, crossing intersections
 - using and changing lanes
 - parking
 - driving in adverse/ wrong direction
 - pedestrian interactions
 - emergency equipment and procedures
 - risk associated with use of mobile phone while driving.
- Each of above topics must include discussion around:
 - typical issues (presented by using photos, diagrams, or videos)
 - recognition of hazards
 - preventive and corrective techniques

7.3 Driver and Helper Clothing (e.g. haulage and delivery employees, FLT drivers etc.)

- NBC employees and contractors shall wear clean and tidy clothing, and where functional or departmental roles require it, the specified uniform.

- Based on the assessment of route/ traffic risks, drivers and employees must wear high visibility clothing with reflective strips and safety footwear with protective toe caps and slip resistant soles – this is a required standard practice in the warehouse and yard areas.
- High visibility clothing is required wherever there is a risk of injury from moving vehicles on the road or in workplaces. High visibility clothing must be made from day-glow or fluorescent yellow or orange or other bright colours to make the wearer more visible. Reflective strips should also be placed appropriately on the clothing, to ensure the wearer is visible in vehicle headlights in poor light or during darkness.
- Driver/ motor mate & forklift operator Personal protective equipment (PPE) requirement:
 - Employee Identity Card
 - Driver's Driving License
 - Safety shoes
 - Safety harness
 - Safety Helmet with adjustable strap
 - Eye goggles
 - All other Local driving permit e.g., LASDRI etc. where applicable

7.4 Driving Behaviours

- Courteous behaviour on the road, showing respect and consideration to other road users all contribute to the safety of all drivers, passengers, pedestrians and other road users and reduces wear and tear on vehicles and damage to loads carried.
- Fleet managers in conjunction with the health & safety coordinator shall develop simple local language 'Do & Don't' check lists for handing out to drivers on completion of initial training.

7.5 The Vehicle

- NBC vehicles are required to have passive and active safety features, and these must be used and maintained in good working condition.
- First Aid kits must be provided for all vehicles in accordance with legislations.
- Any vehicle modifications must be consistent with the manufacturer's recommendations.
- It is also important that the ergonomic implications of driving are managed, just as they are for any other workstation. A vehicle needs to match the ergonomic needs of the driver; otherwise, the result will be poor posture, tiredness, irritability, and lack of concentration. All these factors increase the risks associated with driving.
- The number of occupants in any vehicle must be limited to the number of seat belts provided.
- Vehicles must not be overloaded. Consider the manufacturer's advice for the vehicle capacity.
- Unsecured loads are an additional hazard during an accident. Drivers to ensure all loads in the cabin are well secured.
- Each vehicle should be equipped with appropriate emergency and breakdown equipment.
 - Jack and wheel brace
 - Fire extinguisher

- Warning triangle/ C-Caution
- First Aid kit
- High visibility jacket
- Torch and spare batteries
- Where a driver is using his own private vehicle for business use, the guidance in this document is equally applicable. The Driver authorization process should ensure that the car meets the NBC vehicle requirements. It is the driver's responsibility to ensure that the car is insured for business use (if applicable).
- **It is prohibited to transport persons at the back of trucks, pickups, etc. and on the forks of lift trucks and reach trucks, or other MHEs.**

7.5.1 Vehicles' safety features

From January 2024 for all newly purchased or newly leased company passenger cars (sales/market development and management cars) to be equipped with safety features as listed in TCCC KORE Requirements (see Annex #2 in below table).

On top of it, all light fleet vehicles to have:

Mandatory:

- Any collision avoidance system (e.g. Advanced Driver Assistance System (ADAS) provided by the car manufacturers (OEM's)) or MobilEye 660 or Garmin Drive Assist 50LMT (or an equivalent Garmin system with forward-collision and lane-departure warnings).
 - Forward Collision Warning / ADAPTIVE Cruise control.
 - Lane Departure Warning or Pedestrian detection.
- Side assist.
- Side under-run protection (SUPD) and Rear under-run protection (RUPD)

A full trailer diagram with rear and side underrun protection devices



Recommended:

- Driver fatigue sensor.
- Recommended number of airbags 6-8 particularly for light vehicles.
- Telemetry (Implementation targets defined for a gradual implementation plan by functions and levels (basic, medium, and high as per TCCC KORE requirements)).

From January 2024 **all newly purchased, leased and newly contracted 3PL vehicles (Non passenger cars, & incl. trucks)** to be equipped with safety features as listed in TCCC KORE Requirements (see Annex #2 in below table)

On top of it, all transportation vehicles, and trucks to have:

Recommended:

- Any collision avoidance system (e.g. Advanced Driver Assistance System (ADAS) provided by the car manufacturers (OEM's)) or MobilEye 660 or Garmin Drive Assist 50LMT (or an equivalent Garmin system with forward-collision and lane-departure warnings)
 - Forward Collision Warning / ADAPTIVE Cruise control
 - Lane Departure Warning or Pedestrian detection
 - Driver fatigue sensor.
 - In-cabin camera to monitor drivers' fatigue and behaviour.
 - Telemetry (Implementation targets defined for a gradual implementation plan by functions and levels (basic, medium, and high as per TCCC KORE requirements)).
-
- A road map for a gradual fleet safety requirements' implementation, considering availability on the market and gradual renewal of fleet portfolio shall be developed and maintained in updated status for all NBC fleet- both owned and leased.

ANNEX No2. Minimum Vehicle Safety Devices by Type of Vehicle

Requirements	TYPE OF VEHICLE				
	Primary Distribution	Secondary Distribution	Automobiles	Motorcycles and similar 2-3 wheel vehicles	Other Vehicles (Pick ups, vans, buses)
Ensure the operation of the following motorbike components: Lights, brake lights, turning lights, tires, mirrors, suspension, brakes. Mandatory use of PPE includes: Motorcycle airbag vest, helmet, footwear, gloves, and reflective-high visibility vestment/clothing.				X	
Ensure the operation of the following vehicle components: Lights, brake lights, turning lights, horn, tires, wipers, spare tire, suspension, load trunks, brakes.	X	X	X		X
Reverse Camera or Proximity Sensors (preferably both, but at least one as mandatory)	X	X	X		X
Reverse Alarm	X	X	X		X
Reverse lights	X	X			
Side Bumper (as necessary according truck design)	X	X			
Mirrors for truck front view (as necessary according truck design)	X	X			
Concave mirrors (right and left mirrors for sidewalks)	X	X			
Side right and left rearview mirrors	X	X	X	X	X
Mirrors on passenger door	X	X			
Reflective warning devices (warning triangles, traffic cones, Led or flashing devices, etc)	X	X	X		X
Fire Extinguisher	X	X	X		X
Side and rear reflective tape.	X	X	X	X	
Pull Out Steps/retractable truck steps (as necessary according truck design)		X			
High visibility lights (Leds are recommended)	X	X	X	X	X
Stirrup steps		X			
Anti-slip tape on the edge of the truck bed (as necessary according truck design)		X			
Side Underun Protection Device (SUPD) and Rear Underrun Protection Device (RUPD)	X	X			
Three-points seat belt for each passenger	X	X	X		X
ABS brakes	X	X	X		X
Air bags for driver and passenger	X	X	X		X
Telemetry (Implementation targets will be defined with each OU's case by case)	A gradual implementation plan by functions and levels (basic, medium, and high) is showed in Annex 3.				

Primary Distribution: Also known as 'T1 delivery trucks'. These are usually big trucks as trailers, that transport the finished product from the manufacturing plant to distribution centers or similar sites.

Secondary Distribution: Also known as 'T2 delivery trucks'. These are distribution trucks (smaller than a T1 trucks) that transport the finished product from Distribution Centers or similar sites to the final customers.

NOTES:

* A gradual upgrade for current fleet vehicles should be agreed between Bottler Partners and Operational Units.

** All new fleet vehicles must meet at least all these mandatory devices.

***Same vehicle devices are applicable for own and third party vehicles.

Telemetry: The requirement as a system is to start with a gradual implementation of these functions, following separate and agreed plans and targets between bottling partners, Operating Units and Corporate. Refer to your Operating Unit for specific implementation.

TELEMETRY - Functions, Devices by Levels and Type of Vehicles										
#	FUNCTION	Device required	Vehicles					Level		
			Primary Distribution	Secondary Distribution	Automobiles	Motorcycles & 3 Wheel vehicles	Other Vehicles (Pick up, vans, buses)	Basic	Medium	High
1	Location, route of the vehicle, geofences.	AVL						Basic	Includes basic	Includes basic and medium
2	Speed and excess as per settings.									
3	Sudden braking.									
4	Stops not allowed									
5	Sudden accelerations.									
6	Acceleration on curves.									
7	Use of the vehicle during working schedules, weekends, time vs km.									
8	Control of driving hrs and breaks (fatigue based on driving hrs).									
9	Storage of information per 6,000 km and/or 2 months without connection.									
10	Panic button.	Panic								
11	Lowering alarm with engine on with or without hand brake.	Canbus or specific sensor								
12	Reverse.									
13	Engine shutdown/ignition.									
14	Seat belt or PPE connected or disconnected.	RFID Reader or App								
15	Driver's identification (card with ignition unit or permanent alarm).									
16	Opening sensors (doors) and coupling out of permitted areas.	Sensors (3)								
17	Condition of pressure covers and temperature (TPMS + sensor per cover – 6 are taken)	TPMS								
18	Alcohol check test in the cabin	Alcohol meter								
19	Pre journey inspections with digital check list and sensors or with DDJJ without sensors.	Visual/sound display // Cell App.								
20	Sound and/or visual communication in two ways (control tower – vehicle cabin/App).									
21	General information.									
22	Out of route according to what is defined in the road map.									
23	Notification of unit out of service due to breakdown or mechanical failure.									
24	Automatic alerts for the driver due to risky driving.									
25	Front camera towards route with IA / ADAS with or without recording.	ADAS								
26	Cabin camera towards the driver for distractions and fatigue with IA / DSM with or without recording.	DSM								
27	Cabin cameras (1), side (2), back /reverse (1) w/record.*. Permanent Off or On line.	MDVR(1)+Cam(4)			Partial					

 Not Aplicable

The actual implementation of requirements for primary/secondary transportation shall take into consideration the following circumstances:

- The established business model with transportation partners does not allow requirements to be implemented (i.e. significant amount of transaction spot hire transportation).
- The market situation is different in terms of truck availability (i.e. the market is majorly operating on older trucks) and safety features availability for trucks.
- The implementation of the requirements would significantly increase the cost due to existing market standards.

In any of the cases mentioned, the Fleet Manager (BU) will provide the narratives and reasoning why the requirements cannot be met.

In case of use of the Mobileye systems, following parameters to be set up:

1. System On/Off – should be disabled (driver cannot turn off the system)
2. Default volume – 2
3. Volume control – adjustable from 0–5
4. Headway Monitoring and Warning (HMW) – should be locked on 0,8 seconds.
5. Headway Monitoring and Warning (HMW) – should be setup as “repeatable IHC” every 30 seconds, audio and/or steering wheel vibration.
6. Lane Departure Warning (LDW) – should be locked on 1
7. Pedestrians Detection Warning (PCW) – should be locked on level 1
8. Intelligent High Beam Control (IHC) – should be disabled.

The above parameters setting are mandatory for newly installed MobilEye devices

GPS and an excessive speed monitoring shall be enabled on all vehicles.

From January 2024 it is mandatory for **all newly purchased, leased, or rented forklifts** to be equipped with following:

- (M*) Seat belts with high visibility (reflected cover & or color).
- (M*) Panoramic internal rear-view mirror.
- (M*) Warning signals on reverse driving (Automatic reverse alarm with beeper sound above ambient noise level, blue light).
- (M*) Lights: front, rear (on during driving) and brake LED lights, floor spot blue light front rear switchable by driving direction, top mounted amber strobe light.
- (M*) Overhead guard /safety glass against falling objects.
- (M*) Electric horn.
- (M*) Suspended and adjustable driver's seat.
- (M) Seat belts with "NO GO" feature (FLT active only when seat belt is locked).
- (M) Speed limit per area.
- (M) Anti-collision device FLT to FLT and FLT to pedestrians (TBC the solution).
- (M) Safety support systems based on WH needs (Tilt control, drive control).
- (M) Fork camera (Reach trucks).
- (M) Preoperational check (Once day, Recommended once per shift).
- (R) Automatic fork position (Reach trucks).
 - Automatic fork position on pallet moves.
- (R) Smart Card reader (Driver recognition to activate FLT).
- (R) Preoperational check (Once per shift or per day).
- (R) Floor spot line & arrow (Marking FLT area).
- (R) Forklift extent area mark with light.
- (R) Anti Roll back system / Automatic parking brake.
- (R) Zone control if relevant for WH (Diff rules per area).

(M) Must standards already provided by OEMs.*

(M) Must standards NEW.

(R) Recommended to be checked with OEM in On site visit.

Note: forklifts operation inside NBC premises is only allowed with use of electrical forklifts

From January 2024 it is mandatory for **all newly purchased, leased, or rented Pallet jacks** to be equipped with following:

- (M*) Electric horn.
- (M) Speed limit per area.
- (M) Fixed platform with foot sensor to activate (two feet sensor).
- (M) Foot protection bumper (decrease space between floor and PJ).
- (R) Smart Card reader (Picker recognition to activate PJ).

(M) Must standards already provided by OEMs.*

(M) Must standards NEW.

(R) Recommended to be checked with OEM in On site visit.

7.6 Vehicle Maintenance

Inspections and preventative servicing are important in finding vehicle defects and initiating repairs to prevent failures which could cause accidents and injuries, as well as breakdowns and work delays.

Fleet manager's maintenance responsibilities for company owned or leased vehicles:

- The fleet manager is responsible for developing and implementing comprehensive preventive maintenance programmes for all NBC owned fleet assets. These programmes shall be based on the manufacturer's recommendations. In case of necessity (e.g. high use conditions) the fleet manager should consider more frequent maintenance checks.
- Vehicle maintenance and service records should be maintained and disposal of hazardous material, oil, refrigerant gas, etc. as required by waste management procedures and legislation.

Drivers are responsible for:

- Checking that the vehicle has been regularly maintained and serviced. Each vehicle will be provided with a logbook to record this information.
- On daily basis the driver should visually check: the correct operation of lights (front, rear, side indicators and rear number plate light); the condition of windscreen wiper blades; the condition of windscreen washer jets (operation and direction onto the windscreen); the tire pressure; and the level of essential fluids (windscreen wash, oil, brake fluid, radiator antifreeze, and clutch fluid).
- The driver is to utilize the pre-trip inspection checklist for this purpose.
- A defective vehicle, however, minor the defect may be or short the journey should never be driven. The problem should be immediately reported to the fleet manager or representative and the defect corrected before such vehicle is allowed to truck out of any NBC site.
- Drivers must not fit accessories or equipment to the vehicle, except with the fleet manager's prior consent. Vehicle repairs/routine maintenance must not be arranged, and unauthorized service stations not used without prior approval of the fleet manager.

Commodities, consumables, spares

The fleet manager is responsible for developing and implementing a comprehensive system to provide the necessary commodities, consumables, and spares (for example: windscreen wash, lubricant, brake fluid, radiator antifreeze, clutch fluid, lightbulbs, high visible jacket, tire, etc.) for NBC owned/leased vehicles, based on the driver's requests. Those commodities, consumables and spares must be purchased on NBC cost, to avoid their absence or poor quality due to driver's financial interest.

Confidential and proprietary information of Coca-Cola HBC AG. Not to be shared beyond the intended recipient.

7.7 Vehicle Refueling + electrical vehicle charging.

Gasoline, diesel, and LPG are flammable liquids. Fires involving flammable liquids can grow quickly. The storage and handling of these materials must comply with the requirements of the fire protection and prevention authorities/legislation and NBC requirements.

When refueling vehicles in fuel stations and NBC sites:

- Switch off the vehicle engine.
- Switch off vehicle lights.
- Switch off mobile phone.
- Do not smoke.
- Make sure there are no open flames or other ignition sources near your vehicle.
- Insert the fuel filler into the fill pipe before starting to pump the fuel.
- Report spills to fuel station staff.
- Do not carry spare fuel containers.

Some vehicle refueling takes place on NBC sites. Plant managers are responsible for ensuring compliance with legislation and TCCMS Managing Hazardous Materials Requirements, for storing and handling fuels, including:

- Providing secondary containment for all fuel-storage tanks and fuel-transfer areas above ground.
- Labelling all fuel-storage areas and containers to indicate the flammability and to prohibit smoking, use of mobile phones and other ignition sources in the vicinity.
- Providing spill-response equipment in all fuel-transfer areas
- Developing (and practicing) emergency response plans for fuel-storage and handling activities.
- Ensuring competent inspection of fuel tanks and dispensing areas including periodic integrity testing of tanks and piping systems
- Constructing and maintaining barriers to protect fuel-storage tanks and dispensers from vehicle impact.
- Providing standard operating procedures to fill and dispense fuel and related safety data sheet.
- Maintaining inventories of all storage tanks
- Ensuring dispensing devices are located 3 meters (10 feet) or more from property lines, buildings, etc. The dispensing nozzle, when hose is fully extended, should not reach within 1.5 meters of building openings, to prevent a stream of fuel being directed into the building.

When charging electrical vehicles:

Always follow the charging instructions provided by vehicle manufacturer/OEM.

General guidelines to be followed:

- Park the vehicle in the authorized charging station.
- Select approved charging cable for specific electrical vehicle (note, it is prohibited to use non-authorized mean of charging according to vehicle manufacturer /e.g. cable reels, extension cords, multiple sockets, travel adapters or other utensils)
- Before carrying out a charging process, the employee must check the charging station and the charging cable for any visible damage. If damage such as kinks, cracks, blank areas, bent or corroded plug contacts, etc. is found on the charging cable, the charging cable must not be used for charging at the charging station.
- Start charging process (note, do not touch or manipulate with the cable during the charging process)
- When vehicle is charged, disconnect the charging cable.

7.8 The Journey

Road journeys should be avoided if a safer and more environmentally friendly option is available, e.g. conference calls, videoconferencing, or train travel. Journeys should be planned to enable the driver to arrive at their destination safely without breaking any local laws and following good driving practice, including not driving when their concentration could be reduced due to tiredness. The workload of drivers should not cause them to work excessive hours or drive dangerously to complete their tasks:

- To avoid fatigue, 7 hours of continuous rest is recommended. It is recommended that drivers should take a rest break of approximately 30 minutes after approximately every 3 hours of continuous driving. If they feel tired, they should stop driving and have a short nap and/or have a caffeinated drink, such as coffee. Tiredness affects response time, judgement, observation, and hazard perception.
- Arrangements should be made for overnight accommodation where work schedules necessitate a long journey before or after a full day's work or on successive days.
- Employees who have disembarked from long haul flights should not drive immediately back to work or home. Arrangements should be made for alternative transport such as a taxi service.

If the journey by road is necessary, the route and allocated time should be decided following a risk assessment taking into account all aspects of the tasks, including the time required for meetings; loading/unloading, refueling and rest breaks; choices of route, including class of road and road characteristics, the availability of petrol stations and rest stops; anticipated volume of traffic; weather conditions (e.g. rain, fog, harmattan haze, flooding, etc.); daylight hours; nature of load; the experience and health condition of the driver and the risk to the safety of the driver and any crew or passengers from robbery and attack.

7.9 Distracted Driving (Mobile Telephones, SMOKING)

Nigeria regulations prohibit drivers from using a handheld mobile phone in a vehicle that is not safely parked with the engine switched off. **NBC strongly prohibits the use of hand held and hands free phones whilst driving**, instead make arrangements to regularly check for received messages/make calls etc. during rest breaks.

- All employees should be discouraged from making telephone calls to anyone they know or suspect to be driving at the time.

- Handling phones (e.g.: messages, emails, searching for numbers, video-calls or calls requiring watching the screen / presentations etc.) while driving is not allowed.
- Passengers using a mobile phone should be aware of driver distraction. They should never try to involve the driver in complicated three-way conversations.
- Smoking while driving is not allowed.

8.0. Delivery

8.1 Vehicle Load

The driver is ultimately responsible for the vehicle load, including:

- Carrying loads not exceeding the vehicle manufacturers and the legal weight limit
- Correct load weight distribution, to ensure the stability of the load and the vehicle equally over all axles.
- Optimally securing the load during transportation, taking account of weight distribution
- Load protection where this is possible without putting themselves at risk.
- Monitoring the loading of the vehicle, taking account of the unloading sequence, to minimize the risks of injury from slips, trips, falls and manual handling during loading and unloading.

8.2. Loading/Unloading Considerations

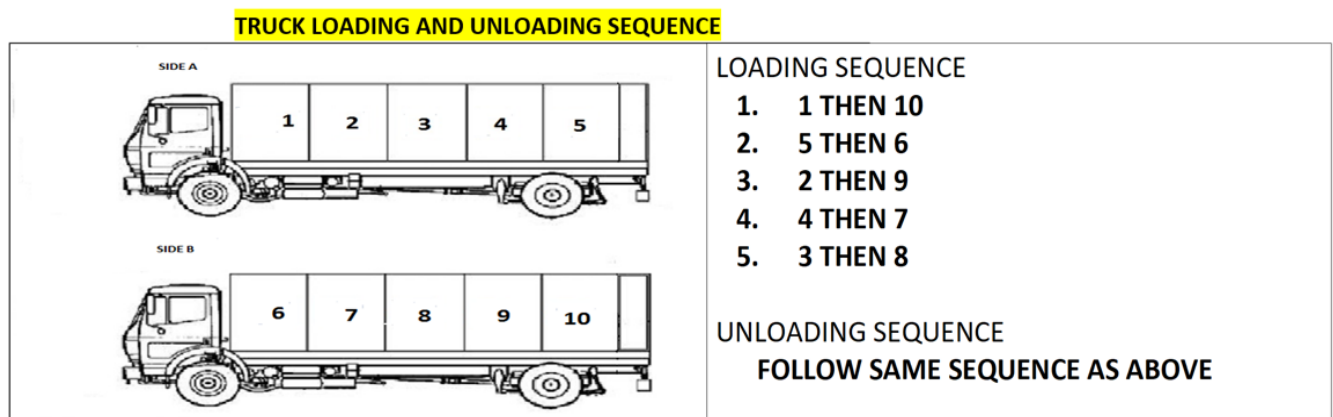
Basic safety instructions for loading/unloading trucks:

- Only authorized, trained, and instructed employees and contractors may work on NBC vehicles, both owned and leased.
- Drivers and loading/unloading crew must only be transported in seats designed and constructed for carrying passengers which are fitted with seatbelts.
- Drivers and loading/unloading crew must wear standard safety shoes with toe protection and slip resistant soles.
- The load on the vehicle must be secured in such a way that other road users are not endangered.
- Prevention of falls at height from the vehicle or loading bay, shall consider a hierarchy of controls:
 - plan to avoid work at height where possible.
 - always consider measures that protect everyone at risk, e.g. platforms and guardrails before measures that only protect the individual, e.g. safety harness, helmet, etc.
 - where the risk of a fall can't be eliminated, work equipment to minimize the distance and consequences of a fall must be used (e.g. fall arrest systems)
- Prevention of manual handling injuries shall consider a hierarchy of controls:
 - plan to avoid manual handling, by using mechanical equipment.
 - where it cannot be avoided, minimize it, by using work equipment (first choice, vehicle-based systems; second choice, on-site systems)
- Consider the risk to pedestrians during windy conditions from unrestrained curtains on curtain sided trailers during loading/unloading. Never rely on curtain sides alone to secure the load during transport.
- For Drop & Hitch operations, **only specifically trained and authorized drivers may couple and disconnect tractor units from vehicle trailers**. The area for the operation must be level and firm enough

to support both trailer landing legs. Additional lighting may be necessary if coupling/uncoupling operations are being carried out during hours of darkness to make sure the procedure is carried out safely and to reduce other risks such as falling from the vehicle. **The trailer parking brake must be applied.**

- To load/unload a disconnected trailer **always use a 5th wheel jack and chocks on all main wheels.** **Never rely on the trailer landing legs alone.**
- An assessment of the risks and dangers associated with the coupling/uncoupling operations should be prior conducted and controls implemented. This applies to all locations- plants, depots, outlets.

Note: Accidents and dangerous situations often occur when drivers of large goods vehicles fail to follow safe coupling and parking procedures. Unsafe practices often lead to vehicle runaway or trailer rollaway situations. They can result in serious and fatal injury to the driver or others, and costly damage to both vehicles and property.



8.3. Customer Delivery/Site Considerations

Risk assessments should be carried out in cooperation with customers, and deliveries planned to minimize risks associated with unloading, such as being hit by moving vehicles, falls from vehicles and manual handling injuries. There should be clear agreement on responsibilities, in terms of safety, e.g. provision of FLT's at customers' premises etc.

- Safety arrangements for deliveries and collections should be considered at the contractual stage.
- The delivery vehicle driver plays a key part in delivery safety and is therefore at risk of injury during delivery or collection activities. The driver should receive adequate safety information for each delivery or collection beforehand, e.g., a map/direction showing how to reach the premises and a plan or sketch showing the site layout and routes they should follow where to park and where to walk to reach, e.g. reception, toilets and waiting areas. The driver should be empowered to refuse to continue with delivery if conditions are not safe. Driver should be instructed to escalate all unusual circumstances to the Distribution Manager, who shall address all concerns promptly considering safety of driver, customer, etc.

The assessment of customer site shall in addition consider:

- The type or size (including the width, length, and height) of vehicle that can be used safely on the site e.g. does the layout of the site make it possible to avoid reversing?
- What is a safe time for making deliveries, e.g. when there are few people on the premises and particularly in the unloading area and the approaches to it.
- Best approach routes to the site, especially considering nearby one-way systems, low bridges, narrow roads, etc.
- Where possible prohibiting reversing. If reversing is required and a banksman is provided it is necessary, that a system of communication that avoids them being behind the vehicle is required. If they go out of visual contact by the driver the vehicle must immediately stop until visual contact is remade.
- What to do if a load appears to have shifted dangerously in transit.

Drivers are often the victims of delivery accidents. It is often unrealistic and sometimes unsafe to expect drivers to stay in their cab throughout loading/unloading of their vehicle. A designated safe area for visiting drivers with easy, safe access to toilet and refreshment facilities reduces risks considerably. A safe area may be needed for drivers to observe loading/unloading. The delivery vehicle driver must not use a customer's FLT at a delivery.

- Drivers must be trained to assess the risks associated with loading/unloading and be authorized to refuse or halt the loading/unloading of their vehicle on safety grounds.

8.4. Roadside Delivery

Generally, parking, and subsequent loading/unloading should be off the road and pavement and be away from members of the public where possible, especially areas where children may be passing close to the operation.

Deliveries should be arranged with the customer, at a time and place to minimize the risk of injury to those involved in the delivery and others who may be in the vicinity, including other road users. Where possible restrict loading and unloading to periods of low traffic flow.

The driver and others involved in the unloading operation should avoid walking on the road and only unload from the pavement side of the vehicle. Full body length high visibility clothing must be worn at all times, regardless of the lighting level. For roadside deliveries, the most practical way of ensuring high visibility clothing is worn is to provide high visibility uniforms.

9.0. Administration of assets and driver Records

The administration of assets and driver records shall be managed by the Fleet managers to ensure the availability of sufficient levels of information for efficient fleet safety management. Vehicle, driver, and accident details required for asset management may include the age and mileage records of specific vehicles within the fleet and their associated routine maintenance schedule and records; driver training records and license details; accident records and trend analysis. Statutory vehicle tests, where applicable, shall be implemented by the fleet manager.

The fleet manager shall ensure vehicles with expired documents are not used on NBC business.

List of valid vehicle particulars shall be available for applicable vehicles:

- a. Proof of Ownership
- b. Vehicle License
- c. Insurance Certificate
- d. Road Worthiness
- e. Allocation of Plate Number
- f. Central Motor Registry
- g. Hackney Permit
- h. Heavy Duty Permit
- i. Speed limiter certificate
- j. Other Local and State Government Permit

In case of outsourced fleet management (full-service lease) the accident-related information can be kept by the service provider, who should provide monthly reports to the fleet manager.

10.0 Taxi, Chauffeur & Staff bus contracts

Site and country contracts with taxi/chauffeur/bus services must state that vehicles, including all safety features (including, but not limited to: reverse alarms in buses) are maintained in good working order, working seatbelts are provided and worn, that drivers are competent, follows all road safety regulations, and do not speak on mobile phones when driving NBC employees or visitors. Routine checks shall be conducted to ensure that adequate insurance arrangements are in place. The contract shall stipulate that all such drivers hold current driving licenses. Additionally, such drivers are recommended to receive defensive driving training, including passenger protection and kidnap avoidance; (specialist advice may be required when establishing contract arrangements.)

11.0 EMERGENCY Conduct in a case of a breakdown, Accident, and Theft

- During the period following a breakdown, accident, or theft, **the priority is the safety of the driver, their passengers and other road users and all actions must reflect this**. All damage and theft, regardless of who is to blame, **must be reported immediately** to the employee's line manager and to the fleet manager. A list of important phone numbers must be compiled and carried in all vehicles e.g. line manager, and fleet manager.

11.1 Line Management Action on Receiving a Road Accident Message

When a phone call or report is received by a fleet manager or their designated responsible coordinator from a driver involved in a road traffic accident:

- In the case of a serious or fatal accident the following information should be provided to the line manager and the IMCR team as quickly as possible after the accident and a decision shall be made about what further action is required, e.g. whether it is necessary to issue a press release, report to regulatory agencies, contact the police and/or engage a lawyer.

- Where statutory reporting is required to be made to government agencies, the HRBP will work with the Plant Safety Manager, with advise from the legal team, to fulfill this obligation timeously.

Who was involved?	
What happened?	
Where?	
What is the impact, injury,damage, etc?	

12. INCIDENT INVESTIGATION

- Investigations shall be conducted to identify and record the root causes of accidents. The root causes should be analyzed to identify future training priorities and other preventative action. Significant lessons learned should be circulated as appropriate.
- Incident investigations shall consider all evidence available, e.g. statements from those involved and witnesses; photographs and sketches; the location, including road category, width, slope, curvature, surface conditions, signs, lighting; the vehicle type and its condition at the time of the accident and the weather conditions. Action plans to prevent recurrence must be prepared and implemented.
- Each plant shall have an accident investigation committee which will meet at least monthly. The Plant Safety Manager shall act as the secretary of the committee and each committee shall retain documented evidence of deliberations and decisions reached. The composition of the accident investigation committee shall be as in table below.

COMPOSITION OF ACCIDENT COMMITTEES

Members	Role in Accident Committee
Distribution Manager	Chairman (Road accidents)
Fleet Manager	Assistant Chairman
Plant Safety Manager	Secretary
Security Operations Manager	Member
HR Business Partner	Member
Functional Area Manager	Based on accident being under investigation
Logistics Operations Manager	Optional
Plant Manager	Optional
Health & Safety Coordinator (Logistics)	Optional
Fleet Manager BU	Optional
Country Logistics Director	Optional
Union Representative	Based on accident being under investigation

- Every full member of the accident investigation committee must undergo training on root cause analysis. SCA or TCCC online resources will suffice for this requirement.
- The plant accident investigation committee is responsible for investigating and determining root cause for all accidents including fatal and serious accidents regardless of whether the accident occurred onsite or offsite. Analysis of root causes identification can be done using problem solving techniques such as 5Why's, Fishbone Analysis, etc.
- Corrective Action Plans will be developed to address identified root causes of accidents and prevent recurrence.
- The accident committee shall assist the country GM to monitor the implementation of action plans to avoid further accidents.
- Accidents investigations shall be concluded within 7 days from the date reported, in the case of workplace accidents; and within 14 days from the date reported, in the case of road traffic accidents. This timeline must be respected, except where there are external constraints outside the control of NBC. It is the responsibility of the committee led by the chairman to ensure this.

13. MONITORING – KBI REPORTING

Accident-related information must be collected and analyzed, to monitor the performance against yearly targets, previous performance, and the performance of peer companies and to initiate effective prioritized action plans to improve performance.

The recording system is based on comprehensive information associated with vehicles, drivers, and accident **Error! Reference source not found.** history, trends and patterns.

13.1 CC Hellenic Group Level Monitoring

The following indicators must be reported and monitored:

13.1.1 Crash rate - APMK:

Crash Rate = Number of Crashes* x 1,000,000

Total kilometers travelled.

* Include all crash type 1, and type 3, from the following list.

Crash definitions:

Type 1: Incident by fault of own driver (established via investigation)

Type 2: Vehicle vandalized or damaged by thieves.

Type 3: Incident by fault of third party (established via investigation)

Type 4: Vehicle damaged while parked.

Type 5: Incident with no resulting damage

Type 6: Windscreen damaged (replacement required)

Type 7: Collision with animal

Type 8: Vehicle and/or contents theft

Type 9: Severe weather (vehicle damaged by thunderstorm, hail, etc)

** include vehicles on the road, such as cars, vans, and trucks, but not including workplace transport such as FLT's. Forklift accidents must be reported separately.

Incidents resulting **only in minor damage** with no impact on vehicle safety or roadworthiness, and in which there is no known collision are out of reporting scope.

Minor damages: damages such as windshield chips, paint scratches, tire defect with no impact on vehicle safety, damage / scratches of wheel disk from the curb or holes in the roadway or minor dings with no impact on vehicle safety or road worthiness and in which there is no known collision.

Separate reporting is required for **Major crashes:**

DEFINITION: vehicle crash those results in one or more of the following outcomes:

- Report as majors, those vehicles crash those results in one or more of the following outcomes:
- A fatality (employee, contractor/third party, or public).
- An employee medical treatment case, or an injury to a contractor/third party or member of the general public that meets the severity criteria for a medical treatment case.
- A rollover in which any vehicle involved tips over onto its side or roof, even if there is no injury, damage, or involvement with other vehicles.
- A tractor-trailer jack-knife in which the cab and trailer end up facing different directions and the vehicle is unable to move.
- Any vehicle fire, regardless of severity or a fire in which vehicle components were involved.
- Damage that renders any of the involved vehicles not roadworthy due to impaired physical function or impaired occupant safety such as the following:

Confidential and proprietary information of Coca-Cola HBC AG. Not to be shared beyond the intended recipient.

- Impaired physical function
- Vehicle is inoperable as designed.
- Examples include the following:
 - The vehicle is significantly out-of-alignment. An axle is bent or broken.
 - Engine damage to the extent that the vehicle will not operate at designed speeds.
 - Impaired occupant safety.
 - Operating the vehicle impairs the safety of the occupants. Examples include the following:
 - Airbags deployed.
 - Doors, trunk, or hood that will not latch.
 - Obstructed view due to damaged windshield.
 - Headlights, windshield wipers, horn, seatbelts, or brakes are inoperable.
- Damage to property requiring replacement or functional repair. Examples include the following:
 - A bent or broken fence, pole, or other property
 - A damaged building
 - Damaged trees, shrubs, or similar vegetation
 - Destruction of other property

Superficial damage does not meet the criteria for major vehicle crash. Examples include the following:

- Damage that is limited to scratched paint.
- Superficial dents with no impact on operability.
- Broken glass related to headlights, taillights, directional signals, or other lights.
- Burst tire with only cosmetic damage to the rim (regardless of whether a spare tire is available).

NOTE: Determination is made based on the extent of damage, regardless of whether the repair or replacement is carried out.

Examples of damage that would not require functional repair include:

- Scratched paint, Minor damage to decorative coverings with no impact on functionality.

13.1.2 Mobileye/GPS Alarm Monitoring:

- Number of light fleet vehicles with GPS speed monitoring enabled.
 - Number of incidents of GPS speed violation against local road traffic speed limit.
 - Number of light fleet vehicles fitted with Mobileye technology enabled.
 - Mileage/Kilometers of Mobileye equipped vehicles.
 - Number of forward collisions & forward collisions per 100 Km travelled.
 - Number of headway warning & headway warnings per 100 Km travelled.
 - Number of lane departure warnings & lane departure warnings per 100 Km travelled.
 - Number of accidents involving Mobileye equipped vehicles & crash rate per 100 Km travelled.
- ** total cost of repair, before insurance claim

Analysis of root cause and accident outcome on a periodic frequency is recommended.

ANNEX 1: Driver Training

Typical training should include knowledge of:

- How to carry out routine safety checks such as those on lights, tires, and wheel fixings
- How to correctly adjust the driving position, e.g. seat, mirrors, and head restraints
- How to correctly adjust safety equipment, e.g. seatbelts and head restraints
- How to use anti-lock brakes properly (engine brake / retarder for trucks)
- How to check fluid levels (windscreen wash, oil, brake fluid, radiator antifreeze, clutch fluid) before starting a journey
- How to ensure safe load distribution, e.g. when undertaking multi-drop operations
- How to safely load and unload a vehicle at NBC and other premises and at roadsides, where this is required.
- How to make a risk assessment at a non-NBC site and raise health and safety related concerns.
- What actions to take to ensure their own safety following the breakdown of their vehicle
- The dangers of fatigue and what to do if they feel sleepy.
- The dangers from consumption of alcohol and certain drugs and other substances
- The height of their vehicle, both laden and empty
- Procedures for reporting defects and any health and safety concerns
- Awareness of requirements for fitness to drive and the importance of informing their doctor of their work activity in case they should avoid driving when suffering from specific conditions or when taking medication which may affect their driving ability and judgment.

On the road behaviours must include:

- Courtesy to other road users.
- Compliance with rules and codes.
- Observational skills and adapting driving accordingly.
- Complying with speed limits and driving at a safe speed, taking account of traffic, weather, and road conditions.
- Overtaking, only when it is safe to do so.
- Maintaining a safe distance from the vehicle in front, by e.g. following the “two-second rule” in dry and clear conditions (more in bad weather and at night).
- Use of signals to show intent to other road users.
- Vehicle positioning on the road.
- Safe parking off the road
- Reverse maneuvers with assistance (banksman, camera, etc.)
- Safe interactions with motorbikes & tricycles

Training should cover:

- Safe driving techniques
- Vehicle specific features
- Non-driving aspects of the job e.g.:
 - Use of equipment to avoid manual handling.
 - Safe handling, where required.

- Correct load layout.
- Loading and unloading specific vehicles.
- Use of lifting and carrying equipment.
- Use of FLT's or pallet trucks, if required.

ANNEX 2: Driver Behaviours

Basic rules

Courteous behaviours on the road, showing respect and consideration to other road users contributes to the safety of all drivers, passengers, pedestrians, and other road users and reduces wear and tear on vehicles and damage to loads carried.

Before starting the engine:

- Remove clutter and secure objects which might move when braking, accelerating, or turning.
- Make sure all loads are stowed securely, without blocking driver visibility.
- A driver should have eaten sufficiently to maintain concentration. Do not rely on being able to pick up something on the way, particularly on an unfamiliar route or at night.
- Always take a couple of minutes to make themselves comfortable *before* driving off, i.e. taking off bulky coats, removing a wallet and/ or keys from their back pocket, changing shoes etc.
- Where more than one person is travelling, consideration should be given to sharing the driving; however, insurance and license requirements should be considered.
- Optimize the position of seats, all mirrors, and the steering wheel, to ensure driver's comfort, good all-round vision, and control of the vehicle (see ANNEX 4: Optimized Driving Position).
- Wear a seatbelt, as a driver or as a passenger, and ensure all passengers are wearing theirs. If driving a car which is authorized for private use, ensure children use baby or booster seats appropriate for their age or height.

DO...

- Follow applicable road safety regulations.
- Concentrate on driving safely.
- Hold the steering wheel with both hands at the "quarter to three positions".
- Observe the road ahead and look in mirrors frequently.
- Expect other drivers and pedestrians to make mistakes.
- Anticipate hazards.
- Use lights in poor visibility, e.g. when it is raining.
- Maintain a safe distance from the vehicle in front. This can be very important in situations where there is abrupt braking of the vehicle in front.
- Drive at a safe speed, consistent with the road conditions, weather, level of light and traffic volume.
- When stopping behind another vehicle, leave enough space to see the rear wheels of the vehicle in front, i.e. enough space to drive away and to reduce the risk of colliding with the vehicle in front if hit from behind.
- When waiting to turn, keep wheels positioned as if going straight ahead, to stop the vehicle being pushed into oncoming traffic if it is hit from behind.
- When starting from stationary always check mirrors for traffic, bicycles or pedestrians and look around for traffic approaching into your intended path before proceeding.

Confidential and proprietary information of Coca-Cola HBC AG. Not to be shared beyond the intended recipient.

- In the case of vehicle breakdown or accident wear a high visibility clothing/vest when getting out of the car). Drivers and motor mates of all NBC owned and leased vehicles must be provided with these high visibility clothing.

DON'T...

- Use company vehicles for unauthorized purposes.
- Allow unauthorized people drive NBC vehicles.
- **Drive under the influence of alcohol or Drugs** (includes legally prescribed or self-administered medicines that contain warnings about tiredness, potential to reduce performance and/or judgment).
- Drive when tiredness may reduce performance and judgment.
- Make or receive calls using a mobile phone, with or without a hands-free kit. NOTE: it is prohibited to make or receive phone calls when driving. Allow the caller to leave a message and stop the vehicle, when it is safe to do so, to listen to a message or to make or receive a call.
- Refrain from anything which causes distraction or loss of concentration on the driving task, e.g. manually searching radio stations; reading maps and written directions; eating; drinking and smoking. To undertake such activities the vehicle should be stopped, parked in a safe place and the engine switched off.
- Passengers should avoid lengthy, in depth, discussions with the driver. Such discussions reduce the driver's concentration. This is particularly relevant where rear seat passengers are present and may not appreciate the prevailing traffic conditions.
- Pick up hitchhikers in any NBC vehicle, at any time or own vehicles when on company business.
- Smoke while driving.

ANNEX 3: Vehicle Routine Checks

Pre-trip Vehicle Safety Inspection

A daily routine inspection for each vehicle must be carried out by the driver prior to departure from any NBC site and must be recorded on the pre-trip form (see sample of Pre-trip inspection form)

Pre-trip Safety Inspection shall include the following:

- Check brake lights.
- Emergency Flashers.
- Turn Signals.
- Head Lights.
- Check all mirrors (including blind spot mirrors) are appropriately adjusted.
- Check windshield condition.
- Steering wheel looseness, damage.
- Wiper blades and washer operation.

- Horn operation.
- Heater / Defroster operation.
- Parking brake operation.
- Seat Belt operation.
- Check all external lights and reflectors. See diagram.
- Check tire rims for damage.
- Check tires pressure and tread (tire pressures are usually listed on a placard located on the inside of the front driver's door in fleet vehicles).
- Check cargo area for loose material.
- Check truck curtains (up/down).
- Items are stored securely.
- Reflective (breakdown) triangle and/or safety cones.
- Fire extinguisher.
- First aid kit.
- 360 Walk Around.

If any irregularity is detected during the inspection process, it must be communicated immediately to the Fleet manager or the representative, so that the necessary measures can be taken to correct before initiating the trip. NOTE: The vehicle is not to leave the site if the identified defect(s) is/are not addressed.

Perform a 360 vehicle walk-around every time the driver gets into the vehicle to avoid incidents e.g., make sure there are no people behind or beneath the vehicle, especially small children. Sleeping in the undercarriage of the truck is a common risk.

Note: 360 vehicle walk-around must be conducted every time the driver boards the vehicle and not only as part of the pre-trip vehicle inspection.

Typical weekly car driver checklist includes:

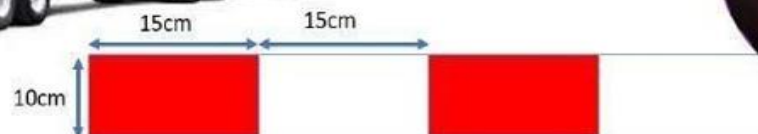
- Tyre tread and pressures comply with those in the vehicle handbook.
- Engine oil level/engine water level.
- Screen wash level (may be required more frequently, in adverse weather).
- Antifreeze in radiator and screen wash.
- Wiper blades are in good condition.
- All lights and indicators work.


Confidential and proprietary information of Coca-Cola HBC AG. Not to be shared beyond the intended recipient.

Reflective tapes



The Reflective strip should cover over 80% of truck body and be very visible



NBC DAILY PRE-TRIP CHECKLIST					
DRIVER NAME:					
TRUCK REG. NO:		COMPANY:			
MODEL:					
DATE:		TIME:			
ODOMETER READING:					
LOCATION TRUCKING FROM:					
 Nigerian Bottling Company Ltd RC 902 <small>(A member of Coca-Cola Hellenic Group)</small>					
CHECK ITEMS		RISK LEVEL	OK	NOK	COMMENTS
TRAFFICATOR LIGHTS	Right	High			
	Left	High			
MIRRORS	All	High			
BRAKE LIGHTS	Right	High			
	Left	High			
EMERGENCY LIGHTS	Right	High			
	Left	High			
HEAD LIGHTS	Right	High			
	Left	High			
WINDSHIELD	All	High			
WIPER BLADES & WASHER OPERATION		High			
STEERING WHEEL	Looseness	High			
HORN	Loudness	High			
HEATER/ DEFROSTER	Left	High			
PARKING BRAKES	Right				
	Left	High			
SEAT BELT	All	High			
REFLECTOR TAPES	All	High			
TIRE RIMS	All	High			
TIRE PRESSURE & TREAD	All	High			
CARGO AREA	Back	High			
FIRE EXTINGUISHER	Expiry date	High			
TRUCK CURTAINS		High			
FIFTH WHEEL/ KINGPIN COUPLING		High			
LOADS/ITEMS SECURED		High			
C-CAUTION TRIANGLE/ SAFETY CONE		High			
FIRST AID KIT		High			
360 WALKAROUND		High			
Driver's Sign.:		Fleet Mgr/ Designate:.....			
Security Sign.:		Safety Mgr / Designate:.....			
Comments:.....					
Defects found while on route-----					
N:B: High issues require truck to be grounded immediately; Low issues require truck to be fixed within 48hours					

ANNEX 4: Optimized Driving Position

Advantages of a well-adjusted seat:

- Become tired less quickly.
- Avoid tension and pain due to bad posture.
- Smoother ride over uneven ground
- Better all-round view of the road and other road users
- Quicker reactions to changing road situations and danger.

Ten steps for optimizing the driver's seat position:

1	Basic position	Sit back until the back is in contact with the backrest and the edge of the seat is not pressing against the knee or the lower leg.
2	Angle of the seat	For longer trips: sloping slightly to the back. For getting in and out frequently and for small persons, horizontal or sloping slightly to the front.
3	Angle of seat back	Backrest sloping slightly to the rear. Optimal angle between thighs and torso is about 100 degrees. Avoid restrictions around the belly area.
4	Support for lower back	The curvature of the back support is correctly adjusted, when the back is neither hollow nor round.
5	Seat level	Heels should have good contact with the floor and the thighs should rest lightly on the seat. It should be possible to turn around to have a good view.
6	Distance to pedals	The seat should be positioned to enable an emergency stop using the footbrake, without fully stretching the leg.
7	Steering wheel	The steering wheel is correctly adjusted, if the hand lies with stretched arm on the steering wheel - depending upon arm length in the range between fingertips and wrist, with the shoulders against the backrest.
8	Head restraint	Adjust the head restraint so that the upper edge is level with the top of the head. For a very tall person, it may be necessary to add an extension to the headrest. The distance between the headrest and the head should not exceed 5 cm.

9	Safety belt	The height of the seatbelt is correctly adjusted, if it runs over the center of the shoulder and is not in contact with the neck.
10	Mirrors	It should be possible to see the ground at the side of the vehicle at the back comfortably, without leaning or stretching to the side.

ANNEX 5: Seatbelts

1.1 Road Vehicles – Seatbelt Requirements

Wearing a seatbelt saves the lives of those wearing the seatbelt and others in the vehicle who can be hit by someone being propelled in the event of a sudden collision or brake action.

- Seatbelts should be of the three-point design in new vehicles and existing vehicles unless retrofitting is not possible. Seatbelts should be maintained in good working order and must be worn at all times when the engine is running, within and outside all NBC locations.
- Seatbelt wearing is essential for all drivers and passengers, in all vehicles. In a crash at 50kph, an unrestrained rear seat passenger will hit the front seat, and anyone in it, with a force of between 30 and 60 times their own body weight. This could result in death or serious injury to the unrestrained passenger and people sitting in the front seat.

1.2 Forklift Trucks – Seatbelt Requirements

- Seatbelts must be provided and worn, to hold the driver in the driving seat if the FLT overturns. FLT's have a high center of gravity and can overturn easily, e.g. if driven across a slope, on uneven ground or turned too fast around corners. A FLT can overturn on flat even ground, if the driver turns hard at relatively low speeds.
- Deaths have occurred when drivers have jumped or fallen out of the driving space and been crushed under the overhead falling object protection structure (FOPS).
- FLT's with a side-seated operator and cab access from the rear (e.g. mast reach trucks), or which have a stand-on operator, are not required to have operator restraint because the operator is unlikely to be trapped between the FLT and the ground in the event of an overturn.

ANNEX 6: Actions if Involved in a Road Traffic Accident

If a driver is involved in a road traffic accident they must:

- Stop immediately.
- Switch on vehicle hazard warning lights.
- Wear a high visibility jacket.
- Warn other traffic users by placing a warning triangle; if it is safe to do so, paying attention to any road traffic safety rules.
- Call the emergency services if anyone is injured or rescue is required.
- Inform line manager/fleet manager.
- Not step into the path of moving traffic.

Confidential and proprietary information of Coca-Cola HBC AG. Not to be shared beyond the intended recipient.

- Not interfere with the scene, except if it can be done without putting self at risk, and it is necessary to protect people.
- Take care of injured people
- Follow procedures for spill control and containment.
- Take photographs, if it is safe to do so (DO NOT STEP INTO THE PATH OF MOVING TRAFFIC)
- If it is safe to do so and if injuries do not prevent this, exchange details with drivers and passengers of other vehicles involved in the accident, (names, addresses, telephone numbers, vehicle types, vehicle license numbers, insurance company names). Avoid an admission of liability, until full investigation has been completed.
- If it is safe to do so, collect the names, addresses and telephone numbers of witnesses.
- Leave the scene of the accident only once permitted to do so by the police if they have been present.
- Do not arrange for the vehicle to be repaired without checking with fleet manager.

If driver safety is threatened due to angry mob action, driver may take steps to secure his safety and surrender himself to the nearest police station or other security agencies to ensure his safety is assured.

ANNEX 7: Accident Investigation Report Information

The following investigation template should be used for road traffic accidents:



Traffic
accident_investigati

Typical information required for investigation report following a road traffic accident:

- Accident circumstances:
- Time & Date (in hh:mm/dd:mm:yy format);
- Place accident occurred.
- Driver's name.
- How long driving on day of accident prior to event.
- Vehicle types involved,
- Vehicle registration or identification.
- Short description of accident – what happened etc.
- Road condition at time of accident.
- Speed at time of accident.
- Names and contact details of third parties,
- Names, and contact details of any witnesses.
- Details of any injuries and to whom.
- Any other supporting information dates of training/refresher training, number of years' experience in same vehicle type etc.

Crash definitions:

Type 1: Incident by fault of own driver (established via investigation).

Type 2: Vehicle vandalized or damaged by thieves.

Type 3: Incident by fault of third party (established via investigation).

Type 4: Vehicle damaged while parked.

Type 5: Incident with no resulting damage.

Type 6: Windscreen damaged (replacement required).

Type 7: Collision with animal.

Type 8: Vehicle and/or contents theft.

Categorization by accident outcome:

- Serious damage accident (either own vehicle, third party vehicle or property).
- Personal injury (either driver, passenger or third party).
- Fatality (either driver, passenger or third party).

Categorization by Root Cause:

- Failing to give priority to other vehicle or pedestrian.
- Insufficient safety distance between vehicles.
- Excessive speed for conditions.
- Violation of turning or lane changing rules.
- Other traffic rule violation.

ANNEX 8: Confirmation of Receipt of the Fleet Safety Policy

NBC drivers must sign the following confirmation document:

I confirm that:

- I have been informed about the contents of the fleet safety policy, I have read it and I understand it
- I understand that compliance with the fleet safety policy is a condition of driving at work.
- I have a copy of the fleet safety policy and fleet policy support document.
- I will not transport anyone who is not employed by NBC, unless authorized to do so by the fleet manager.
- I have a description of the driving duties of my job and the required competencies.
- I will carry out the periodic checks referred to in the vehicle handbook and required by the fleet safety policy, as specified by the fleet manager.
- I will not drive under the influence of alcohol and/or drugs.
- I will not drive when tiredness may reduce my ability to concentrate.
- I will inform my line manager as soon as possible, if there are any changes regarding my driving license, e.g. the category of vehicle I am licensed to drive, penalties, restrictions, and revocations.

Name.....

Signature.....

Date.....

Note: Reviewing Performance

Performance will be reviewed by audit, inspections, spot checks and accident statistics, e.g.:

- Audit of use of selection criteria for employees, contractors, and vehicles; medical fitness checks; training provision; journey scheduling; tachographs, use of mobile phones, wearing PPE, refueling, driving behaviours.
- Arrangements for random inspections will be made by the Fleet Manager and/ or the Health & Safety Coordinator (Logistics) e.g. during journeys, customer deliveries, roadside and customer sites, plants, depots, etc.
- Accident and incident monitoring and use of lessons learned from investigations, IMCRs and Call-To-Actions (CTA).
- Implementation of corrective action plans.

14.0. POLICY ADMINISTRATION

Fleet Managers BU, Health & Safety Coordinator (Logistics), Distribution Managers, Warehouse Managers (Plant and Distribution Centers), Drivers, Logistics Operation Manager, Plant Safety Managers, are responsible for the administration, and implementation of this Policy.

The policy will be reviewed periodically and revised as required.

15.0. EXCEPTIONS:

There is currently no defined exception to this Policy.

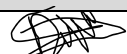
16.0. EFFECTIVE DATE:

This policy is effective upon approval by the Country General Manager


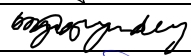
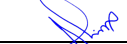


17.0. ACKNOWLEDGEMENT AND APPROVALS

By signing off, I confirm that I am aware of the process and the main requirements of this Procedure and that the statements of the Procedure are acceptable. Furthermore, I agree to use the given authority according to the requirements determined by this Procedure.





POLICY & PROCEDURE CODIFIED BY:

Name	Position	Signature	Date
Bamidele Salimonu	Health & Safety Coordinator (Logistics)		13/5/2024

POLICY & PROCEDURE REVIEWED BY:

Name	Position	Signature	Date
Olajide Abraham	Fleet Manager (BU)		03/06/2024
Oksana Tryndey	QSE Manager		26 June 2024
Niyi Giwa	Logistics Finance Manager		02.07.2024
Ismaila Yusuf	Country Logistic Director		08-08-24
Anthony Obichie	BSO Alliance Manager		08-08-24

APPROVED BY:

Name	Position	Signature	Date
Yuriy Medyakov	Country Procurement Director NI	 DocuSigned by: Yuriy Medyakov 972FAABD7A5A8A...	08-08-24
Neil Spickett	Supply Chain Director	 DocuSigned by: Neil Spickett 00F5C638A4724F2...	12-08-24
Adrian Lupu	Chief Financial Officer	 DocuSigned by: Adrian Lupu 738A0C14671D48A...	12-08-24
Goran Sladic	Country General Manager	 DocuSigned by: Goran Sladic 895AF04B5D5B444...	14-08-24

